



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SUITABLE
SERVICE PROVIDER TO ASSIST WITH TRAINING FOR BUSINESS CONTINUITY
MANAGEMENT(BCM)**

DATE ISSUED: 30 APRIL 2026

CLOSING DATE: 8 MAY 2026

CLOSING TIME: 11H00

Enquiries and submission details

Supply Chain and Asset Management

Through Email Address : DSBDExternalRFQ@dsbd.gov.za

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1. PURPOSE

1.1 The purpose of this Request for Quotation (RFQ) is to invite suitably qualified and experienced suitable service providers to submit proposal quotation to assist Department of Small Business Development (DSBD) with professional facilitator for the Business Continuity Management Training.

1.2 The service provider will be responsible for training and provides practical exercises in Business Continuity Management training, and this will assist the officials in fostering proactive risk management, automated incident response and enhanced planning and optimization. This will also assist in outlining Business Continuity and Crisis Management Strategies to ensure seamless operations during disruptions.

2. BACKGROUND AND CONTEXT

2.1 Section 38 of the PFMA requires the Accounting Officer to have an effective and efficient system of risk management. Therefore, risk management functions are outlined in the officials approved 2025/26 performance agreement to support the Accounting Officer in implementing effective risk management process.

2.2 The Risk and Integrity Management Unit faces significant scrutiny on issues relating to skills and professional competence of its staff. One of the primary purposes in capacitating the officials is to enhance their skills, knowledge and provide experience in risk management fields.

3. OBJECTIVES OF THE WORKSHOPS

3.1 The primary aim of the training is to assist the officials in fostering proactive risk management, automated incident response and enhanced planning and optimization. This will also assist in outlining Business Continuity and Crisis Management Strategies to ensure seamless operations during disruptions.

4. WORKSHOP DETAILS

4.1 The training is expected to be held online for 5 days, the presenter should be able to train four (4) officials from Risk and Integrity Management Unit.

5. SCOPE OF WORK

5.1 The service provider will be required to undertake the following activities:

5.1.1. The benefits of Business Continuity Management Business Continuity Management (BCM) and why it's necessary.

5.1.2. Interpret and apply the Business Continuity Management policies, strategies and framework.

5.1.3. Outline the importance of integrating BCM across departments and divisions, fostering organisation-wide coordination.

5.1.4. Provide the understand the BCM lifecycle and the key components of a robust and sustainable continuity programme.

- Policy and programme management
- Embedding BCM
- Business Impact analysis and risk assessment
- Business continuity strategies
- Implementation of business continuity plans
- Validation and testing of business continuity plans

5.1.5. Explain and understand the link and relationship between risk and BCM in order to build organisational resilience

5.1.6. Provide an overview of other response plans

5.1.7. Provide an overview of international standards and best practice

5.1.8. Outline fundamental BCM principles and concepts

5.1.9. Outline key role players for BCM roles and responsibilities

6. DELIVERABLES

6.1. The presentation slides and any facilitation materials used during the training must be provided to the DSBD.

7. REQUIRED EXPERTISE AND EXPERIENCE

7.1 Prospective service providers must demonstrate a minimum of five to ten years' experience in facilitating high-level in Business Continuity Management training. The facilitator must have experience engaging diverse stakeholders across government and the private sector and must possess strong analytical, conflict management, communication and report-writing skills. Detailed CVs of the proposed facilitator(s) must be submitted as part of the quotation.

8. DURATION OF THE ASSIGNMENT

8.1 The assignment will commence upon formal appointment. The anticipated duration of the assignment is May 2026 for 5 days.

9. FINANCIAL IMPLICATIONS

9.1 Service providers are required to submit a detailed and itemised cost breakdown covering professional fees for training, preparation time, facilitation, report writing and VAT if registered. All pricing must be inclusive of all costs associated with the assignment. No additional costs will be accepted unless approved in writing by the Department prior to incurrence.

10. EVALUATION CRITERIA

10.1 Quotations will be evaluated in accordance with applicable Supply Chain Management (SCM) prescripts.

11. ORGANISATIONAL IMPLICATIONS

11.1 Development of Business Continuity Management (BCM) Policy, Business Impact Analysis and BCM risk assessment will be overseen by the Risk and Integrity Management Branch within the DSBD. The appointed facilitator will work closely with the Risk and Integrity Management officials responsible for Business Continuity Management. Coordination and communication with the

Department will be essential to ensure alignment and quality assurance throughout the process.

12. PHASE 1: PRELIMINARY EVALUATION (COMPLIANCE EVALUATION)

12.1. During this phase bid documents will be reviewed to determine compliance with Supply Chain Management documents and only those that have complied in terms of procurement requirements will move to phase 2.

