



## REQUEST FOR QUOTATIONS (RFQ)/ PROPOSALS (RFP) PROCUREMENT OF GOODS AND SERVICES

### DESCRIPTION OF WORK

**APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE  
PROVIDER FOR THE PROVISION OF B-BBEE VERIFICATION AND  
EVALUATION SERVICES FOR A PERIOD OF THREE (3) YEARS**

### QUOTATION DETAILS

**QUOTATION NUMBER:**

**CLOSING Date: 18 JULY 2025**

**Time: 16:00 pm**

**Compulsory Site Visit:**

Yes ☐

No ☒

**If Yes, Date and time of compulsory briefing  
session:**

**Date:**     **Time:** n/a

### DETAILS OF RESPONDENT

**Name of bidder:** .....

*Please indicated whether it is the original or copy, tick the applicable block*

ORIGINAL

☐

COPY

☐

## **REQUEST FOR QUOTATIONS (RFQ)**

### **1. GENERAL CONDITIONS OF THE RFQ:**

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not to exceed R1 000 000.00 (all applicable taxes included).
- 1.1 Submit proof of Central Suppliers Database registration **(To be used to verify company information, including SARS tax status)**
- 1.2 Fully comply with the scope of work / service or **(Attached Scope of work / service)**.
- 1.3 Submit valid quotation with company details including price, company address, registration number, VAT number (if applicable) and price fluctuation **(OR Attached Bill of Quantity)**
- 1.4 Complete Preference Point claim form in terms of the Preferential Procurement Regulations 2022
- 1.5 Complete declaration with regards to company/ Firm
- 1.6 Complete declaration certificate for local production and content
- 1.7 Complete declaration of bidders past supply chain management practices
- 1.8 Complete the Certificate of independent bid determination
- 1.9 Complete the declaration of Interest
- 1.10 **This bid will be evaluated for functionality**

### **2. SCOPE OF WORK / SERVICE OR ITEM(S) REQUIRED ( or separate document outlining the detailed specifications to be attached here)**

No.	Scope of Work/ Services / Deliverables
1.	APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF B-BBEE VERIFICATION AND EVALUATION SERVICES FOR A PERIOD OF THREE (3) YEARS

## **SUBMISSION OF PROPOSALS AND ENQUIRIES MUST BE DIRECTED TO THE FOLLOWING EMAIL:**

[scm@mega.gov.za](mailto:scm@mega.gov.za)

### **Late submissions**

**MEGA will not consider any late request for quotations (s).**

## **TERMS OF REFERENCE**

### **APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER FOR THE PROVISION OF B-BBEE VERIFICATION AND EVALUATION SERVICES FOR A PERIOD OF THREE (3) YEARS**

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#### **1. BACKGROUND**

The Mpumalanga Economic Growth Agency (MEGA) is a public entity mandated to drive economic transformation and inclusive growth in the Mpumalanga Province through investment promotion, enterprise development, infrastructure funding, and the strategic management of public assets. In fulfilling this mandate, MEGA must operate as a financially sustainable entity capable of leveraging and expanding its revenue base while reducing its dependence on annual Government Grant.

MEGA intends appointing a credible service provider for the provision of B-BBEE verification and evaluation services for a period of three (3) years. The current certificate expired in February 2025. Prospective services providers are hereby invited to submit their proposals for the services required.

#### **2. TERMS OF REFERENCE**

MEGA intends to enter into a formal Service Level Agreement (SLA) with the successful Service Provider to provide the services described hereunder. The Terms of Reference (TOR) would guide the selection and appointment of a qualified specialist service provider by ensuring a match between MEGA's requirements, and the knowledge and experience of the appointed specialist service provider.

The consultant's proposal submitted through this process will form the foundation of the Service Level Agreement (SLA) to be concluded between the parties.

#### **3. PROJECT OBJECTIVE**

The objective of this bid is to appoint a suitably qualified and experienced B-BBEE verification service provider to review, verify, and validate the audit process in accordance with the provisions of the Broad-Based Economic Empowerment Act 53 of 2003 and related legislation. The appointed service provider is expected to provide the following:

- 3.1 Gathering and evaluation of information relating to BBEE
- 3.2 Provision of expert advice
- 3.3 Verification of MEGA's B-BBEE status and recognition level
- 3.4 Generation of verification certificate confirming B-BBEE status and recognition level

#### 4. PROPOSAL REQUIREMENTS - GENERAL SCOPE OF WORK

The successful service provider will provide B-BBEE verification services to MEGA. The service provider will be expected to deliver amongst others the following key requirements:

Scope of Work	Deliverables
Verification of MEGA's B-BBEE	Project Plan on how to implement the verification services of the MEGA's B-BBEE
Consultation with MEGA stakeholders and information gathering and compilation	Timeous submission of information within projected deadlines
Generation of verification certificate confirming B-BBEE status and recognition	MEGA's BBBEE Certificate

#### 5. REPORTING REQUIREMENTS

The service provider shall report to the Chief Financial Officer or delegated official. The following are key stakeholders for the duration of the project:

- 5.1 Executives, and
- 5.2 Management

#### 6. TIME FRAMES

The duration of the contract will be for a period of three (3) years from date of appointment. Performance of the service provider will be formally assessed after year one (1).

