



RFP NUMBER:	RFP/SASSETA/25261123/1
DESCRIPTION:	Appointment of a service provider to implement Business Continuity Management Services from the date of appointment until 31 March 2030
PUBLISH DATE:	15 July 2026
CLOSING DATE:	18 August 2026
CLOSING TIME:	11h00 am
COMPULSORY BRIEFING SESSION DATE	07 August 2026 at 9h00 – 11h00 virtually via Microsoft (MS) teams – Prospective Bidders are to join the meeting via SASSETA Website www.sasseta.org.za Prospective Bidders are to join the meeting by 9h. Bidders will not be accepted into the meeting from 9h15 on the day of the briefing session. Bidders to make all necessary arrangements to attend this Compulsory Briefing session virtually via Microsoft (MS) teams. Non- attendance will lead to automatic disqualification
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES TO BE SUBMITTED ELECTRONICALLY:	Proposals are to be submitted electronically via email to bcp@sasseta.org.za for the attention of Ms. Lebo Hlombe, Quoting the reference (RFP/SASSETA/25261123/1)
ATTENTION:	Ms. Lebo Hlombe
The email address (bcp@sasseta.org.za) is for the submission of tender proposals only and will be accessed by SASSETA after the tender closing date and time. Queries related to this tender are to be sent to scm01@sasseta.org.za.	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Team Leader CV Template (Annexure B)
8. 2 x Additional Members CV Template (Annexure C)

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be a **compulsory** virtual briefing session for this Request for Proposal

Date: 07 August 2026

Time: 9h00 -11h00

Venue: Virtual Microsoft (MS) Teams meeting

NB.: Prospective Bidders to join the meeting by 9h14 on the day of the briefing session. **Prospective Bidders will not be accepted into the meeting from 9h15. Bidders to make necessary all necessary arrangements to attend this Compulsory Briefing session.**

Non-attendance of the compulsory briefing session will lead to automatic disqualification.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at scm01@sasseta.org.za by **12h00 on 07 August 2026**. The **bid number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to **bcp@sasseta.org.za** (maximum size of the email 30 MB)
- Bidders are advised to compress their submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
 - Submission(s) can be made through email and WeTransfer. **Bidders are advised NOT to set an expiry date on the submission(s) made.** If a Bidder's response is found to have expired during the evaluation period, it will be considered non-responsive. Bidders who chose to submit via WeTransfer are encouraged to ensure that they have a license for the platform as without it, the submission will automatically expire within seven (7) days.
 - Bidders must not submit their responses via **Google Drive or any other method that will compel SASSETA to request access and/or create an email address out of SASSETA's domain (sasseta.org.za).** Such responses will be considered non-responsive.
 - Bidders are advised to double check their submission(s) before responding to the bid.

❖ Closing date and time: **18 August 2026 @ 11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

1.6 NEGOTIATION

- 1.6.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.

1.7 REASONS FOR REJECTION

- 1.7.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.7.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.7.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.7.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.7.2.3 have failed to perform on any contract and the proof exists.
- 1.7.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. INTRODUCTION AND BACKGROUND

2.1.1. SASSETA is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).

2.2. PURPOSE AND OBJECTIVES

2.2.1. SASSETA seeks to appoint a suitable service provider to assist SASSETA with the Implementation of a Business Continuity Management Services from the date of appointment until 31 March 2030.

2.2.2. The objective of this TOR is to outline the scope of work for the implementation of the business continuity management system according to ISO 22301:2019 and Good practice Guidelines (GPG latest edition) of Business Continuity Institute (BCI).

2.2.3. The business continuity management services will assist the SASSETA to achieve the following objectives:

- To enable the organisation to efficiently respond to incidents and quickly adapt to disruptions;
- To enable continued operations of mission-critical activities and required ICT services;
- Strengthen organizational resilience by addressing both ICT and non-ICT risks;
- Ensure that each department has a tested and effective continuity strategy;
- Establish a structured approach to crisis management, risk mitigation, and recovery;
- Provide a framework for regular testing, training, and maintenance of the BCP;
- Maintain the availability of people, resources, assets, technology and information at a level acceptable to the SASSETA.

