

REQUEST FOR QUOTATION

RFQ No.:	Contact Person:
BS/2026/RFQ1796	Ntombizanele Mkhonza
RFQ Issue Date:	Contact Details:
Request for quotation – 9 July 2026	011 8059 661
Closing Date: 17 July 2026 16h00	NtombizaneleM@bankseta.org.za
Description of services/products required:	
Provision for Hazard Identification and Risk Assessment (HIRA) training for OHS committee members	

Part A: Request for Quotation Documentation

- ✓ Cover Letter;
- ✓ Terms of Reference / Specifications;

Part B: Returnable Documents and Schedules:

- ✓ **Returnable Documents which must accompany the quotation**
 - A valid Tax pin [BANKSETA will also check the tax status of the service provider on the CSD report; and
 - CSD Master Registration report.
- ✓ **Returnable Forms which must accompany the quotation**
The forms must be fully completed, signed and dated appropriately (see annexure)
 - SBD 4: Bidder's Disclosure; and
 - SBD 6.1 Preference Points Claim Form (complete the part that is applicable to the BANKSETA Preferential Procurement Policy) (NB. BANKSETA will not allocate points for BBBEE status Level Contributor).

PLEASE NOTE:

- ✓ Supplier must be registered on the National Treasury Central Supplier database;
- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers must complete all the Returnable Schedules and also submit all the Returnable Documents.
- ✓ The quotation must be valid for 90 days.

Enquiries with regard to specifications may be directed to:

Name: Ntombizanele Mkhonza
Email : NtombizaneleM@bankseta.org.za

Telephone No: 011 805 9661

TENDER CLOSING		
CLOSING DATE	CLOSING TIME	MODE OF SUBMISSION
17 July 2026	16h00	ELECTRONIC PDF SENT TO: NTOMBIZANELEM@BANKSETA.ORG.ZA COPY SCM@BANKSETA.ORG.ZA

1. **BACKGROUND**

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act 97 of 1998, as amended, to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation and seeks to promote employment equity and broad-based BEE through skills development.

2. **BACKGROUND TO THE ASSIGNMENT**

Hazard Identification and Risk Assessment (HIRA) training equips individuals with the skills necessary to recognize potential hazards in the workplace, assess risks, and implement effective control measures. This training is crucial for ensuring a safe working environment and complying with occupational safety regulations. The HIRA training will enhance safety protocols and compliance with regulations in relation to workplace safety, helping organizations avoid penalties and improve overall safety culture within the BANKSETA.

3. **SCOPE**

The content of the training should include but not limited to:

- 3.1 The service provider to provide Two (2) days training for 14 Occupational Health Safety (OHS) committee members.
- 3.2 To provide accredited Hazard Identification and Risk Assessment certificate to all attendees (Complete a portfolio of evidence).
- 3.3 Clearly define the BANKSETA OHS Committee roles and responsibilities in HIRA processes.
- 3.4 Legal requirements pertaining to risk assessments- The Occupational Health & Safety Act laws which pertain to risk assessments, the difference between baseline, continuous, issue-based risk assessments and also look into the process of continuous risk assessments.
- 3.5 The importance of conducting risk assessments- The need to and when to conduct a continuous risk assessment.
- 3.6 Risk assessment documentation- Various documentation used in risk assessments e.g., checklists, planned task observation forms, standard operating procedures, etc.

- 3.7 Common hazards and risks encountered during a continuous risk assessment- The common risks and hazards encountered in the workplace.
- 3.8 Recording of findings – It is important to know how to record findings of your risk assessment so that it can be clearly communicated to the health and safety committee and the employer.
- 3.9 Remedial- and follow-up actions – Once hazards and risks have been identified and ranked, the employer then needs to act appropriately and implement control measures and methods to improve the safety of the working environment by reducing, mitigating, or eliminating the hazards.
- 3.10 Advice and assist drafting policies that are required to maximize compliance with all Health and Safety matters in relation to Hazard Identification and Risk Assessment.
- 3.11 Do's and Don't related to Hazard Identification and Risk Assessment in line with the Occupational Health and Safety Act.
- 3.12 Best practices related to Hazard Identification and Risk Assessment in line with the Occupational Health and Safety Act.
- 3.13 Conduct practical components to assess the workplace for any Hazard Identification and Risk Assessment related concerns or non-conformance.

Part 1: Foundations of Workplace Safety and HIRA

- Recognize potential hazards before they escalate.
- Understand how accidents occur and how to interrupt the chain of events.
- Analyze the human, organizational, and environmental factors that contribute to risks.
- Review of past incidents.
- Develop solutions tailored to their specific workplace.

