



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

RFP FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSESS THE COMPLIANCE STATUS OF NKOMAZI SPECIAL ECONOMIC ZONE (NSEZ) AND PROVIDE SUPPORT FOR CIPC REGISTRATION AND COMPLIANCE, CSD REGISTRATION, B-BBEE COMPLIANCE, AND PFMA SCHEDULE 3D REGISTRATION

PROPOSALS DETAILS

RPF/QUOTATION NUMBER: RFP 007-26/27

Closing Date : 12 JUNE 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

➤ BACKGROUND

Nkomazi Special Economic Zone (NSEZ) requires the services of a suitably qualified and experienced service provider to assess its current statutory and regulatory status and provide end-to-end support with the registration and compliance requirements applicable to the organisation. The successful service provider will be required to facilitate and support the registration of NSEZ with relevant regulatory bodies and ensure compliance with applicable legislation and governance requirements.

➤ OBJECTIVE

The objective of this assignment is to:

- Assess the current compliance status of NSEZ.
- Identify registration and compliance gaps.
- Assist NSEZ with registration and compliance requirements relating to:
 - Companies and Intellectual Property Commission (CIPC);
 - National Treasury Central Supplier Database (CSD);
 - Broad-Based Black Economic Empowerment (B-BBEE);
 - Public Finance Management Act (PFMA) Schedule 3D classification.
- Provide recommendations and implementation support to ensure compliance with applicable legislation and regulatory requirements.

2. SCOPE OF WORK

The appointed service provider shall undertake the following:

3.1 Compliance Assessment

- Conduct a comprehensive assessment of the current legal, regulatory and governance status of NSEZ.
- Identify compliance gaps and registration requirements.
- Develop a detailed action plan and implementation roadmap.

3.2 CIPC Registration and Compliance

The service provider shall:

- Assess the current registration status of NSEZ with the Companies and Intellectual Property Commission (CIPC).
- Identify outstanding registration and compliance requirements.
- Prepare and submit all required registration and compliance documentation.
- Liaise with CIPC where necessary.
- Ensure that NSEZ complies with all applicable Companies Act requirements.

3.3 PFMA Schedule 3D Registration

The service provider shall:

- Assess the requirements for the classification of NSEZ as a Schedule 3D Public Entity.
- Identify legislative and governance requirements applicable to Schedule 3D entities.
- Prepare and compile all supporting documentation.
- Facilitate engagements with relevant government departments and stakeholders.
- Assist NSEZ throughout the registration and approval process.

3.4 Central Supplier Database (CSD)

The service provider shall:

- Assist with the registration of NSEZ on the National Treasury Central Supplier Database (CSD).
- Verify and update organisational information.
- Ensure compliance with National Treasury requirements.
- Provide guidance on maintaining an active and compliant CSD profile.

3.5 B-BBEE Compliance and Certification

The service provider shall:

- Assess the B-BBEE requirements applicable to NSEZ.
- Prepare and compile documentation required for B-BBEE verification.
- Liaise with accredited verification agencies where required.
- Assist NSEZ in obtaining a valid B-BBEE Certificate or proof of compliance.
- Provide recommendations on maintaining B-BBEE compliance.

3.6 Governance Advisory Support

The service provider shall provide guidance and advisory support on:

- Companies Act, 2008;
- Public Finance Management Act (PFMA);
- Treasury Regulations;
- King IV Report on Corporate Governance;
- Other applicable governance and regulatory prescripts.

3. DELIVERABLES

The successful service provider shall provide:

1. Compliance Assessment and Gap Analysis Report.
2. CIPC Registration and Compliance Report.
3. Schedule 3D Registration Readiness and Submission Report.
4. CSD Registration Confirmation.
5. B-BBEE Compliance and Certification Report.
6. Implementation Roadmap and Action Plan.
7. Final Project Close-Out Report.

4. MINIMUM REQUIREMENTS

Interested service providers must submit:

- Company Profile.
- Proof of CIPC Registration.
- Valid Tax Compliance Status PIN.
- Certified B-BBEE Certificate or Sworn Affidavit.

- At least three (3) contactable references for similar assignments.
- CVs of key personnel who will be assigned to the project.
- Detailed methodology and implementation plan.
- Financial proposal.

5. EVALUATION CRITERIA

Quotations will be evaluated on:

Functionality

- Experience in regulatory registrations and compliance services.
- Experience in public sector governance and PFMA compliance.
- Experience with CIPC, CSD and B-BBEE processes.
- Qualifications and experience of key personnel.
- Project methodology and implementation approach.

Price and Preference

Price and preference points will be evaluated in accordance with the Preferential Procurement Regulations, 2022 and NSEZ Supply Chain Management Policies.

6.CONTRACT PERIOD

The appointment will be for a period of six (6) months or until completion of the assignment, whichever occurs first.

7.SUBMISSION OF QUOTATIONS

Quotations must be submitted on or before the closing date and time indicated in this RFQ.

MEGA Head Offices

02 Eastern Boulevard

Riverside Park

Ground floor

Closing Date :12 June 2026 at 12h00

Late submissions will not be considered

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 (bmahlalela@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 |
|---|------------|
| PRICE | 80 |
| SPECIFIC GOALS | |
| 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 Nkomazi Local Municipality | 4 |
| 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:

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

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

- 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 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.

| | |
|---|----------------------------------|
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |