



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

REQUEST FOR QUOTATIONS	
RFQ Description:	Provision of a suitably qualified service provider to provide SHEQ training to Tshwane Automotive Special Economic Zone (TASEZ)
RFQ Number:	TASEZ/RFQ 042/2025
Closing Date:	02/10/2025
Closing Time:	12h00
RFQ validity period:	90 Days
Compulsory Briefing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A
TASEZ Enquiry Details:	Enquiries to be sent on or before 30/09/2025 to elizabeth@tasez.co.za
Name:	Elizabeth Mahlangu
Contact Numbers:	N/A
Email Address:	elizabeth@Tasez.co.za
Delivery Address:	elizabeth@Tasez.co.za

Table of Contents

1. BACKGROUND

2. INVITATION TO SUBMIT A QUOTATION

3. SCOPE OF WORK

4. CONTACT AND COMMUNICATION

5. LATE SUBMISSION

6. EVALUATION OF BIDS

7. VALIDITY PERIOD OF THE RFQ

8. DURATION OF THE CONTRACT

9. PRICING SCHEDULE

10. SBD 1 FORM

3

3

3

3

4

5

10

10

10

11

List of Tables

Table 1: Tender Returnables Requirements to be submitted for Evaluation

Table 2: Administrative Requirements

Table 3: Pricing Schedule

5

5

10

1. BACKGROUND

TASEZ has developed an Integrated Management System that confirms with ISO 9001, 45001 and 14001 (the standards).

2. INVITATION TO SUBMIT A QUOTATION

Provide a quote for Provision for B-BBEE Verification at Tshwane Automotive Special Economic Zone (TASEZ).

3. SCOPE OF WORK

The scope of the service is for the procurement of a suitably qualified service provider to provide the following training:

Training number	Training requirement	Number of delegates
1	Leadership awareness in Integrated Management Systems (ISO 9001, 14001 & 45001)	25
2	Lead Auditor in integrated Management Systems (ISO9001, 14001 & 45001)	4
3	ISO9001 System Requirements and Implementation	6
4	ISO 14001 System Requirements and Implementation	6
5	ISO 45001 System Requirements and Implementation	6
6	Root cause analysis techniques	6
7	Safety, Health and Environmental Risk Assessment (Hazard Identification and Risk Assessment)	6

The service provider must issue competency certificates for all the above training excluding the leadership awareness training which will require attendance certificates.

4. CONTACT AND COMMUNICATION

4.1. All communication and enquiries shall be **in writing** (via email), to the following email address, elizabeth@tasez.co.za. TASEZ will communicate with all Bidders where clarity regarding this RFQ is sought.

- 4.2. **Clarification questions from bidders will be closed two (2) days before date of closure on the RFQ.**
- 4.3. Any communication to an official in respect of the RFQ between the closing date and the award of the contract by the Bidders is prohibited.
- 4.4. If a Bidders finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFQ or any other information provided by TASEZ (other than minor clerical matters), the Bidders must promptly notify TASEZ in writing of such discrepancy, ambiguity, error or inconsistency in order to afford TASEZ an opportunity to consider what corrective action is necessary (if any).
- 4.5. Any actual discrepancy, ambiguity, error, or inconsistency in the RFQ or any other information provided by TASEZ will, if possible, be corrected and provided to all Bidders without attribution to the Bidders who provided the written notice.
- 4.6. All persons (including Bidders) obtaining or receiving the RFQ and any other information in connection with the RFQ must keep the contents of the RFQ and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to the RFQ.

5. LATE SUBMISSION

- 5.1. Late responses to the RFQ will not be accepted.
- 5.2. **All dates and times in this RFQs are in accordance to the South African standard calendar and time.**
- 5.3. Any time or date in this RFQ is subject to change at TASEZ's discretion. The establishment of a time or date in this RFQ does not create an obligation on the part of TASEZ to take any action or create any right in any way for any Bidders to demand that any action be taken on the date established.
- 5.4. The Bidders accepts that, if TASEZ extends the deadline for the RFQ submission (the closing date) for any reason, the requirements of this RFQ otherwise apply equally to the extended deadline

5.5. Tender Returnables Requirements

Bidders shall submit all tender returnable documents as indicated in the Table 1 below for evaluation purposes.

Table 1: Tender Returnables Requirements to be submitted for Evaluation.