Part 2: Hazard Identification

Types of Hazards

- Safety hazards – moving equipment, sharp tools, electrical risks, falls.
- Health and psychosocial hazards – chemical exposure, excessive noise, fatigue, stress.
- Biological hazards – bacteria, viruses, mold, waste materials.
- Environmental hazards – air pollution, spills, poor lighting, weather impacts.

Hazard Categories in HIRA

- Obvious hazards – easy to spot, such as damaged cables.
- Hidden hazards – not immediately visible, like poor ventilation.
- Combined hazards – risks that occur together, increasing severity.
- Emerging hazards – new risks from evolving technology or processes.

Part 3: The Fundamentals of HIRA

- The Funnel Method – starting with broad hazard identification, then filtering down into specific risks.
- RAG Tagging System (Red, Amber, Green) – a quick visual method for ranking risks.
- Types of Risk Assessments –
- Baseline: overall workplace review.
- Issue-Based: focused on specific incidents or concerns.
- Continuous: ongoing monitoring to catch new risks.
- Risk Ratings – scoring hazards based on probability, frequency, and potential severity.

Part 4: Conducting a Risk Assessment

Step-by-step process for performing a risk assessment. Participants learn to:

- Assemble a team – involving supervisors, workers, and health & safety reps.
- Collect data – through workplace inspections, incident reports, and employee feedback.
- Identify hazards – walking through the worksite, reviewing tasks, and consulting staff.
- Analyze risks – mapping how each hazard could lead to incidents.
- Rate risks – using matrices that score probability and severity.
- Select controls – applying the hierarchy of controls (elimination, substitution, engineering, administrative, Personal Protective Equipment (PPE)).
- Document findings – using the HIRA Control Register and other tools.
- Review & update – ensuring assessments remain current and relevant.

Part 5: Implementing and Managing Controls

- Assign ownership of each hazard and control action.
- Ensure timelines for corrective measures are realistic.
- Provide adequate resources for implementation.
- Communicate findings and actions to the entire workforce.
- Monitor controls for effectiveness and adjust when necessary.

Part 6: Communication and Safety Culture

- Using toolbox talks to discuss hazards during daily meetings.
- Posting clear visual signage in hazardous areas.
- Encouraging employee reporting of near misses and unsafe conditions.
- Providing feedback loops so staff know their input leads to action.

OHSA Section 8 Compliance

The strongest benefits of the HIRA Hazard Identification Risk Assessment Training is ensuring compliance with Occupational Health and Safety Act (OHSA) Section 8.

This section of the law requires employers to:

- Establish which hazards are present.
- Evaluate the risks associated with those hazards.
- Implement reasonable, practical controls.
- Provide ongoing training and information to employees.

3.14 All service providers responding to this request should provide a variety of menus with meals and a variety of beverages lists that contribute to a balanced diet.

3.15 Interactive element

- Group discussions.
- Quizzes.
- Practical exercises.

3.16 The appointed service provider will be required to provide the training venue, breakfast and lunch on the training days.

	Two Days Training
Breakfast	English breakfast for 14 people
Lunch	Two starch, two meat, two vegetables

4. EVALUATION CRITERIA

The responses will only be evaluated according to the criteria in this clause 4 detailed below.

The prospective service providers should indicate and submit sufficient information and evidence to cover each criteria.

Prospective service providers will be immediately disqualified if any criteria is not adequately responded to.

4.1 The service provider must provide the minimum of two (2) written references on their client's letterhead from where Occupational Health & Safety training was previously rendered.

4.2 The actual trainer/facilitator to be deployed must have a minimum of three (3) years' experience in conducting Occupational Health & Safety training (provide CV of a facilitator).

4.3 The trainer/facilitator must be accredited to conduct OHS training (OHS training certificate must be included in the proposal).

5. LOCATION

The services provider to provide venue details preferably within the Centurion , Midrand and Sandton Area

6. PRICING

7.1 The service providers should provide pricing inclusive of VAT on quotation

Preferential Points Template Transactions Up to R1 Million

7.2 No pricing adjustment will be allowed after closing date.

9. PRICE AND PREFERENCE POINTS

The preferential procurement point system applicable for this process is 80/20, as approved by the BANKSETA Board.

The RFQ will be evaluated based on the 80/20 principle being:

Price	Preference points utilising BANKSETA Goals	Total Points
80	20	100

Pricing will be evaluated using the following formula:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration.
 P_t = Price of bid under consideration.
 P_{\min} = Price of lowest acceptable bid.

