SBD 1: PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH MARITIME SAFETY AUTHORITY					
RFQ NUMBER:	**RFQ - HO – 1845**	ISSUE DATE CLOSING DATE	12 / 11 / 2026 19 / 11 / 2026	CLOSING TIME:	11h00
DESCRIPTION	**Training Of The Loss Control Committee, Executives And Scm On Determination Tests And The Management Of Irregular And Fruitless And Wasteful Expenditure**				
COMPULSORY BRIEFING SESSION	**N/A**				
DELIVERY ADDRESS	**146 Lunnon Rd, Hillcrest, Pretoria 0083**				
VALIDITY PERIOD	**Price quoted should remain valid for at least sixty (60) days after the closing date.**				
ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:					
rfqresponses@samsa.org.za **(EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)**					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	**Ivor Mothoane**				
TELEPHONE NUMBER	**012 366 2600**				
E-MAIL ADDRESS	**ivormothoane@samsa.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	TAXCOMPLIANCE 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.

SBD 1: PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE EMAILED / 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 MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
1.5. PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
1.6. ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
1.7. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
1.8. DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
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 PIN 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.

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

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.

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.

.....	.....
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 bids invited. It contains general information and serves as a claim form for preference points for specific goals.

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Either the 90/10 or 80/20 preference point system will be applicable in this bid. The lowest/ highest acceptable bid will be used to determine the accurate system once bids are received.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4 The preference point system application must not exceed 100 and must be applied as per below:
1.4.1 The 80/20 preference system:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS**	20
Total points for Price and SPECIFIC GOALS	**100**

** Point allocation break down provide below

1.4.1.1 SPECIFIC GOALS: 80/20

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (14)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	**7**
b) who is a female	**5**
c) who has a disability	**2**
Goal 2: who is youth	**3**
Goal 3: Locality	**3**
TOTAL	**20**

1.4.2 The 90/10 preference system:
The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS**	10
Total points for Price and SPECIFIC GOALS	**100**

** Point allocation break down provide below

1.4.2.1 SPECIFIC GOALS: 90/10

SPECIFIC GOAL	Points
Goal 1: Historically Disadvantaged Individuals (7)	
a) who had no franchise in national elections before the 1983 and 1993 Constitutions	**4**
b) who is a female	**2**
c) who has a disability	**1**
Goal 2: who is youth	**1**
Goal 3: Locality	**2**
TOTAL	**10**

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **"locality"** means the promotion of SMMEs located within the specific area;
(b) **"bid"** 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 bidding process or any other method envisaged in legislation;
(c) **"price"** means an amount of money bided for goods or services, and includes all applicable taxes less all

unconditional discounts;

(d) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(e) **"bid 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 SAMSA and a third party that produces revenue for SAMSA, 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

(f) **"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:

80/20 or 90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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:

80/20 or 90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS

The preferential procurement point system applicable for this bid is:

Preferential Point System	Mark
80/20	X
90/10	

4.1. Specific goals for the bid and points claimed are indicated per the table below: 80/20 preference system.

4.1.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	**Maximum points that can be scored**	**Points being claimed by supplier**
HDI	Equity ownership **by persons who** had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	7	
	Equity ownership **by women** **(**ID copies of ALL listed owner/s, BBBEE certificate)	5	
	Equity ownership **by disabled persons** **(**Medical certificate/ Assessment)	2	
	Equity ownership **by youth** **(**ID copies of ALL listed owner/s, BBBEE certificate)	3	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	3	
	TOTAL	20	

** Claimed points can only be allocated where supporting documents have been provided.
** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
** Locality goal points will only be awarded to suppliers within the province of delivery
** Refer to checklist attached to ensure correct document submission