2.3. SCOPE OF WORK

2.3.1. The envisaged tasks will take place at the SASSETA Head Office in Midrand and at its two satellite offices spread across the country. The table below details the various offices with the number of business units per location:

Site	Address	Number of Business units	Number of Employees
Midrand	Building 2, Waterfall Corporate Campus, 74 Waterfall Drive, Midrand, 2090	12	+/-150
Newcastle	Majuba TVET College, CPD Campus (Centre for Population Development), Nelson Mandela Drive, Section 2 Madadeni, 2951	1	2

Durban	eThekweniv TVET College, 262 DÄintree Avenue, Asherville, Durban, 4019	1	2
--------	--	---	---

2.3.2. The scope of the project will include the following:

2.3.2.1. **Business Impact Analysis** - The service provider will carry out a complete business impact analysis (BIA) of the organisation's units to:

- a) identify the business processes critical to the SASSETA's financial, compliance and service delivery requirements
- b) determine the recovery time objectives (RTO)
- c) determine the recovery point objectives (RPO)
- d) Develop detailed department-specific continuity strategies, ensuring alignment with organizational priorities.
- e) Design recovery strategies for both ICT and non-ICT processes, including manual workarounds.
- f) Establish incident response protocols, communication strategies, and escalation procedures.
- g) Conduct testing and simulation exercises to validate the effectiveness of the BCP.
- h) Develop a maintenance plan for continuous updates and improvements to the BCP.

2.3.2.2. **Review and update the existing Business Continuity Plan and Disaster Recovery Procedures** - The following must be addressed:

- a) Evaluations of the business continuity capabilities of suppliers of critical services must be carried out.
- b) Assess current business continuity preparedness, including the existing ICT DRP.
- c) Identify critical processes, dependencies, and potential risks for each department:
 - CEO's Office: Strategic decision-making, executive continuity planning.
 - CFO's Office: Financial management, payroll, and financial reporting.
 - Human Resources (HR): Employee welfare, payroll processing, and compliance.
 - ICT: Systems availability, data recovery, cybersecurity incident response.
 - Finance: Budgeting, financial transactions, and risk assessment.
 - Supply Chain Management (SCM): Procurement processes, vendor management.
 - Education, Qualifications, Training & Assessment (EQTA): Credential verification, assessment procedures.
 - Marketing and Communications: Public relations, stakeholder engagement, internal and external communication channels.
 - Learning Programmes: Training delivery, curriculum management, and accreditation.

- Grants and Projects Management: Grant disbursement, project implementation tracking.
 - Governance, Risk, and Compliance (GRC): Regulatory compliance, governance frameworks.
 - Skills Planning and Research: Workforce development planning, research publications.
 - Monitoring, Reporting, and Evaluations: Performance measurement, impact analysis
- d) The Business Continuity Plan (BCP) and Disaster Recovery Procedures (DRP) must determine the resource requirements to implement the selected recovery strategies.
 - e) The BCP and DRP must document procedures and necessary arrangements to ensure continuity of activities and management of a disruptive incident.
 - f) The BCP and DRP must prescribe a management structure to respond to a disruptive incident using personnel with the necessary responsibility, authority and competence to manage an incident.
 - g) The BCP and DRP must include procedures for detecting, regular monitoring, and warning and communication of an incident

2.3.2.3. **Training and Awareness**

- a) A process of training of required staff must be undertaken to ensure that staff are aware of the scope and intent of the BCM programme, and the techniques employed in the execution of the programme in so far as it must be required for them to participate in the programme. The service provider must:
 - Develop training and awareness materials; and
 - Train key staff members on the requirements of the BCP and DRP.

2.3.2.4. **Testing** - The BCPs and DRP must be tested to demonstrate the ability to achieve the BIA determined RTO and RPOs for critical business functions. The service provider must:

- a) Develop a testing plan and test scenarios;
- b) Coordinate the BCP-DRP test quarterly for the first year and bi-annually for the remainder of the contract; and
- c) Present the test results to the SASSETA management.

