MICT SETA Head Office
Supply Chain Management
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Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	**RFQ/MICT/90/2026**
RFQ DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A ROBOTICS TECHNICAL ASSISTANT SKILLS PROGRAMME**
RFQ ISSUE DATE	**16 NOVEMBER 2026**
BRIEFING SESSION	**N/A**
CLOSING DATE & TIME	**20 NOVEMBER 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.**
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	**1 SOFT COPY**

For queries, please contact rfqs@mict.org.za **before the closing date of this RFQ**.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed; list below serve as a checklist of your RFQ submission.

(**Tick in the relevant block below**)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by **SARS** and/or **SARS-issued** verification pin		
SBD 4 – Bidder's Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than (six) 6 months		
CIPC Document		
Shareholding Certificate		
Bidder's eligibility: Form A		

Note: This RFQ must be completed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/

a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 MICT SETA reserves the right to:

a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
d. Award a contract to one or more bidder(s).
e. Withdraw the RFQ at any stage
f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:	
RFQ Number:	

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"

b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;

c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.

d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

ANNEXURE A: TERMS OF REFERENCE

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A ROBOTICS TECHNICAL ASSISTANT SKILLS PROGRAMME

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in, i.e., Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications.

2. SCOPE OF WORK

2.1. The ETQA is delegated as Quality Partner by the QCTO by means of an SLA. As part of fulfilling the duties of the Quality Partner, the ETQA is required to realign and/or develop occupational programmes, including skills programmes. In order to achieve this, the MICT SETA requires the service and expertise of a Subject Matter Expert Facilitator.

2.2. This detailed specification outlines the essential components and processes involved in the development of the required deliverables. In order to achieve on its mandate of ensuring that there are qualifications available to meet the occupational and skills demand, the ETQA division requires the expertise of a Subject Matter Expert Facilitator to develop the skills programme listed below. The Robotics Technical Assistant Skills Programme is intended to address the demand for skilled technical support personnel in the installation, programming, operation, maintenance and troubleshooting of robotic systems:

No.	SKILLS PROGRAMME TO BE DEVELOPED
1	Robotics Technical Assistant Skills Programme

2.3. The key deliverables in respect of this scope includes:

2.3.1. Facilitate the following workshops as part of the skills programme development process, along with the MICT SETA ETQA Division and industry role players (Subject Matter Experts):
   a. Pre-scoping and Scoping
   b. Profiling
   c. Knowledge component
   d. Practical component
   e. Workplace component
   f. Assessment Specification
   g. QAS Addendum
   h. RPL Mechanism
   i. Accreditation toolkit
   j. Pre-verification
   k. Verification

2.3.2. Develop process report (and all other relevant evidence).
2.3.3. Document and develop a progress report no later than 3 days post each consolidated workshop
2.3.4. Development of all documents, and reports in line with QCTO requirements
2.3.5. Implement amendments/corrections from the QCTO
2.3.6. Coordinate, remediate and manage public comments and feedback from SAQA

While the scope indicates the skills programme, the final format of the skills programme will be determined by the engagement with the Community of Expert Practitioners at the scoping and profiling sessions. The successful bidder will be required to develop the skills programme in line with the determination of the CEP's in this session.

3. DELIVERABLES

The successful bidder is required to facilitate the workshops as part of the development process, along with the MICT SETA ETQA Division and industry role players (Subject Matter Experts). **Key deliverables as per Clause** Error! Reference source not found. **including but not limited to the following:**

a. Scoping report
b. Profiling report

c. Curriculum document
d. Skills programme document
e. Assessment Specification document
f. QAS Addendum,
g. RPL Mechanism
h. Accreditation toolkit
i. Verification report
j. Progress report
k. Process report
l. Any other relevant reports as per the requirements of the QCTO

4. DURATION OF THE PROJECT

The scope is set to be concluded by 30 March 2027 with the submission of all required documentation to the QCTO.

NB: SERVICE PROVIDERS ARE REQUIRED TO PROVIDE THEIR PROJECT PLAN

5. PRICING SCHEDULE

Name of bidder_____ **RFQ number:** _____

Closing date _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Required Description: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A ROBOTICS TECHNICAL ASSISTANT SKILLS PROGRAMME	Quantity	Unit Price	Total Cost (Excl. VAT)
1	Skills Programme Development	1	R	R
2	**Project Management:** Coordinate and manage comments/remedial or feedback from QCTO and/or SAQA This is capped at 7,5% of the total project value	1	R	R
			Sub-Total	R
			VAT@15%	R
			TOTAL PRICE (INCLUDING VAT)	R

Complete below:

1. Delivery Address: **MICT SETA Head office**
   Level 3 West wing, Gallagher House
   19 Richards Drive, Halfway House
   Midrand

2. Indicate Delivery period after order receipt……
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: _____

Capacity under which this quote is signed: _____

Signature: _____

Date: _____

6. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQs received will be evaluated on mandatory criteria, and price and specific goal.

6.1. STAGE 1: MANDATORY CRITERIA

6.1.1. Experience of the Project Lead Consultant (PLC)

The bidder must have a Project Lead Consultant (PLC) clearly indicated as such in the submission, with a minimum of three (03) years of experience in occupational qualifications and/or skills programme development or realignment.

Proof of Evidence to criteria:

The bidder must submit detailed CV of the proposed Project Lead Consultant, clearly marked as such, demonstrating a minimum of three (03) years of experience in occupational qualifications and/or skills programme development or realignment.

The CV of the Project Lead Consultant must include the names of the employers/clients worked for, roles performed and duration of employment/contract.

6.1.2. Bidder's Experience: Reference Letters

The bidder must have past experience in the qualification and/or skills programme development or realignment process as per the requirements of the Occupational Qualification Sub – Framework from different clients within the Republic of South Africa.

Proof of Evidence to criteria:

The bidder must provide two (02) signed contactable reference letters from different clients indicating experience in the qualification and/or skills programme development or realignment process as per the requirements of the Occupational Qualification Sub – Framework within the Republic of South Africa – the reference letters may be addressed to either the bidder or the PLC.

Reference letters must be on the client's letterhead, signed by the company representative of the bidder/ PLC's client. Contactable references must include the name of company, contact details, project description, and the project(s) must have been undertaken in the last five (05) years.

Note: Bidders that do not meet the set evaluation criteria will be eliminated from further evaluation process.

6.2. STAGE 2 PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

Specific Goal Criteria	Points allocation
Enterprises which are at least 51% owned by historically disadvantaged persons.	10
Enterprises which are at least 51% owned by historically disadvantaged women.	05
Enterprises which are at least 51% owned by historically disadvantaged youth.	05
Total	**20**

** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.

Bidder must submit the following documents:

- CIPC Documents and a valid share certificate (Indicating % shareholding by each director)
- Certified ID Copies of the company's directors as per CIPC documents. **(certified copies must not be older than six (06) months)**

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ/Tender (in cases where it a tender) to claim points for specific goals, will be interpreted to mean the preference points for specific goals are not claimed.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……
Signature Date

…… ……..
Designation Name of bidder

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.

PREFERENCE PROCUREMENT CLAIM FORM

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

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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).

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	**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;

(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:

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

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

Where:

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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**

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

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.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	05	
Enterprises which are at least 51% owned by historically disadvantaged youth.	05	

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
- ☐ 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
(e) forward the matter for criminal prosecution, if deemed necessary.

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