4.2. Specific goals for the bid and points claimed are indicated per the table below: 90/10 preference system.

4.2.1. EQUITY OWNERSHIP CLAIMED IN TERMS OF PARAGRAPH 1.4

	SPECIFIC GOAL (SUPPORTING DOCUMENTS FOR VERIFICATION)	**Maximum points that can be scored**	**Points being claimed by supplier**
HDI	Equity ownership **by persons who** had no franchise in the national elections. (ID copies of ALL listed owner/s, as per the CSD, CK1 registration document (CIPC), BBBEE certificate)	4	
	Equity ownership **by women** **(**ID copies of ALL listed owner/s, BBBEE certificate)	2	
	Equity ownership **by disabled persons** **(**Medical certificate/ Assessment)	1	
	Equity ownership **by youth** **(**ID copies of ALL listed owner/s, BBBEE certificate)	1	
	Locality (CIPC / SARS or valid proof of address utility bill, bank statement, account statement, municipal councillor's letter)	2	
	TOTAL	**10**	

** Claimed points can only be allocated where supporting documents have been provided.
** Ownership points will be awarded on a pro-rata using share certificates / CSD / SBD
** Specific goal points are allocated to natural persons and will be awarded in accordance with company/ consortium or joint venture ownership allocation
** Locality goal points will only be awarded to suppliers within the province of delivery
** Refer to checklist attached to ensure correct document submission

5. SUBMISSIONS BY CONSORTIUMS AND JOINT VENTURES

5.1. If a submission is a consortium or joint venture, the points claimed for ownership must be detailed separately, as per annexure A and sent back with the bidding documents. The information will define the following:

The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA.

The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents.

The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm…….
6.2. Company registration number: ……...
6.3. Company/ firm physical address (for claiming locality points):
……
……

TYPE OF COMPANY/ FIRM [Tick applicable box]

☐ Partnership/Joint Venture / Consortium (Please refer to Annexure C)

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

6.4. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES
……
……

6.5. TOTAL NUMBER OF YEARS THE COMPANY/ FIRM HAS BEEN IN BUSINESS? ……

6.6. List of shareholder/s information to be used to calculate the points claimed in paragraph 4.3.

NAME	**ID NUMBER**	**HDI**** (**Yes / No)			**Youth**** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

6.7. 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 bid, 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 4.1 and 5.6, the contractor may be required to furnish documentary proof to the satisfaction of SAMSA 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, SAMSA may, in addition to any other remedy it may have –
    (a) disqualify the person from the bidding process;
    (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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: ……

……

……

……

SAMSA
SOUTH AFRICAN
MARITIME SAFETY AUTHORITY

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REQUEST FOR: TRAINING OF THE LOSS CONTROL COMMITTEE, EXECUTIVES AND SCM ON DETERMINATION TESTS AND THE MANAGEMENT OF IRREGULAR AND FRUITLESS AND WASTEFUL EXPENDITURE

1.	**Assignment**	**SAMSA invites quotations for a two-day, in-person training programme for the Loss Control Committee (Day 1) and Executives and the SCM unit (Day 2) on determination tests and the management of irregular and fruitless and wasteful expenditure.**
2.	**Bid description**	**Two-day Loss Control Committee, Executive and SCM training on determination tests (PFMA Compliance and Reporting Framework)**

1. BACKGROUND

1.1 The South African Maritime Safety Authority (SAMSA) is a Schedule 3A public entity and must comply with the Public Finance Management Act, 1999 (PFMA) and National Treasury Instruction No. 4 of 2022/2023: PFMA Compliance and Reporting Framework (the Framework).

1.2 The Framework requires a loss control function to assess and confirm irregular and fruitless and wasteful expenditure, conduct determination tests, and make recommendations on condonation, removal, recovery, write-off, disciplinary action and referral to the South African Police Service (SAPS).

1.3 SAMSA established a Loss Control Committee (LCC) on 12 March 2026 as a management committee reporting to the Executive Committee (EXCO). The LCC members are newly appointed and require practical training on how to conduct determination tests and on their roles and responsibilities. Executives and the Supply Chain Management (SCM) unit also require training, as they identify, report and prevent irregular and fruitless and wasteful expenditure.