Document that must be Submitted	Returnables for the RFQ
CIPC Documents- CIPC Registration Documents	
SBD 1 – Invitation to Bid	
B-BBEE Certificate or Sworn Affidavit	
Tax Pin	
Letter of Good Standing	
CSD Report	
Certified copies of the Directors IDs	
SBD 4	

Failure to submit all tender returnable requirements (Completed and signed including attachments) Will result in submissions being deemed null and void and shall be considered non-responsive and therefore not considered further.

6. EVALUATION OF BIDS

Bids will be evaluated There will be **Three (3) stages** in the evaluation of the bids:

6.1. Responsiveness Assessment

This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 2** below.

6.1.1. Stage 1: Administrative Requirements Criteria

Table 2: Administrative Requirements

Document that must be Submitted	Returnables for the RFQ
CIPC Documents- CIPC Registration Documents	CIPC Registration Documents
SBD 1 – Invitation to Bid	Invitation to Bid - Complete and sign the supplied document
B-BBEE Certificate or Sworn Affidavit	<ul style="list-style-type: none"> Original or certified B-BBEE Certificate or Sworn Affidavit.
Tax Pin	Bidders must ensure compliance with their tax obligations

Document that must be Submitted	Returnables for the RFQ
Letter of Good Standing	Valid
CSD Report	The Bidders must submit a valid CSD Report (Not older than 3 months).
SBD 4	Declaration of Interest – Complete & sign the supplied document

6.1.2. Stage 2 – Mandatory Requirements Criteria

6.1.2.1. This is the assessment of compliance with the minimum Administrative Requirements as detailed in **Table 3** below. No points or score will be allocated in criteria, either Bidders comply or do not comply. No Points or score will be allocated in criteria.

6.1.2.2. **Noncompliance or non-submission of any of these Mandatory Administrative Requirements will result in a disqualification.**

Table 3: Mandatory Requirements

Description	Compliant	Non-Compliant
SBD 4 – Declaration of Interest		
The company must be accredited by the Chartered Quality Institute (CQI)		
The company must be accredited by IRCA Global		

Stage 3 – Technical / Functionality Evaluation

Only bids that comply with the indicated Mandatory Administrative Requirements will be considered for the Technical / Functional Evaluation Stage.

The Technical / Functional Evaluation criteria for this bid is indicated in tables below including the scoring system and weight allocation that will be used for the evaluation of the bids. Bidder are required to achieve a minimum of **70 points** out of **100 points** to proceed to **Stage 4** (Price and B- BBEE).

Table 4: Company Experience

Company Experience	No. of Letters	Points Claimed
Provide reference letters of similar work done with previous clients. The reference letter must be in the client's letter head with the contact details of the authorized person. The work must have been completed within the past 10 years.	5 Letters	9
	3-4 Letters	7
	1 – 2 Letters	5
	No submission	0
Total Points Claimable		9

Table 5: Key Personnel Qualifications

Key Personnel Experience Qualifications		Level of Details	Points Claimed
Facilitator for – Leadership awareness in Integrated Management Systems (ISO 9001, 14001 & 45001)	Must have a lead auditor certificate in Integrated management Systems (ISO 9001, 14001 & 45001)	Meets requirements	10
	OR Lead Auditor Certificates is ISO 9001, 14001 & 45001	Does not meet requirements	0
Facilitator for – Lead Auditor in Integrated Management Systems (ISO9001, 14001 & 45001)	Must have a Lead Auditor Certificate in Integrated Management Systems (ISO 9001, 14001 & 45001)	Meets requirements	10
	OR Lead Auditor Certificates is ISO 9001, 14001, 45001 AND Must be competent to facilitate training and conduct Outcome - based	Does not meet requirements	0
Facilitator for – ISO 9001 System Requirements and Implementation	Must have competency certificate for ISO 9001 System Requirements and Implementation	Meet requirements	10
	OR Competency in Internal Auditor in ISO 9001 OR Lead Auditor in 9001 AND Must be competent to facilitate training and conduct Outcome-based Assessments	Does not meet requirements	0