2.4. **REQUIRED DELIVERABLES**

2.4.1. The deliverables from the engagement must comply with the following standards and best practice:

- ISO22301
- BCI's GPG version 7
- COBIT Environment

2.4.2. In addition, the deliverables for each area of the scope must include the items listed below:

- 2.4.2.1. Inception Report outlining methodology, timelines, and stakeholder engagement plans
- 2.4.2.2. Business Impact Analysis (BIA) Report per department detailing critical processes, risks, dependencies, and required recovery time.
- 2.4.2.3. Risk Assessment Report identifying internal and external threats, vulnerabilities, and mitigation measures.
- 2.4.2.4. BCP Framework and Strategy including:
 - Crisis management approach and key roles/responsibilities.
 - Department-specific continuity plans.
 - Recovery processes for ICT and non-ICT operations.
 - Emergency communication protocols
- 2.4.2.5. Testing and Simulation Plan that outlines methods for scenario-based testing, including tabletop exercises, full-scale drills, and post-test evaluations.
- 2.4.2.6. Final Comprehensive BCP Document integrating ICT DRP and organization-wide recovery plans.
- 2.4.2.7. Training and Awareness Sessions for management and key personnel to ensure familiarity with the BCP.
- 2.4.2.8. Ongoing Maintenance and Review Plan for periodic updates based on changes in organizational processes and risk landscape.

2.5. MANDATORY REQUIREMENTS

- 2.5.1. The bidding company should comply with the following mandatory requirement
 - 2.5.1.1. Submit the Annexure B (CV Template – Project Manager) and Annexure C (CV Template – two additional members) demonstrating three (3) or more years of experience each conducting BCMS consulting services. **Non-submission of one or both fully completed annexure(s) will lead to automatic disqualification.**
 - 2.5.1.2. submit evidence that the proposed team are certified current members of the relevant professional bodies and hold relevant qualifications as follows:
 - a) The Team Leader/Project Manager must hold:
 - A master's in business leadership (MBL) degree NQF Level 8 or higher
 - A valid ISO 22301 PECB Senior Lead Implementor Certificate, or a member of the business Continuity Institute (MBCI or Higher) certified.
 - Project Management Certificate from reputable academic institution.
 - Current member of IRMSA
 - International qualifications must be verified by SAQA and the SAQA certificate to be submitted with the proposal

- b) The First Team Member must hold:
 - A bachelor's in management leadership (BML) degree NQF level 7 or higher
 - AMBCI from BCI (Institute of Business Continuity)
- c) Second Team Member must be an ICT person holding:
 - ITIL Qualification
 - Prince 2/ PMBOK/Agile qualification
 - COBIT

Non-submission of the above-mentioned requirements for each member will lead to automatic disqualification.

2.6. SKILLS AND EXPERIENCE OF THE BIDDING COMPANY, THE PROJECT TEAM LEADER, AND THE TEAM MEMBERS PROPOSED FOR THE ASSIGNMENT

2.6.1. The bidding company to:

2.6.1.1. Submit a comprehensive Project plan with clear deliverables and timelines. The project plan contains the following:

- a) Conducting a thorough Business Impact Analysis (BIA) and updating the current BIA report
- b) Development of the BCM Strategy
- c) Development of the BCM protocols
- d) Development of the BCM Policy
- e) Updating of Business Continuity Plan for SASSETA
- f) Review of the existing Disaster Recovery Plan, evacuation plan, and other associated plans and policies to ensure harmonisation
- g) Testing of the Business Continuity Plan
- h) BCP implementation plan
- i) Knowledge transfer, training, and awareness sessions on the approved BCP

2.6.1.2. Submit three (3) or more reference letters in rendering Business Continuity Management Systems (BCMS) to different clients (*signed reference letters on official letterheads from clients to be attached*).

2.6.1.3. have a team leader who has three (3) or more years of experience in rendering BCMS consulting services. (*Completed Annexure B (CV template) must be attached*)

2.6.1.4. have two (2) additional team members who have three (3) or more years of experience each in rendering BCMS consulting services. (*Completed Annexure C (CV Template) must be attached*).

2.7. TIMEFRAMES FOR DELIVERY OF THE WORK

2.7.1. This contract shall commence from the date of appointment and remain valid until 31 March 2030 with the following key milestones:

Year 1

- Week 1-2: Inception phase, stakeholder engagements, and initial assessment.
- Week 3-5: Business Impact Analysis (BIA) and Risk Assessment.
- Week 6-8: Development of department-specific continuity plans and recovery strategies.
- Week 9-10: Draft BCP and testing/simulation exercises.
- Week 11-12: Finalization of BCP, training, and submission of final deliverables.