2. PURPOSE

2.1 SAMSA invites quotations from suitably qualified and experienced service providers to provide a two-day, in-person training programme on the management of irregular and fruitless and wasteful expenditure, with a practical focus on conducting determination tests, for:

- **Day 1:** members of the Loss Control Committee (including the secretariat and standing invitees); and
- **Day 2:** SAMSA Executives and the Supply Chain Management unit, with a specific focus on what happens once irregular expenditure is identified and when service providers may be paid.

BOARD MEMBERS

Adv. V Sihawu (Chairperson), Dr. O Horwood (Deputy Chairperson), Mr S Keswa, Adv. N. Sobekwa, Mr M Ralephenya (DoT Representative)
Capt. Dennis Mqadi (CEO) *
** Executive*

3. TRAINING ARRANGEMENTS

Item	Requirement
Format	Physical (in-person), facilitated training. Online or virtual delivery of the two training days will not be accepted.
Venue	SAMSA Head Office, 146 Lunnon Road, Hillcrest, Pretoria. SAMSA will provide the venue, catering, projector and screen.
Duration	Two (2) consecutive days, 08:30 to 16:00 each day.
Dates	To be agreed with SAMSA. The training must take place within six (6) weeks of appointment.
Day 1 participants	Loss Control Committee members, secretariat and standing invitees: approximately fifteen (15) participants.
Day 2 participants	Executives and SCM unit officials: approximately thirty (30) participants.

SCOPE OF WORK

4.1 The training must be customised to SAMSA's LCC Terms of Reference and its irregular, fruitless and wasteful expenditure determination and reporting flow, which will be shared with the appointed service provider. As a minimum, the training must cover the content below.

4.2 **Day 1 – Loss Control Committee (practical determination tests)**

No	Module	Minimum content
1.1	Legislative framework	PFMA duties of the accounting authority and officials (incl. sections 51, 55 and 83), Treasury Regulations on losses, claims and financial misconduct, the Framework (Instruction No. 4 of 2022/2023), section 217 of the Constitution, PRECCA section 34, the Protected Disclosures Act and the Public Audit Act (material irregularities).
1.2	Definitions and classification	Irregular expenditure, fruitless and wasteful expenditure and losses through criminal conduct; how to classify borderline cases; assessment versus determination versus investigation.
1.3	Roles and responsibilities	The role of the LCC as a recommending committee, and the roles of EXCO, the Accounting Authority (Board), the Audit and Risk Committee, the CFO, SCM, Risk Management, Internal Audit, National Treasury and the Auditor-General.
1.4	Timelines	Prescribed timelines for confirmation, determination (30 days, or four months in case of a dispute), investigation (within 30 days after determination) and SAPS referral and reporting (within 7 days).
1.5	Conducting a determination test	Step-by-step method: gathering evidence, requesting explanations from officials, establishing root causes, identifying the responsible officials, assessing whether a loss was incurred and value for money was achieved, assessing financial misconduct or negligence, identifying allegations of criminal conduct and breakdowns in internal controls, and documenting the findings.
1.6	Recommendations	Requirements for recommending condonation and removal of irregular expenditure; recovery and write-off of losses; disciplinary action; referral for investigation or to SAPS; and corrective controls.

BOARD MEMBERS

Adv. V Sihawu (Chairperson), Dr. O Horwood (Deputy Chairperson), Mr S Keswa, Adv. N. Sobekwa, Mr M Ralephenya (DoT Representative)
Capt. Dennis Mqadi (CEO) *
** Executive*

No	Module	Minimum content
1.7	Governance and records	Declarations of interest and recusal, confidentiality, the irregular and fruitless and wasteful expenditure registers, the determination report, and reporting to EXCO and the Audit and Risk Committee.
1.8	Practical workshop	At least three (3) case studies relevant to a public entity (e.g. a procurement-related irregular expenditure case, a contract variation or expiry case, and a fruitless and wasteful expenditure case such as interest or penalties). Participants must complete a determination test and draft a recommendation in groups.

