

25 June 2026

**REQUEST FOR QUOTATIONS to
CONDUCT RE-CERTIFICATION AUDIT
ON ISO 22301:2019 BUSINESS
CONTINUITY MANAGEMENT SYSTEM**

1. Purpose

- 1.1. The Railway Safety Regulator (RSR) requires the services of a suitable service provider to conduct re-certification audit on ISO 22301:2019 Business Continuity Management System.

2. Considerations/background

- 2.1. The RSR is currently certified against the ISO 22301:2019 Business Continuity Management System. To support its re-certification as it is concluding its three year certification period. RSR requires the services of a qualified and accredited service provider to conduct an re-certification audit on ISO 22301:2019 scheduled for re-certification in this financial from July 2026

3. Scope of work / Specification

Specification

3.1 The RSR hereby requests the services of a competent service provider accredited by the International Accreditation Forum (IAF) or any international recognised body to conduct an ISO 22301:2019 Business Continuity Management System (BCMS) re-certification audit.

3.2 The appointed service provider will be responsible for conducting the re-certification audit, followed by two (2) surveillance audits.

3.3 The appointed service provider will be expected to:

- 3.3.1 Conduct a comprehensive re-certification audit against ISO 22301:2019 requirements;
- 3.3.2 Provide a detailed report outlining non-conformities, observations, and opportunities for improvement;
- 3.3.3 Facilitate feedback and close-out sessions with relevant RSR stakeholders;
- 3.3.4 Support the alignment and development of relevant documentation based on audit findings to ensure readiness for recertification

Scope of Service

Year of Service	Function
2025	ISO 22301:2019 BCMS Certification Audit
2026	Surveillance Audit 1
2027	Surveillance Audit 2

4. Mandatory Requirements

The following documents must be submitted. Failure to submit any of the mandatory documents listed below will result in disqualification of the bid.

Requirements	Documents to be Submitted
Be accredited or recognised by International Accreditation Forum (IAF) any international certification accreditation body.	Submit valid accreditation certificates confirming the organisation is authorised to conduct audits on ISO 22301:2019 management system standards.

5. Administrative / Compliance Requirements

- 5.1. Registration on National Treasury CSD report
- 5.2. Comprehensive quotation (prices must be VAT Inclusive)
- 5.3. Tax Pin & Tax clearance certificate
- 5.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 5.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 5.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
- 5.7. A Copy of the identity document of the company owner(s)
- 5.8. Valid Medical Certificate
- 5.9. Valid South African Social Security Agency (SASSA) registration **(Where applicable)**
- 5.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPDOSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

6. Functionality Criteria Evaluation

EVALUATION CRITERIA

Criteria	Points	Weighted
<p>REFERENCES:</p> <p>Previous Certification Audit conducted by the Service Provider (i.e. Bidding Company).</p> <p>Submission of reference letters of Certification Audit conducted in Public or Private Sector in the last 5 years on ISO 22301:2019 in the following:</p> <p>a) Name of the company on the letterhead .</p> <p>b) Nature of the work conducted.</p> <p>c) Reference letters must be dated and signed</p>	<ul style="list-style-type: none"> • 30 Points = 4 and above relevant reference letters • 20 Points = 3 relevant reference letters • 10 Points = 1 to 2 relevant reference letters • 0 Points = No relevant reference letter or irrelevant 	30

<p>COMPETENCY:</p> <p>Capability to conduct certification or surveillance audit for ISO 22301:2019 BCMS</p> <p>Competency: Lead Auditor's proven number of years in auditing the standard, must be outlined in the CV and should be broken down e.g. June 2020 - May 2023 and the duties detailed</p>	<ul style="list-style-type: none"> • 30 Points = More than 5 years' experience in conducting certification or surveillance audit on ISO 22301 • 20 Points = from 4 – 5 years' experience in in conducting certification or surveillance audit on ISO 22301 • 15 Points = from 2 years to less than 4 years' of experience in conducting certification or surveillance audit on ISO 22301 • 10 Points = from 1 years to less than 2 years' of experience in conducting certification or surveillance audit on ISO 22301 	<p>30</p>
<p>QUALIFICATIONS:</p> <p>A Lead Auditors' completed a recognised lead auditor or internal auditor training course for the ISO standard 22301 by major accreditation Bodies (i.e BSI/TUV/</p>	<ul style="list-style-type: none"> • 20 Points = ISO 22301: 2019 BCMS Lead Auditor certificate • 15 Points = ISO 22301:2019 Auditor Certificate 	<p>20</p>

<p>PECB/IRCA/ Exemplar Global among others). Submit training Certificates.</p>	<ul style="list-style-type: none"> • 0 Points = No certification 	
<p>AUDIT APPROACH & METHODOLOGY</p> <p>The Service provider must provide the methodology outlining an audit approach that demonstrates the clear and logical audit plan, the use of relevant ISO Techniques, and a clear process based on the audit approach.</p>	<ul style="list-style-type: none"> • 20 Points = Exceptional: Demonstrates a highly structured, risk-based, and process-oriented audit approach; exceeds standard practices • 15 Points = Moderate: Meets baseline expectations; applies correct methodology but lacks customization or depth. • 10 Points = Poor: Applies a generic or checklist-only audit method; misses key aspects of ISO auditing principles. • 0 Points = No audit approach and methodology 	<p>20</p>

Service Providers must obtain a minimum of 70 points out of 100 points to be considered for price and specific goal points evaluation.

7. Evaluation 80/20 Preference Point System

7.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its

regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

7.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**

7.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM
1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s)

	Enterprise (QSE) which is at least 51% owned by black women		<ul style="list-style-type: none"> • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by youth	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable)

	<p><i>by person(s) with disabilities</i></p>	<ul style="list-style-type: none"> • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable) • Valid National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)
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7.4. For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.

8. Technical Enquiries

8.1. **SCM: Fumani Mabunda**

fumanim@rsr.org.za/010 495 5391

8.2. **Project Manager: Innocentia Makhubu**

innocentiam@rsr.org.za /010 495 5391

9. Closing Date and Time for responses to this request for quotation

9.1. The request will be **closed on 01 July 2026 at 10h00**. Responses may be emailed to fumanim@rsr.org.za