Year 2- 4

- Bi-annual desktop preparedness assessments post implementation.
- Bi-annual BCP testing post implementation.

2.8. PRICING

- 2.8.1. The service providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3.
- 2.8.2. Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:
- 2.8.2.1. Claim travel mileage costs applicable to this contract as per the Department of Transport rates
 - 2.8.2.2. Book only economy-class flights
 - 2.8.2.3. Book Group A hire cars, otherwise, Group B are to be used for service Providers outside of Gauteng.
 - 2.8.2.4. Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
 - 2.8.2.5. Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast and parking).
 - 2.8.2.6. Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
 - 2.8.2.7. All travel to be approved by SASSETA before being undertaken.

2.9. ACCOUNTABILITY AND REPORTING

- 2.9.1. The service provider will report directly to the ICT Manager for the duration of the contract.

2.10. CONDITIONS OF CONTRACT (GCC) (ANNEXURE A)

- 2.10.1. Bidders are requested to initial each page of the General Conditions of Contract (GCC) (Annexure A) and submit their response to this Request for Quotations. The GCC will form part of the contract with the successful Bidder.

2.11. INTELLECTUAL PROPERTY

- 2.11.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Service Level Agreement.

2.12. PROTECTION OF PERSONAL INFORMATION ACT

- 2.12.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
 - 2.12.1.1. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
 - 2.12.1.2. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
 - 2.12.1.3. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
 - 2.12.1.4. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions.

3.2 Conditions for selection/short listing

3.2.1 All submissions will be evaluated as follows:

3.2.1.1 Phase 1 – Requirements items, Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- submit a fully completed Annexure B (CV Template) and Annexure C (CV Template). Non-submission of one or both fully completed Annexure(s) will lead to automatic disqualification.
- submit evidence that the proposed team are certified current members of the relevant professional bodies and hold relevant qualifications as follows:
 - a) The Team Leader/Project Manager must hold:
 - A master's in business leadership (MBL) degree NQF Level 8 or higher
 - A valid ISO 22301 PECB Senior Lead Implementor Certificate, or a member of the business Continuity Institute (MBCI or Higher) certified.
 - Project Management Certificate from reputable academic institution.
 - Current member of IRMSA
 - International qualifications must be verified by SAQA and the SAQA certificate to be submitted with the proposal
 - b) The First Team Member must hold:
 - A bachelor's in management leadership (BML) degree NQF level 7 or higher
 - AMBCI from BCI (Institute of Business Continuity)
 - c) Second Team Member must be an ICT person holding:
 - ITIL Qualification
 - Prince 2/ PMBOK/Agile qualification
 - COBIT

Non-submission of the above-mentioned requirements for each member will lead to automatic disqualification.

- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD 3.3, SBD 4, SBD 6.1.
- Bidders to be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

3.2.1.2 Phase 1 – Functionality evaluations

- The proposals of all service providers will be rated on a scale of 0 to 1.
 0: Unacceptable, does not meet set criteria
 1: Satisfactory should be adequate for stated element.
 2: Exceptional mastery of the requirement should ensure extremely effective performance

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 1	Evaluation criteria		
The Bidding company to submit a comprehensive Project plan with clear deliverables and timelines. The project plan contains the following: ✓ Conducting a thorough Business Impact Analysis (BIA) and updating the current BIA report ✓ Development of the BCM Strategy ✓ Development of the BCM protocols ✓ Development of the BCM Policy ✓ Updating of Business Continuity Plan for SASSETA ✓ Review of the existing Disaster Recovery Plan, evacuation plan, and other associated plans and policies to ensure harmonisation ✓ Testing of the Business Continuity Plan ✓ BCP implementation plan ✓ Knowledge transfer, training, and awareness sessions on the approved BCP	0	Project Plan not comprehensive /no Project Plan attached	20%	
	1	Bidder submitted a Project plan demonstrating an understanding of the scope of work with clear deliverables and timelines.		
	2	Bidder submitted a comprehensive Project plan with clear deliverables and timelines. The project plan contains the following: ✓ Conducting a thorough Business Impact Analysis (BIA) and updating the current BIA report ✓ Development of the BCM Strategy ✓ Development of the BCM protocols ✓ Development of the BCM Policy ✓ Updating of Business Continuity Plan for SASSETA ✓ Review of the existing Disaster Recovery Plan, evacuation plan, and other associated plans and policies to ensure harmonisation ✓ Testing of the Business Continuity Plan ✓ BCP implementation plan ✓ Knowledge transfer, training, and awareness sessions on the approved BCP		
Bidder to submit three (3) or more signed reference letters on the client's letterheads demonstrating provision of Business Continuity Management Systems (BCMS).	0	Bidder submitted less than two (2) signed reference letters on the client's letterheads where the business continuity management systems (BCMS) was conducted to the full satisfaction of clients or No reference letter attached.	50%	
	1	Bidder submitted two (2) signed reference letters on the client's letterheads where the business continuity management systems (BCMS) was conducted to the full satisfaction of clients.		