4.3 Day 2 – Executives and Supply Chain Management

No	Module	Minimum content
2.1	Framework overview	The Framework, definitions, and the process from identification to closure, including the role of the LCC.
2.2	Accountability and consequences	Responsibilities of executives and officials, financial misconduct, personal liability, recovery of losses and consequence management.
2.3	Causes and prevention in SCM	Common causes of irregular and fruitless and wasteful expenditure in procurement and contract management (deviations, expired contracts, variations, splitting, non-compliance with the PPPFA and SCM prescripts), and practical prevention and detection controls.
2.4	Identification and reporting	How to identify, record, report and assess possible irregular or fruitless and wasteful expenditure, and how to prepare supporting information for the LCC.
2.5	Condonation, removal and audit	Condonation and removal requirements and the Auditor-General's material irregularity process.
2.6	What happens after irregular expenditure is identified	Step-by-step process and the responsibilities of executives at each step: recording in the register, assessment and confirmation, determination by the LCC, investigation, consequence management, recovery, condonation or removal, reporting to the Audit and Risk Committee and the Board, and disclosure in the annual report.
2.7	Paying service providers where irregular expenditure exists	When SAMSA may and may not pay a service provider on a contract or award that is, or may be, irregular, including: • payments on contracts with confirmed irregular expenditure, including ongoing payments on multi-year contracts; • whether payment may be made where there are allegations of fraud, corruption or other criminal conduct; • whether payment may be made where value for money cannot be confirmed; • whether payment may be made where the award was approved by an official without the required delegation of authority, and whether such an award can be ratified; • the validity of irregular contracts and when SAMSA must approach a court to have a contract set aside (self-review), with reference to relevant case law (e.g. SITA v Gijima and Buffalo City v Asla Construction); and • the risks and approvals required for each option, and how the decision must be documented.
2.8	Practical session	Case studies on the payment scenarios in module 2.7, and questions and answers.

BOARD MEMBERS

Adv. V Sihawu (Chairperson), Dr. O Horwood (Deputy Chairperson), Mr S Keswa, Adv. N. Sobekwa, Mr M Ralephenya (DoT Representative)
Capt. Dennis Mqadi (CEO) *
** Executive*

5. DELIVERABLES

No	Deliverable	Timeline
5.1	Training plan and detailed programme for both days, customised to SAMSA, for approval by SAMSA	Within five (5) working days of appointment
5.2	Training material (presentations, participant manual and case studies), in electronic and printed format	Electronic copy for approval at least five (5) working days before the training; printed copies on the day
5.3	Determination test toolkit: determination test checklist, determination report template and recommendation template, aligned to the Framework and SAMSA's LCC Terms of Reference, in editable format	At the training
5.4	Facilitation of the two training days, including a pre- and post-training assessment	On the agreed dates
5.5	Attendance registers and certificates of attendance for all participants	Within five (5) working days after the training
5.6	Training report: attendance, assessment results, participant evaluation and recommendations to strengthen the LCC process	Within five (5) working days after the training
5.7	One (1) follow-up virtual session (up to two (2) hours) with the LCC to support its first determination tests	Within three (3) months after the training, on a date agreed with SAMSA

6. CONDITIONS

6.1 The lead facilitator proposed in the quotation must present the training. Any substitution requires SAMSA's prior written approval of a facilitator with equal or better qualifications and experience.

6.2 All information about SAMSA cases shared with the service provider is confidential and may be used only for this training. The service provider must sign a non-disclosure agreement and comply with POPIA.

6.3 SAMSA may use and reproduce the training material and the toolkit for its internal purposes without further cost.

6.4 Payment will be made after the training has been presented and the training report (deliverable 5.6) has been accepted, within thirty (30) days of receipt of a valid tax invoice. The follow-up session (deliverable 5.7) will be paid after it has taken place.

