



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Terms of Reference - TOR 009 - 2026

Request for Quotation (“RQF”) for the appointment of a service provider to provide consumer credit information to support the Department’s security vetting investigations when required.

Closing date and time:

Date: 29 July 2026

Time: 11:00 AM

Venue: Department of Home Affairs, Hallmark Building, 230 Johannes Ramokhoase Street, Pretoria

All proposals must be dropped at the Silver Quotation Box at the reception area of the building. Late proposals will not be accepted.

DISCLAIMER

The Department of Home Affairs (DHA)’s bid documents and tender processes are free of charge. DHA will not call or send any official to demand payment for tender services.

Be advised that all tender notices, bids received, and awards are published on www.dha.gov.za.

The Department requests all suppliers and the business communities out there to be vigilant around matters of procurement and if in doubt, do not hesitate to contact the contact persons on the relevant procurement document or the department.

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

SPECIFICATIONS / TERMS OF REFERENCE**1. Objectives**

1.1 The objectives (aim) of this tender are:

- To invite bids from suitable service providers with suitable consumer profile experience to provide services relating to an individual's credit history, including judgments, defaults, debt counselling status, and enquiries for security vetting purposes, for a period of three years (3) years, as and when, required.

2. Background

- 2.1 The DHA was amongst the first National Departments to establish a dedicated Vetting Fieldwork Unit (VFU) following the implementation of the National Vetting Strategy of 2006. The establishment of the VFU demonstrated the commitment by the Department to safeguard its personnel, information and assets through security vetting. Since its establishment, the Branch, through the Directorate, has continued to support the Department's strategic objective of maintaining a secure working environment and protecting national security by implementing security vetting processes.
- 2.2 The vetting function is located within the Branch: Counter Corruption and Security Services (CC&SS) under the Directorate: Vetting. The Directorate is responsible for conducting security vetting investigations of employees, prospective employees and screening of service providers to determine their suitability for employment and access to sensitive information.
- 2.3 As part of the security vetting processes, the Directorate requires access to reliable and verifiable information from external sources to assess potential security risks and verify information obtained during vetting. To support these investigations, the Department requires the services of a suitably qualified service provider to provide real-time online access to consumer credit information, company information, driver's licence verification, eNatis records and related verification services as and when required.

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

3. Scope and Extent of the Tender

- 3.1. The successful bidder will be expected to execute and conduct the following tasks or provide the following services to the Department:

3.1.1 Credit Risk Assessment

- Real-time access to consumer credit history reports, payment profiles, adverse credit information, judgments, defaults and debt counselling status through an online platform.
- Real-time access to eNatis verification records.

3.1.2 Tracing

- The service provider must provide the updated consumer contact information, including telephone numbers and addresses.

3.1.3 Identity verification

The service provider must provide:

- Identity verification and validation services.
- Access to deeds and property ownership records.
- Access to company profiles and business interest information through an online platform.

4. Special Conditions of Contract

- The service provider shall provide designated Departmental officials with unique user credentials to access the online platform. User credentials may not be shared between the users.
- The service provider may not recruit or attempt to recruit an employee of the Department for the duration of the contract.
- The appointment of a successful bidder does not guarantee any minimum volume of work or expenditure by the Department.
- The service provider shall comply with all applicable legislation relating to the protection and processing of personal information, including the Protection of Personal Information Act, 2013 (POPIA).

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

- The online platform must be available on a 24-hour basis, excluding planned maintenance periods which must be communicated to the Department in advance.
- The Department reserves the right to request information, reports, or supporting records relating to the performance of the contract for audit purposes.
- The service provider shall implement appropriate technical security measures to safeguard all information accessed, processed, stored or transmitted in terms of this contract.
- The service provider shall immediately disable or amend user access upon written instruction from the Department at no cost to the Department.
- The service provider must be in good standing in all respects, including ethically and professionally and should provide proof of registration when required in respect of professional registration.
- The service provider may be required to sign a non-disclosure agreement which will survive the termination of the contract. No information about the Department, projects undertaken, evidence obtained and general scope of the contracts should be discussed or shared with any party without the written consent of the Department.
- Service providers that are shortlisted for system demonstration must present themselves at the Department of Home Affairs Hallmark building on the date and time as set out by the Department.
- The Department reserves the right to negotiate pricing with the preferred bidder in accordance with applicable procurement prescripts and where deemed necessary.
- The service provider must possess sufficient capacity and resources to accommodate multiple simultaneous requests should operational requirements so demand.
- The service provider should maintain confidentiality of all work performed at all times.
- The service provider should act professionally and ethically at all times.
- The Department reserves the right to appoint one or more service providers.
- The General Conditions of Contract (GCC's) will form part of this bid. Service providers are therefore required to initial every page of the GCC's as well as the proposals submitted.
- Copyright and Intellectual Property rights to all documentation, reports etc. that emanate from the services shall vest in the Department.

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

5. Tender Deliverables / Outputs and Timeframes**5.1. The primary deliverables to be achieved**

- Credit record check.
- Company check (business interests check).
- Deeds property records.
- Driver's license & PDP verification.
- Trace enquiry.
- eNatis checks.