10. COMPLIANCE STATUS

- a. The BANKSETA before making an award, shall check on the Central Supplier Database CSD whether;
 - a) the bidder's tax status is compliant and
 - b) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and/or are person(s) prohibited/ its directors are not employees of the state and have no conflict of interest in the BANKSETA, or have written authority to do work with the state as per the legislation.
- b. The BANKSETA will not award to service providers who do not comply with the above.

11. RFQ CONDITIONS

- a. BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the RFQ was originally advertised prior to the closing date.
- b. BANKSETA reserves the right not to award this RFQ and the right to reduce the quantities awarded.
- c. BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- d. BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this RFQ or as a result of the RFQ process contemplated in this RFQ document.
- e. BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the RFQ or any information contained in the RFQ.
- f. This RFQ is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the RFQ process, without BANKSETA's prior written consent.
- g. POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

12. REVIEW PROCESS

- a. In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.
- b. All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- c. The validity period of proposals is **90 days** after closing.

13. REASONS FOR REJECTION

- a. Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated..
- b. BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

14. QUOTATION/PRICING

- The quotation must be on the service provider/bidder's letterhead.
- The pricing must show VAT separately.
- No pricing adjustment will be allowed after closing date.

Annexure – Documents to be completed and be submitted with quotation BANKSETA PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

TRANSACTION AMOUNTS UP TO R1 MILLION

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons	7
2.	Empowerment of Women - Women Ownership	4
3.	Youth Empowerment Youth Ownership	4
4.	Empowerment of Persons living with Disabilities - Ownership or Employment of People with Disabilities	2
5.	Promotion of small and medium businesses, co-operatives, and non- governmental institutions in all areas- rural and urban areas with turnover less than R10 million.	3
	Total Points allocated towards specific goals	20

The Service provider should complete the **BANKSETA** preference point bidding form attached.

SBD4

BIDDER'S DISCLOSURE

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 interest¹ 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

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:

.....

1 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.

2.3 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, _____, 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 consortium² 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.
- 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.

² 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.

.....
Signature	Date
.....
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA
PREFERENCE POINTS CLAIM**

This preference form must form part of all bids invited. It contains general information a

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference points using BANKSETA's preference point system.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM	20
Total points for Price and Preference points must not	100

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
 - 1)
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (g) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left[1 - \frac{P_t - P_{min}}{P_t - P_{min}} \right] \quad \text{or} \quad P_s = 90 \left[1 - \frac{P_t - P_{min}}{P_t - P_{min}} \right]$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

5. SUB-CONTRACTING

5.1 Will any portion of the contract be subcontracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted
.....%
- ii) The name of the sub contractor

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

...
...

6.2 VAT registration number:.....

6.3 Company registration number:.....

6.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company

Pty
Limited
[TICK
APPLICABLE
BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

6.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider Other
- service providers, e.g. transporter, etc. [*TICK APPLICABLE BOX*]

6.7 Total number of years the company/firm has been in business:.....

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

- 1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points. It is the service providers responsibility to ensure that the form is accurately and fully completed.
- 1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.
- 1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons	7
2.	Empowerment of Women - Women Ownership	4
3.	Youth Empowerment Youth Ownership	4
4.	Empowerment of Persons living with Disabilities - Ownership or Employment of People with Disabilities	2
5.	Promotion of small and medium businesses, co-operatives, and non- governmental institutions in all areas- rural and urban areas with turnover less than R10 million.	3
	Total Points allocated towards specific goals	20

1.4 Empowerment of black persons- Ownership by black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (BBBEE) which currently means Africans, Coloureds, and Indians and Chinese:

(a) who are citizens of the Republic of South Africa by birth or decent; or

(b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994.

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under black ownership where 51% or more ownerships is by black people		7	

IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
7				

8				
9				
10				
	TOTAL Black Ownership			

The service provider should include information and evidence to support the e preference points claimed being copy IDs, CSD report, naturalisation records for owners not South African by birth..

1.5 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 33%

Women ownership points will be awarded to a Tenderer who have 33% or more women ownership, of the company or enterprise. The woman must be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 33% or more ownerships is by women who are South African citizens		4	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				

4				
5				
6				
	TOTAL OWNERSHIP	WOMEN		

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.6 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold

1.6.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens, .

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		4	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				

	TOTAL YOUTH OWNERSHIP			
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The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or nongovernmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		3	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners

not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies

1.10 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 10% threshold for Ownership and/OR 5% threshold for Employment of Persons with Disabilities of Youth Empowerment

1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability.

AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis.

Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.

OR

by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
<p>Does the service provider wish to claim points under? Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability. AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis.</p>		2	

IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities

. The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.11 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.