	2	Bidder submitted three (3) or more signed reference letters on the client's letterheads where the business continuity management systems (BCMS) was conducted to the full satisfaction of clients.		
Bidder to submit the Annexure B (CV Template – Project Manager) and Annexure C (CV Template – two additional members) demonstrating three (3) or more years of experience each conducting BCMS consulting services.	0	Annexure B and C (CV Templates) of the three (3) officials have less than two (2) years of experience each in conducting Business Continuity Management System (BCMS) consulting services or CV templates of all or either one of the members not attached.	30%	
	1	Annexure B and C (CV Templates) of three (3) officials have two (2) years of experience each in the conducting Business Continuity Management System (BCMS) consulting services.		
	2	Annexure B and C (CV Templates) of three (3) officials have three (3) or more years of experience each in the conducting Business Continuity Management System (BCMS) consulting services		
Total			100%	

Bidders must score a minimum rating of 1 for each element. A bidder who obtains a rating of 0 on any of the elements will not be shortlisted for phase three (3)

N/B: Bidders need to obtain a minimum of 70% for functionality for them to be evaluated further on the preferential point system below. Bidders who fail to reach a minimum of 70% for functionality will be disqualified from further evaluation.

3.2.1.3 Phase 3 – Price and Specific Goals

- The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:

Evaluation Criterion on Price and Specific Goals	
Relative competitiveness of proposed price	80
Specific Goals	20
TOTAL FOR PRICE AND SPECIFIC GOALS	100

3.2.1.4 ADJUDICATION OF BID

- The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points lower-scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/25261123/1		CLOSING DATE:	18 August 2026	
			CLOSING TIME:	11h00am	
DESCRIPTION	Appointment of a service provider to assist SASSETA with Implementation of Business Continuity Management Services from the date of appointment until 31 March 2030				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to bcp@sassetta.org.za for the attention of Ms. Lebo Hlombe					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Lebo Hlombe		CONTACT PERSON	Ms. Lebo Hlombe	
E-MAIL ADDRESS	scm01@sassetta.org.za		E-MAIL ADDRESS	scm01@sassetta.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER:	BID NO.: RFP/SASSETA/25261123/1
CLOSING TIME: 11h00	CLOSING DATE: 18 August 2026

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
------------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

Item No.	Activity	Output	Cost
1.	Initiation and Launch of Project	Project Charter including detailed Project Plan	R
2.	Business Impact Analysis (BIA) Workshops	Business Impact Analysis collated assessment reports	R
3.	Incident Management Plan	Incident Management Plan	R
4.	Critical System Analysis Critical Activity Analysis Situational Analysis	BC Situational Analysis System Analysis Critical Activity Analysis	R
5.	Risk Assessment Interviews	Risk Report with Proposed risk mitigations	R
6.	Develop BIA/Risk Analysis Report	Business Impact Analysis Report Risk Analysis Report	R

7.	Develop BC Strategy	BC Strategy	R
8.	Formalise BC Plans	Corporate BC plan including: Crisis management plan Media Response Plan Pandemic Management Plan Continuity of operations plan Emergency Evacuation procedures	R
9.	BC Exercise	Supervision of live DR scenarios BC Plan test	R
10.	BC Plan Maintenance	Supervise maintenance plan	R
11.	BC Exercise	Supervision of Desktop Scenarios	R
12.	BC Meetings and Consultations (Handover)	Handover Report	R
13.	Desktop Preparedness Assessment	Desktop Preparedness Assessment Report	R
14.	BCR Testing bi-annually	BCR Test Report	R
15.	Training and Awareness (All Staff) – Year 1	Training Register and Training Report	R
16.	Training and Awareness (BCM Coordinators) Year 2 – 4	Training Register and Training Report	R
CONSOLIDATED TOTAL			R

NB: For outer years, SASSETA will implement Consumer Price Index (CPIX) on the anniversary month of the contract.