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** Executive*

7. PRICING SCHEDULE

SUPPLIER / BIDDER NAME	

7.1 Bidders must complete the pricing schedule below. All prices must be in South African Rand.

No	Description	Unit	Qty	Unit price (excl. VAT)	Total (excl. VAT)
1	Customisation and preparation: training plan, programme, material and determination test toolkit (deliverables 5.1 to 5.3)	Lump sum	1	R	R
2	Facilitation – Day 1: Loss Control Committee (deliverable 5.4)	Day	1	R	R
3	Facilitation – Day 2: Executives and SCM (deliverable 5.4)	Day	1	R	R
4	Printed training material and certificates	Per participant	45	R	R
5	Facilitator travel, accommodation and subsistence to attend at SAMSA Head Office	Lump sum	1	R	R
6	Training report (deliverable 5.6)	Lump sum	1	R	R
7	Follow-up virtual session with the LCC (deliverable 5.7)	Session	1	R	R
	Subtotal (excl. VAT)				R
	VAT (15%)				R
	TOTAL (incl. VAT) – evaluated price				R

7.2 Prices must be firm and include all costs to deliver the full scope. No additional costs will be accepted. Venue, catering and audio-visual equipment will be provided by SAMSA and must not be priced.

7.3 Bidders who are not registered for VAT must not add VAT.

7.4 Quotations must remain valid for ninety (90) days from the closing date.

7.5 Bidders are required to submit an official quotation on their company letterhead, together with their submission.

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8. EVALUATION CRITERIA

8.1 **Phase 1 – Administrative compliance.** Bidders must submit the completed and signed RFQ form, SBD 4 and SBD 6.1, and their Central Supplier Database (CSD) registration number. The bidder must be tax compliant on the closing date and at evaluation; SAMSA will verify this on the CSD.

8.2 **Phase 2 – Functionality.** Bids will be evaluated on the criteria below. Bidders must score at least seventy (70) out of 100 points to proceed to Phase 3.

No	Criterion	Scoring	Points
1	**Company experience** Reference letters for training, advisory or review services on irregular, fruitless and wasteful expenditure, loss control or PFMA compliance, provided to public sector institutions.	Letters must be on the client's letterhead, signed, dated, not older than five (5) years, and must state the service provided. • 3 or more letters = 15 • 2 letters = 10 • 1 letter = 5 • No letters = 0	15
2	**Lead facilitator – subject expertise** CV and certified copy of a relevant degree (e.g. accounting, finance, law, auditing or public finance).	Years of experience in public sector financial management, PFMA compliance, loss control, internal audit or forensic work related to irregular and fruitless and wasteful expenditure: • 8 years or more = 15 • 5 to less than 8 years = 10 • 3 to less than 5 years = 5 • Less than 3 years, or no relevant degree = 0	15
3	**Lead facilitator – training and professional credentials** Certified copies of certificates and proof of current membership.	(a) A facilitator qualification, e.g. ETDP SETA unit standard 117871 (Facilitate learning using a variety of given methodologies) or an equivalent training/education qualification; and (b) A current professional designation or membership relevant to the subject, e.g. CA(SA), SAIPA, CIA (IIA), CFE (ACFE), CIGFARO, or admitted attorney. • Both (a) and (b) = 25 • Either (a) or (b) = 12 • Neither = 0	25
4	**Accredited training provider** Proof that the bidder is accredited as a skills development or training provider by the QCTO or a SETA.	• Valid accreditation letter or certificate = 15 • Not accredited = 0	15

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No	Criterion	Scoring	Points
5	**Training programme** Proposed two-day programme with time allocation per module.	• Covers all Day 1 and Day 2 modules in section 4 = 15 • Covers some of the modules = 8 • Not submitted = 0	15
6	**Practical approach** Sample determination test checklist or report template, and an outline of at least three (3) case studies.	• Sample template and three case study outlines = 10 • Sample template or case study outlines only = 5 • Not submitted = 0	10
7	**Assessment and evaluation** Method to measure learning (pre- and post-assessment) and participant evaluation form.	• Pre- and post-assessment and evaluation form = 5 • One of the two = 3 • Not submitted = 0	5
	Total		**100**

8.3 **Phase 3 – Price and specific goals.** Bids that meet the functionality threshold will be evaluated on price (80 points) and specific goals (20 points) using the 80/20 preference point system, in terms of the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022. The specific goals and the proof required are set out in the attached SBD 6.1.