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

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1.	Proof of Registration with Companies and Intellectual Property Commission (CIPC) (Copy obtainable from DTI).	Proof Attached
2.	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
3.	SCM - SBD 3.3 – pricing schedule	Completed and signed
4.	SCM - SBD 4 – Bidders Disclosure	Completed and signed
5.	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
6.	In case of bids where Consortia / Joint Ventures, Consortia/ Joint Venture agreements signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

13. PHASE 2: MANDATORY REQUIREMENTS

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

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

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

NO	COMPLIANCE REQUIREMENTS	YES	NO
1.	Understanding of the project scope		
2.	Relevant Experience – Business Continuity Management (CV of expert)		
3.	5- 10 years' experience of conducting Business Continuity Management Training (CV of expert)		
4.	The Service Provider should be recognized professional body in South Africa, formally accredited by the South African Qualifications Authority (SAQA).		
5.	Relevant experiences – Facilitation of Business Continuity Management Training (CV of expert/team)		
6.	BCM training is formally accredited and developed in alignment with ISO 22301 (Business Continuity Management Systems) and international best practices.		
7.	Relevant experiences – Knowledge of training the Public Sector inclusive of government Department environment (Reference Letters)		
8.	Costing – all inclusive		

14. PHASE 3: PRICE AND SPECIFIC GOALS

14.1. 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

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

Preference Points

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

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

Where,

Ps = Points scored for 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)
Enterprise Ownership (Evidence certificate) BBBEE B- Black W- Women D- Disability Y- Youth	<p style="text-align: center;">2</p> <hr/> B,W,D, Y = 2 pts B,W, D= 1,75 pts B,W= 1,50 pts B,Y=1,25pts B= 1 pts W= 0,75 D=0,50 None of the above =0	
Size of Enterprise (SMMES): MICRO, SMALL, MEDIUM ENTERPRISES	<p style="text-align: center;">8</p> <hr/> Micro = 8 Small = 5,6 Medium = 3,2 Large = 0,8	
Spatial (Rural/ Township/	<p style="text-align: center;">4</p>	

City)	Rural = 4 Township = 2,4 City = 0,8	
Youth and non-youth	6	
	Youth = 6	

15. TERMS AND CONDITIONS

- 15.1. Only fully compliant National Treasury's Central Supplier Database (CSD) registered service provider's proposals will be considered.
- 15.2. The completed SBD 3.3 , 4 and 6.1 documents attached to this RFQ must be completed and returned with the quotation.
- 15.3. No late quotations will be accepted under any circumstances.
- 15.4. Suppliers must complete and return all the required documents, failing which, the supplier's quotation will be declared invalid.
- 15.5. Suppliers should take note of the Mandatory Requirements below.

16. CONFIDENTIALITY AND DATA PROTECTION

- 16.1. The Procurement Agent will handle sensitive procurement information, beneficiary data, and supplier documents. As such, they must ensure:
- Compliance with the Protection of Personal Information Act (POPIA).
 - Secure handling, storage, and transmission of records.
 - No disclosure to third parties.

17. DISCLAIMER

- 17.1. DSBD reserves the right not to appoint any bidder or to cancel the procurement process at any time when the need arises.
- 17.2. DSBD will not reimburse any costs incurred during the preparation of proposals.
- 17.3. The final award is subject to approval processes and due diligence checks.

18. PROPOSAL SUBMISSION

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

Date : 30th April 2026

Closing Date : 8th May 2026

Time : 11:00

Through Email Address : DSBDExternalRFQ@dsbd.gov.za

19. ENQUIRIES

Below is the contact detail for all bid related enquiries.

QUERY	NAME	CONTACT DETAILS
Technical	Ms Queen Ramaboa	Email: QRamaboa@dsbd.gov.za Telephone: 064 870 7279
	Ms. Mashudu Tshidzumba	MTshidzumba@dsbd.gov.za 082 603 5831
	Ms. Nonkululeko Ndabane	NNdabane@dsbd.gov.za 076 125 0923
Direct all supply chain questions DSBDExternalRFQ@dsbd.gov.za	Ms. Jane Kekana	012 394 3014
	Mr. Conty Mokala	012 394 3014

Please note this checklist must be completed and submitted together with the **Financial Proposal**

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
PRICING SCHEDULE SBD 3.3	YES/NO	Bid Price in RSA Currency No (all applicable taxes included)
Functional Proposal including Mandatory documents	YES/NO	Submit a functional proposal in line with the Terms of Reference

Document that must be submitted	Provided (Yes/No) <i>Non-submission may result in disqualification</i>	
		including the SBD documents above.
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.
Proof of Registration with Companies and Intellectual Property Commission (CIPC) (Copy obtainable from DTI).	YES/NO	Proof Attached
Declaration of Interest – SBD 4	YES/NO	Completed and signed
Preference Point Claim Form – SBD 6.1	YES/NO	Completed and signed
Pricing Schedule	YES/NO	Submit full details of the pricing proposal

ToR Approved	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Ms. Mashudu Tshidzumba		
.....		
Director: Risk and Integrity Management		
Date:		