



**NKOMAZI SEZ**  
TREASURE OF OPPORTUNITIES  
*An Entity of the Department of Economic Development and Tourism*

**REQUEST FOR PROPOSALS (RFP) FOR  
PROCUREMENT OF SERVICES**

**DESCRIPTION OF WORK**

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE  
PROVIDER FOR THE NKOMAZI SEZ BOARD EVALUATION FOR THE  
2025/26 FINANCIAL YEAR**

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**PROPOSALS DETAILS**

RPF/QUOTATION NUMBER: RFP 003 -26/27

Closing Date : 11 MAY 2026

Time : 12H00

Compulsory Briefing session:

Yes

No

If Yes, Date and time of compulsory briefing  
session:

Date: \_\_\_\_\_ Time: 10:00 am

**DETAILS OF RESPONDENT**

Name of bidder: .....

CSD Number : .....

Amount : ..... (VAT INCL)

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

ORIGINAL

COPY

## **REQUEST FOR PROPOSALS (RFP)**

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

- The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- The value of this bid is estimated not to exceed R1 000 000.00 (all applicable taxes included).
- Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- Quotations must be valid for a period of 30 days
- The Bidder's quotation to bear correct contact details and address
- Fully completed Standard Bidding Documents (SBD4 and SBD 6.1)
- The bidder must be registered on the Central Supplier Database (CSD)
- This bid will be evaluated on functionality

### **2. SCOPE OF WORK / SERVICE OR ITEMS**

The Scope of work should include but not be limited to:

1. Board assessment on **Financial Oversight**: Review of audited financial statements, budget adherence, and risk management.
2. Board assessment on **Strategic Performance**: Evaluation of progress against strategic goals and long-term plans.
3. Board assessment on **Compliance**: Adherence to legal, regulatory, and corporate governance requirements.
4. Board assessment on **Board Effectiveness**: Assessment of board composition, diversity, independence, transparency and functioning.

### **3. CATEGORIES OF THE SCOPE OF WORK (SOW) CORPORATE GOVERNANCE**

- 3.1 The service provider should have sufficient capacity, vast experience in government Entities located within the Mpumalanga Province and capability to provide extensive knowledge and expertise on specific challenges within governance related matters, including knowledge on Companies Act, PFMA, King Code of Good Governance and all other relevant and applicable corporate governance prescripts.
- 3.2 Review the board and board committee charters and terms of reference and ensure that they are up to date and in accordance with all the relevant legal prescripts and best practice frameworks.
- 3.3 The outcome of the assessment should be able to provide corporate governance advice and guidance to the Nkomazi SEZ Board, Board Committees, Executive Management and Company Secretary on their duties, responsibilities and powers.

#### **4. BOARD ASSESSMENT/ EVALUATION**

4.1 The service provider should conduct assessments on the Board's fiduciary duties, legal duties and other corporate governance-related matters.

4.2 Perform Board and Board Committee evaluations and present outcomes to the Board and Board Committees, including developing and presenting an implementation/support plan detailing tasks to be undertaken and making recommendations on the deliverables that need to be accomplished, including assessing the specific training needs of the members and other governance Board responsibilities.

4.3 Measure Board performance and provide recommendations.

#### **5. STRATEGY AND LEADERSHIP**

5.1 The outcome of the Board assessment should enable Members to differentiate between the Board strategic role versus operational role and leadership.

#### **6. COMPETENCY REQUIRED FROM THE SERVICE PROVIDER**

<b>Functional Requirements</b>	<b>Weighting</b>
<b>1. TEAM LEADER EXPERIENCE</b>  1.1. The team leader must possess not less than 10 years' experience in conducting board evaluations particularly for Special Economic Zones Entities within South Africa or State-owned entities within the economic development space/ municipalities.  1.2. The team leader must be an expert in Governance with specific reference to government entities, Board induction, Board Evaluation, Strategy formulation and related Legal projects.  1.3 The team leader must be operating within the development of Boards of entities space and affiliated with professional bodies within the related field.	20
<b>2. ORGANOGRAM OF ASSIGNED TEAM</b>  2.1. Team members must present evidence of strong knowledge of corporate governance, especially the King Code of Good Governance. 2.2. Key personnel must possess senior level experience of more than five years in board evaluation. 2.3. No conflict of interest with the entity and its directors/ executive management	30

<p><b>3. TEAM MEMBERS' EXPERIENCE</b></p> <p>3.1. Team Leaders CV's detailing experience Supporting team CV's detailing experience.</p> <p>3.2. Contact details for 3 similar clients within the last 3 years.</p>	10
<p><b>4. METHODOLOGY</b></p> <p>The service provider must propose a rigorous, evidence-based methodology that includes:</p> <ul style="list-style-type: none"> <li>• <b>Confidential Surveys/Questionnaires:</b> Tailored online assessments for all board members, Board Committees and key executives.</li> <li>• <b>One-on-One Interviews:</b> Confidential interviews with each board member, the CEO, and the Company Secretary.</li> </ul>	20
<p><b>5. DELIVERABLES</b></p> <p>The service provider must deliver the following:</p> <ul style="list-style-type: none"> <li>• Inception Report: A project plan with refined methodology and timelines.</li> <li>• Final Report: A written report including detailed findings, areas of strength and recommended improvements.</li> <li>• Proposed Action Plan. Recommendations for required governance enhancements, training, or restructuring where applicable.</li> <li>• Presentation: A presentation of the findings to the Board of Directors</li> </ul>	20

**Total 100**

## 7. SUBMISSIONS

Proposal Submission Deadline: **11 May 2026 at 12h00**

Please submit your completed proposal to the address below:

**MEGA Head Offices, 02 Eastern Boulevard, Riverside Park, Ground floor**

**All bidders are requested to submit the documents in two [2] formats,**

**Namely: - one original and  
- memory stick**

**Enquiries should be directed to: Bridgette Mahlalela [scm@mega.gov.za](mailto:scm@mega.gov.za) or [scm@nkomazisez.gov.za](mailto:scm@nkomazisez.gov.za)**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....  
...

2.3 Position occupied in the Company (director, shareholder etc):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

\* "State" means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution to which the person is connected:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
shareholders / members or their spouses conduct business  
with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, **YES / NO**  
have any relationship (family, friend, other) with a person  
employed by the state and who may be involved with the  
evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

.....

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other)  
between the bidder and any person employed by the state  
who may be involved with the evaluation and or  
adjudication of this bid?

2.10.1 If so, furnish particulars.

..... **YES / NO**

.....

.....

.....

2.11 Do you or any of the directors /shareholders/  
members of the company have any interest in any other  
related companies whether or not they are bidding for this  
contract?

**YES / NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....  
.....

**YES /NO**



## 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 <b>Nkomazi Local Municipality</b>	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:

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

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:

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

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)
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 Nkomazi Local Municipality	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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....