Bidders are to complete the name and surname of the proposed team members on this assignment and ensure that a comprehensive CV;s of these members are attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (One team leader to be proposed)	IS THE CV ATTACHED (circle the response below)
1.	Name of Team Leader/Project Manager		Yes/No
2.	Additional team member 1		
3.	Additional team member 2		

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted). (To be signed by a duly Authorised Delegate)

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 interest 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.

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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?
/NO

YES

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 consortium¹ 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

.....
.....
¹ 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.

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).

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.
- (b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (c) Price; and
- (d) 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	20
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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1 POINTS AWARDED FOR THE PRICE

2.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

2.2 POINTS AWARDED FOR SPECIFIC GOALS

2.2.1 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.

2.2.2 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:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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 bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
At least 100% Black People ownership	5	
At least 30% Black Women Ownership	4	
At least 30% Black youth ownership	4	
The Promotion of South African owned enterprises	7	
Total Points	20	

3. DECLARATION WITH REGARD TO COMPANY/FIRM

3.1. Name of company/firm.....

3.2. Company registration number:

3.3. 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]

3.4. 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:	
	
	
	

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
- c) Certified copy/ies of Identity documents of the Company Directors
- d) CSD report
- e) medical report (if any)
- f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 162 111 for further investigation.

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate	
3.	Part 3: Completed and signed the bidder's declaration (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) To be signed by a duly Authorised Delegate.	
5.	Part 5: Submitted the General Conditions of Contract (initialled each page)	
6.	Part 6: Bidders to submit their National Treasury Central Supplier Database (CSD) registration document.	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: submit a fully completed Annexure B (CV Template) and Annexure C (CV Template). Non-submission of one or both fully completed Annexure(s) will lead to automatic disqualification.	
9.	Part 9: Submit evidence that the proposed team are certified current members of the relevant professional bodies and hold relevant qualifications as follows: a) The Team Leader/Project Manager must hold: ➤ A master's in business leadership (MBL) degree NQF Level 8 or higher ➤ A valid ISO 22301 PECB Senior Lead Implementor Certificate, or a member of the business Continuity Institute (MBCI or Higher) certified. ➤ Project Management Certificate from reputable academic institution. ➤ Current member of IRMSA ➤ International qualifications must be verified by SAQA and the SAQA certificate to be submitted with the proposal b) The First Team Member must hold: ➤ A bachelor's in management leadership (BML) degree NQF level 7 or higher ➤ AMBCI from BCI (Institute of Business Continuity) c) Second Team Member must be an ICT person holding: ➤ ITIL Qualification ➤ Prince 2/ PMBOK/Agile qualification ➤ COBIT Non-submission of the above-mentioned requirements for each member will lead to automatic disqualification.	

10.	Part 10: Submit a comprehensive Project plan with clear deliverables and timelines. The project plan contains the following: ➤ Conducting a thorough Business Impact Analysis (BIA) and updating the current BIA report ➤ ☐ Development of the BCM Strategy ➤ ☐ Development of the BCM protocols ➤ ☐ Development of the BCM Policy ➤ ☐ Updating of Business Continuity Plan for SASSETA ➤ ☐ Review of the existing Disaster Recovery Plan, evacuation plan, and other associated plans and policies to ensure harmonisation ➤ ☐ Testing of the Business Continuity Plan ➤ ☐ BCP implementation plan ➤ ☐ Knowledge transfer, training, and awareness sessions on the approved BCP	
11.	Part 11: Submit a submit three (3) or more signed reference letters on the client's letterheads demonstrating provision of Business Continuity Management Systems (BCMS).	
12.	Part 12: Submit the Annexure B (CV Template – Project Manager) and Annexure C (CV Template – two additional members) demonstrating three (3) or more years of experience each conducting BCMS consulting services.	
13.	Part 15: Bidders to submit: NB.: Non-submission of the below-mentioned documents (under 12) will lead to specific goal points NOT being awarded.	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	Certified copy of Identity document of company directors	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.