#### 7. FUNCTIONAL REQUIREMENTS

As assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70 points (out of 100 points), i.e. 70%, for Functionality in order to qualify to be evaluated on Price and Specific Goals.

Criterion	Description	Weight	Points
1. Reference and Experience	Bidders must provide reference letters(s)/purchase orders on the letterhead of the services client and should reflect at least the name of the client, full description of the service rendered, contact person and contact details relevant to the required service provided on BBBEE verification and compliance. The reference letters must indicate the quality of the service provided.  The letters must be signed by the authorized person.	50	<b>Experience:</b>  10 or more years = 5 points 7 - 9 year = 4 points 5 - 6 year = 3 points 3 - 4 year = 2 points 1 - 2 year = 1 point

Criterion	Description	Weight	Points
2. Methodology and Project Plan	<p>Bidders must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes.</p> <p>The timeframes and project plan are tailored to the project needs and demonstrates the following:</p>	30	<p><b>Project plan with clear project timelines and deliverables and demonstrates the following:</b></p> <ul style="list-style-type: none"> <li>• Project plan with clear project timelines and deliverables and processes to be followed and sequence of events aligned = 5 points</li> <li>• Demonstrates adequate understanding and knowledge in the BBBEE verification services = 4 points</li> <li>• Adequate understanding of BBBEE and related regulatory prescripts = 3 points</li> <li>• Adequate understanding of development of BBBEE compliance reports = 2 points</li> <li>• Adequate understanding and knowledge in facilitating BBBEE requirements awareness = 1 point</li> </ul>
3. Qualifications and experience of core team	Bidders must provide the qualifications, experience and professional competencies in Compliance Management of the	20	Relevant tertiary qualification in Law, Business

Criterion	Description	Weight	Points
members. The following are the minimum qualifications and experience expected of the service provider's key staff:	<p>lead consultant to be to provide the service.</p> <p><b>Qualifications:</b> Must provide proof of qualifications, experience and professional competencies in Compliance:</p> <p><b>NB: Bidders must attach no later than 3 months certified copies of qualifications. Uncertified qualifications will not be accepted and will therefore not score any points.</b></p> <p><b>Experience of Lead Consultant</b></p> <p>Minimum of 10 years' experience in conducting similar or equivalent assignment.</p>		<p>Management of Compliance = 10 points</p> <p>Any other qualification not equivalent or related = 0 points</p> <p>Submission of abbreviated Curriculum Vitae (CVs) indicating the relevant experience.</p> <p>10 years or more = 10 points 7 – 9 years = 8 points 5 – 6 years = 6 points 3 – 4 years = 4 points 1 – 2 years = 2 points</p>

## 8. PROJECT MANAGEMENT

- 8.1 The project will be managed in terms of the best practice project management framework.
- 8.2 The project sponsor is the Chief Financial Officer.
- 9.3 The service provider shall convene meetings as agreed by both parties in the project management charter.

## 9. PRICE AND PREFERENCE POINTS EVALUATION

	Preference Points Criteria	Points Allocation
1	Price	80
2	Specific Goals	20
<b>Total Points</b>		<b>100</b>

## 10. PRICING SCHEDULE

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit financial proposals as per the table below on a company letterhead.

Pricing Schedule is compulsory and failure to complete same in the prescribed manner may result in disqualification of the bid during the financial evaluation process:

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	TOTAL
	R	R	R	R
Provision of B-BBEE certification services				
			TOTAL AMOUNT FOR 3 YEARS EXCLUDING VAT	
			VAT @ 15 %	
			TOTAL AMOUNT INCLUSIVE OF VAT FOR A PERIOD OF THREE (3) YEARS	

## **STANDARD BIDDING DOCUMENTS**



## BIDDER'S DISCLOSURE- SBD 4

### 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 interest<sup>1</sup> 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

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 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 consortium<sup>2</sup> 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 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.

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<sup>2</sup> 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.

- 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

## SBD 6.1

### 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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	
Enterprise owned by Black people	4
Enterprise owned by Women	4
Enterprise owned by Youth	4
Enterprise owned by Disabled	4
Enterprise owned by SMME's-QSE and EME	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

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

80/20                      or                      90/10

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:

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = 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)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled	N/A	4	N/A	
Enterprise owned by SMME's-QSE and EME	N/A	4	N/A	

#### 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.

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**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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