6. Logistics and Timing**6.1 Project location(s):**

Online platform.

6.2 Expected commencement date:

Immediately after the award.

6.3 Project period:

Three (3) years.

7. Team Members

The Service Provider provides real-time online services.

7.2 Bid proposal

The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document.

7.3 Fee structure

The cost offered should be all-inclusive plus VAT for the three (3) years period. Bidders must bill the department per transaction rendered.

The total bid price must be **Firm** and inclusive of all mark-ups for the provision of the required service.

Below is an illustration / example on how the calculations should be completed by the bidders PRICING SCHEDULE (ANNEXURE A)

	Estimated Quantities	All-inclusive cost per transaction (R)	Amount (R) YEAR 1 Per Transaction	Amount (R) YEAR 2 Per Transaction	Amount (R) YEAR 3 Per Transaction
ILLUSTRATION (EXAMPLE)					
Credit record checks	1000	R 30.00	R 30 000.00	R 32 000.00	R 40 000.00
Deeds property enquiry	500	R 30.00	R 15 000.00	R 16 000.00	R 20 000.00
Trace enquiry (telephone number and addresses)	1000	R 30.00	R 30 000.00	R 32 000.00	R 40 000.00
Subtotal exclusive of VAT			R 75 000.00	R 80 000.00	R 100 000.00
VAT			R 11 250.00	R 12 000.00	R 15 000.00
TOTAL			R 86 250.00	R 92 000.00	R 115 000.00

NB: The above-mentioned table is for illustration purposes. Bidders need to provide their pricing on the pricing schedule (Annexure A).

- All-inclusive cost per transaction is the total cost for the transaction which includes mark up.
- The estimated quantities are just estimates and does not necessarily represent the volume of work. The Department reserves the
- Right to increase or decrease the volumes as in when required.

PRICING SCHEDULE (ANNEXURE A)

Service requirements	Quantity (estimates)	All-inclusive cost per transaction	Amount (R) YEAR 1 Per Transaction	Amount (R) YEAR 2 Per Transaction	Amount (R) YEAR 3 Per Transaction
The successful supplier will be responsible for executing the following:					
Credit record checks	1000	R	R	R	R
Deeds property enquiry	500	R	R	R	R
Trace enquiry (telephone number and addresses)	1000	R	R	R	R
Company check (commercial interest equity)	500	R	R	R	R
Driver's license and PDP verification	100	R	R	R	R
eNatis checks.	500	R	R	R	R

7.4 Briefing (pre-bid) session

No briefing session will be held

8. EVALUATION CRITERIA

The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid (Yes / No)
Stage 1A	Briefing session	No
Stage 1B	Initial screening process / compliance with bid requirements	Yes
Stage 2	Pre-qualification criteria evaluation	No
Stage 3	Mandatory requirements evaluation	Yes
Stage 4	Functionality requirements evaluation	Yes
Stage 5	Price / Specific goals evaluation	Yes

First stage: Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS.	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point	

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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No.	Compliance Checklist	Yes / No
	system and attach evidence as per Table 1.	

Second stage: Pre-qualification

- Compliance with the Pre-qualification requirements. Bidders who fail to meet the Pre-qualification requirements will be disqualified.

Pre-qualification criteria	Comply	Do not comply
The company must be registered with the National Credit Regulator (NCR)		
EVIDENCE: The company must have a valid certificate of registration in the name of the bidder.		

Third Stage: Mandatory requirements

- Compliance with the mandatory requirements. Bidders who fail to meet the mandatory requirements will be disqualified.

Mandatory criteria	Comply	Do not comply
System must have the capability in terms of real-time online verification services comprising the following: - Credit record checks - Deeds property enquiry - Trace enquiry (telephone number and addresses) - Company check (commercial interest equity) - Driver's license and PDP verification - eNatis verification		
EVIDENCE: Company profile or proposal		

Fourth Stage: Functionality requirements

The Technical proposal will be evaluated in two (2) phases. Phase 1 is the functionality and Phase 2 is the system presentation.

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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The technical proposal will be evaluated out of 40 points for technical and presentation assessment out of 60 points. Bidders that score less than a minimum of 20 points out 40 points for technical evaluation will be disqualified, and therefore not be eligible for further evaluation to presentation assessment, price and specific goals.

Phase 1 Functionality

The technical proposal will be evaluated out of 40 points with a minimum threshold of 20 points. Bidders that scores less than the minimum of 20 points will be disqualified.

Phase 2 (Presentation)

- Phase 2 Evaluation criterion is the system presentation concerning the capability of the system.
- Bidders must score **60 points** for the system capability.
- Failure by the bidders to score **60 points** will lead to disqualification.
- To qualify for further evaluation on the price, bidders must achieve the overall of **60 points**.
- The company must demonstrate their capability in rendering the required services to the department, briefly covering the areas as outlined in the scope of work.