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9. RETURNABLE DOCUMENTS

No	Document	Submitted (Yes/No)
1	This RFQ form, completed and signed	
2	Reference letters (criterion 1)	
3	CV and certified copy of the degree of the lead facilitator (criterion 2)	
4	Lead facilitator's facilitator certificate and proof of professional designation or membership (criterion 3)	
5	Accreditation letter or certificate from the QCTO or a SETA, if applicable (criterion 4)	
6	Proposed training programme, sample template and case study outlines, and assessment method (criteria 5 to 7)	
7	Completed pricing schedule (section 7)	
8	SBD 4 – Bidder's disclosure, completed and signed	
9	SBD 6.1 – Preference points claim form, with proof for the specific goals claimed	
10	CSD registration number or CSD report	

9.1 There is no briefing session for this RFQ. Clarification questions must be sent in writing to the contact persons below, quoting the RFQ number.

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REQUIRED SUPPORTING DOCUMENTS & CHECKLIST

No.	Document description	Submitted (Yes / No)
1	Quotation	
2	Signed SBD (RFQ) Forms	
3	Recent CSD, not older than 3 months	
4	Tax pin certificate	
5	Valid B-BBEE	
6	CK1 registration document (CIPC)	
7	ID copies of ALL listed owner/s as per CSD report	
8	Proof of address not older than 3 months	
9	Medical certificate/ Assessment (if applicable)	
10	Consortiums and Joint Ventures Form (if applicable)	

**ALL INFORMATION SUBMITTED WILL BE TREATED AS EVIDENCE FOR AWARDING POINTS FOR THE SAMSA GOALS AND MUST BE CONSISTENT WITH DECLARATIONS MADE. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL. SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.

GUIDELINES FOR DOCUMENTS REQUIRED FOR THE VERIFICATION OF THE SAMSA GOALS

SPECIFIC GOAL	**DOCUMENTS THAT WILL BE USED TO VERIFY THE INFORMATION SUPPLIED**
Equity ownership **by persons who** had no franchise in the national elections *Points for persons or categories of persons historically disadvantaged on the basis of race (black people)*	ID copies of all listed owner/s as per CSD report CK1 registration document (CIPC) BBBEE certificate
Equity ownership **by women** *Points for persons or categories of persons historically disadvantaged on the basis of gender (women)*	ID copies of all listed owner/s as per CSD report BBBEE certificate
Equity ownership **by disabled persons** *Points for persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities).*	Medical certificate/ Assessment
Equity ownership **by youth**	ID copies of all listed owner/s as per CSD report
Locality	Address listed on the company registration CIPC / SARS document is acceptable for claiming locality points. Should you want to claim locality points, for an address not listed on the CIPC / SARS document, that address must be listed on the CSD, accompanied by a valid proof of residence, reflecting one of the listed owners' names and physical address. e.g. Utility bill, bank/ account statement, Municipal councillor's letter.

ANNEXURE C: Only if selected Partnership/Joint Venture / Consortium"
6.4 (TYPE OF COMPANY/ FIRM)

APPLICABLE FOR CONSORTIUMS AND JOINT VENTURES (JV)

CONSORTIUMS AND JOINT VENTURES OWNERSHIP FORM

(This form is only applicable for consortiums & JVs only)

a) The percentage (%) of the contract allocated to each JV member or consortium member. This should also be included in an agreement to be made available on request by SAMSA, should a need a arise.

NO	JV or consortium company name	PERCENTAGE FOR EACH MEMBER
1		
2		
3		
	TOTAL	100%

** Additional lines can be added for more

b) The percentage ownership of each JV member or consortium member in each of the specific goals relevant to this bid, with supporting documents. The total points claimed will be the sum of the percentage contract allocation for each partner multiplied by the percentage weighting for each category, multiplied by the percentage ownership in the relevant specific goal.

JV or consortium: 1

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

JV or consortium: 2

NAME	ID NUMBER	HDI** (**Yes / No)			Youth** (**Yes/ No)	% of company / firm owned
		No franchise prior to elections	Women	Disabled		

** Additional lines / tables may be added if necessary