National Student Financial Aid Scheme

Request for Information (RFI)

HR LEARNING AND DEVELOPMENT TRAINING SERVICES			
Date issued	03 November 2026	RFI number:	RFI001/2026/27
Closing Date:	04 December 2026	Closing Time:	11:00AM

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REQUEST FOR INFORMATION PROPOSAL

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATONAL STUDENT FINANCIAL AID SCHEME (NSFAS)					
BID NUMBER:	**RFI001/2026-27**	CLOSING DATE:	**04 December 2026**	CLOSING TIME:	**11:00AM**
DESCRIPTION	**HR LEARNING AND DEVELOPMENT TRAINING SERVICES**				

BID RESPONSE DOCUMENTS MUST BE PHYSCALLY DEPOSITED IN THE TENDER BOX SITUATED AT THE ADDRESS BELOW:

The Halyard Building, Ground floor, 4 Christiaan Barnard Street, City Centre, Cape Town, 8001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**SCM**	CONTACT PERSON	**SCM**
TELEPHONE NUMBER	**087 5009 380**	TELEPHONE NUMBER	**087 5009 380**
FACSIMILE NUMBER	**N/A**	FACSIMILE NUMBER	**N/A**
E-MAIL ADDRESS	**SCM@NSFAS.ORG.ZA**	E-MAIL ADDRESS	**SCM@NSFAS.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]

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	**2** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS 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

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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.

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:

1. PURPOSE

The purpose of this Request for Information (RFI) is to obtain information from suitably qualified training providers regarding their capability, experience, accreditation and delivery methodologies for a range of learning and development interventions.

The information received will assist the organisation in understanding the market, identifying capable service providers, and informing future procurement and training planning. This RFI does not constitute a Request for Quotation (RFQ) or Request for Proposal (RFP), nor does it create any obligation to award business.

2. ORGANISATIONAL OBJECTIVES

The organisation seeks training partners who can:

- Deliver high-quality, practical and interactive learning interventions.
- Support organisational capability development.
- Deliver training nationally through classroom, virtual and blended learning methodologies.

3. TRAINING CATEGORIES

Training providers are invited to indicate their capability to deliver one or more of the following programmes.	
Management & Leadership	Team Leader Development; Executive Leadership; Coaching and Mentoring; Change Management; Strategic Planning
Human Resources	Employment Equity; Diversity, Equity and Inclusion
Governance, Risk and Compliance	Ethics; Corporate Governance; Risk Management; Fraud Prevention; Anti-Corruption; Compliance Management.
Finance and Supply Chain	PFMA; Contract Management; Budget Management; Financial Management
Customer Service	Service Excellence; Complaint Management; Emotional Intelligence; Professional Communication
Personal Effectiveness	Business Writing; Report Writing; Critical Thinking; Problem Solving; Emotional Intelligence; Conflict Management
Digital and Technology	Microsoft Office Suite; Power BI; Excel (Intermediary to Advanced); Artificial Intelligence in the Workplace; Digital Transformation; Data Analytics

Project and Process Improvement	Project Management; Agile Fundamentals; Business Process Improvement; Continuous Improvement.
Other Training	Providers may also propose additional programmes relevant to organisational capability development.
Value-Added Services	Please indicate any additional services offered, including: Learning needs analysis; Competency assessments; Coaching; Learning management systems; Digital learning platforms; post-training support; Impact evaluations; Customised content development

4. PRICING PROPOSALS

Service providers are required to provide costing or pricing for each proposed program they offer which must be attached to the duration of the program. Should a program exceed period of 12 months, service providers must provide costing for completing a module and costing for 12 months.

For budgeting and understanding of marketing offering, NSFAS require service providers to provide financial offers which will be used to determine procurement method and required financial resources.

In compliance with PAJA and confidentiality undertaken, NSAFS will not share pricing strategy or costing from Service Providers with any of the third party and will keep all submitted proposal confidential. The information will only be for NSFAS use in planning and procuring required training and capacity development needs.

5. CLARIFICATION

Any clarification required by a service provider regarding the meaning or interpretation of the Request for Information (RFI) or any other aspect concerning the request for information, are to be requested in writing by email from **scm@nsfas.org.za.** The request for information number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all training providers by e-mail only.

6. CLOSING DATE

The RFI proposal must be submitted by no later than **04 December 2026 at 11h00** and MUST BE PHYSICALLY DEPOSITED IN THE TENDER BOX situated at **The Halyard Building, Ground Floor, 4 Christiaan Barnard Street, City Centre, Cape Town, 8001**. No emailed /faxed copies will be accepted. The proposals must not be submitted to any individual at NSFAS. If the RFI proposal is received after 11h00 on the closing date, it will not be accepted.

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SBD4- BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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**

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 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;

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;

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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 consortium[2] 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.

…… ……

Signature Date

…… ……

Position Name of bidde

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.