The technical proposal including presentation will be evaluated out of 100 points with threshold of **80 points**. Bidders that score less than a minimum of **80 points** on functionality will be disqualified.

Evaluation Criteria				
No	Category	Evidence	Weight	Score
1	The company must have a minimum of three (3) years' experience in providing 24-hour service real-time online verification services. • No reference letter = 0 • 1 Reference letter = 10 • 2 Reference letters = 20 • 3 Reference letters = 30 • 4 Reference letters or more = 40	Signed and dated reference letter/s not older than 5 years indicating acceptable level of performance in a similar environment	40	

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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TOTAL	40	
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Evaluation Criteria 2 (Presentation)				
No	Category	Evidence	Weight	Score
1	System must have the capability in terms of real-time online verification services comprising the following: • Credit record checks = 10 • Deeds property enquiry= 10 • Trace enquiry (telephone number and addresses) = 10 • Company check (commercial interest equity) = 10 • Driver's license and PDP verification= 10 • eNatis verification = 10	Bidders must present themselves for a demonstration of the system's capabilities at the DHA premises.	60	

NB: Bidders must score the full minimum of 60 Points to proceed further.

Fifth Stage: Price and Preferential Points

Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20-point split for requirements with a Rand value equal to R 50 000 000, inclusive of all applicable taxes.

As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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Note to tenderers: The tenderer **must** indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. • 100% company owned by people who are Black = 7 points • ≥51% and <100% company owned by people who are Black = 5 points • >0% and <51% company owned by people who are Black = 2 points • 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust	
The company owned / director/s / shareholders by people who are Women.	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.	

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 5 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points		The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals:	

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
>0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points		- Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/required documents.**

9. Minimum requirements

Suppliers must ensure that the following documents are fully completed, signed:

- (i) Price Proposal
- (ii) SBD 1: Invitation to Bid
- (iii) SBD 4 form: Bidders Disclosure
- (iv) SBD 6.1 form: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022;
(Note to tenderers: The tenderer must indicate how they claim points for each preference point system).
- (v) A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of Oath.

- (vi) Ownership Certificates issued by the Companies and Intellectual Property Commission (CIPC).
- (vii) Tax compliance status pin issued by SARS.

10. Enquiries

Direct all technical questions to:

Name: Ms Mulalo Ramathuba

Tel: (012) 406 4315

Email: mulalo.ramathuba@dha.gov.za

Direct all Supply Chain Management questions to:

Name: Valencia Ndhlovu

Tel: 012 406 2771

Email: Valencia.Ndhlovu@dha.gov.za

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	TOR 009-2026	CLOSING DATE:	29 July 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Home Affairs					
230 Hallmark building					
Cnr of Thabo Sehume and Johannes Ramokhoase Street					
Pretoria central					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Valencia Ndhlovu		CONTACT PERSON	Ms Mulalo Ramathuba	
TELEPHONE NUMBER	012 406 2771		TELEPHONE NUMBER	(012) 406 4315	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Valencia.ndhlovu@dha.gov.za		E-MAIL ADDRESS	mulalo.ramathuba@dha.gov.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					

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

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.

2.1 PART B

2.2 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, 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**

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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(SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.4 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.
- 2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.8 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.9 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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

SBD 4**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

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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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? **YES/NO**

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;

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

- 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 combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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.....

Signature

.....

Date

.....

Position

.....

Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

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 80/20 preference point system will be applicable in this tender. The lowest/ highest 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:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE)	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. DEFINITIONS

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

80/20**or****90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system. The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s /	10	Proof of claim as declared on SBD 6.1 in	

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Note to tenderers: The tenderer must indicate how they claim points for each preference point system. The specific goals allocated points in terms of this tender shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 5 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points		verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof	

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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Note to tenderers: The tenderer must indicate how they claim points for each preference point system. The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
points • ≥51% and <100% company owned by people who are Disabled = 2 points • >0% and <51% company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points		of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

SUBJECT

Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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- (e) forward the matter for criminal prosecution, if deemed necessary.

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

SBD 3.3

PRICING SCHEDULE

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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(Professional Services)

NAME OF BIDDER: CLOSING TIME: 11h00	BID NO: TOR 009-2026 CLOSING DATE: 29 July 2026
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OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM DESCRIPTION BID PRICE IN RSA CURRENCY

NO ******(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.
 R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND
 RATES APPLICABLE (CERTIFIED INVOICES MUST BE
 RENDERED IN TERMS HEREOF)

4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	R-----
	-----	R-----	R-----
	-----	R-----	R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND
 MAN- DAYS TO BE SPENT

----- R----- ----- days

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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----- R----- days

----- R----- days

----- R----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	AMOUNT
-----	-----	R.....
-----	-----	R.....
-----	-----	R
-----	-----	R.....

* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	AMOUNT
-----	-----	R
-----	-----	R.....

SUBJECT	<i>Request for Quotation ("RQF") for the appointment of a service provider to provide consumer credit information to support the Department's security vetting investigations when required.</i>
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----- R.....

----- R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

***[Delete if not applicable]**