Key Personnel Experience Qualifications		Level of Details	Points Claimed
Facilitator for – ISO 14001 System Requirements and Implementation	Must have competency certificate for ISO 14001 System Requirements and Implementation OR Competency in internal Auditor in ISO 14001 OR Lead Auditor in 14001 AND must be competent to facilitate training and conduct Outcome – based Assessments	Meets requirements	10
		Does not meet requirement	0
Facilitator for – ISO 14001 System Requirements and Implementation	Must have competency certificate for ISO 14001 System Requirements and Implementation OR Competency in internal Auditor in ISO 14001 OR Lead Auditor in 14001 AND Must be competent to facilitate training and conduct Outcome – based Assessments	Meets requirements	10
		Does not meet requirements	0
Facilitator for – Root cause analysis technique	Must hold a certificate in Root Cause Analysis Technique AND Must be competent to facilitate training and conduct Outcome – based Assessments	Meets requirements	10
		Does not meet requirements	0
Total Points Claimed			70

Table 6: Key Personnel Experience

Key Personnel Experience		Evaluation	Points Claimed
Facilitator for - Leadership awareness in Integrated Management Systems (ISO 9001, 14001 & 45001)	Facilitator must provide CV showing: <ul style="list-style-type: none"> Experience in developing and implementing integrated Management Systems, and 	7 - 10 years	3
		3 – 6 years	2
		1 – 2 years	1
		Less than 1 year	0

Key Personnel Experience		Evaluation	Points Claimed
	<ul style="list-style-type: none"> Facilitating training in integrated management system or SHEQ Management Systems 		
Facilitator for - Leadership awareness in Integrated Management Systems (ISO 9001, 14001 & 45001)	Facilitator must provide CV showing: <ul style="list-style-type: none"> Experience in developing and implementing integrated Management Systems, and Facilitating training in integrated management system or SHEQ Management Systems 	7 – 10 years	3
		3 – 6 years	2
		1 – 2 years	1
		Less than 1 year	0
Facilitator for - ISO 9001 System Requirements and Implementation	Facilitator must provide CV showing experience in development and implementation of ISO 9001 System Requirements and Implementation	7 – 10 years	3
		3 – 6 years	2
		1 – 2 years	1
		Less than 1 year	0
Facilitator for - ISO 14001 System Requirements and Implementation	Facilitator must provide CV showing experience in development and implementation of ISO 14001 Systems and facilitating training in ISO 14001 System Requirements and Implementation	7 – 10 years	3
		3 – 6 years	2
		1 – 2 years	1
		Less than 1 year	0
Facilitator for – ISO 45001 System Requirements and Implementation	Facilitator must provide CV showing experience in development and implementation of ISO 45001 Management Systems and facilitating training in ISO 45001 System Requirements and Implementation	7 – 10 years	3
		3 – 6 years	2
		1 – 2 years	1
		Less than 1 years	0
Facilitator for – Root cause analysis technique	Facilitator must provide CV showing experience in incident management or SHEQ Management and facilitating training in root cause analysis technique	7 – 10 years	3
		3 – 6 years	2
		1-2 years	1
		Less than 1 year	0
Facilitator for - Risk Assessment	Facilitator must provide CV showing experience conducting risk assessments or in SHEQ Management and facilitating training in root cause analysis technique	7 – 10 years	3
		3 – 6 years	2
		1 – 2 years	1
		Less than 1 year	0

Key Personnel Experience	Evaluation	Points Claimed
Total Points Claimed		21

6.2. Stage 4 – Price and B-BBEE

6.2.1. Bidders must fully complete the Pricing Schedule in **Table 11** below. The bid will be evaluated on the 80/20 principle. Risk assessment will be conducted on the top **three (3)** Bidder using the Bidder' audited financial statement. Bidder to submit 3 years audited financial statements.

7. VALIDITY PERIOD OF THE RFQ

The validity period of this RFQ shall be **90 days** from the closing date.

8. DURATION OF THE CONTRACT

The duration of this request will be a once-off.

9. PRICING SCHEDULE

Tenderers shall complete the Pricing Schedule for all resources included in the schedule. All Hours are provisional and shall be substantiated i.e., accompanied by detailed activity-time schedules. In addition to the completion of the Pricing Schedule in table 4 below it is also a requirement that the hourly cost per resource be provided as indicated in Table 5.

Table 11: Pricing Schedule

Item	Training	Number of candidates	Cost per candidate	Total
1	Leadership awareness in Integrated Management Systems (ISO 9001, 14001 & 45001)	25	R	R
2	Lead Auditor in integrated Management Systems (ISO9001, 14001 & 45001)	4	R	R
3	ISO9001 System Requirements and Implementation	6	R	R
4	ISO 14001 System Requirements and Implementation	6	R	R
5	ISO 45001 System Requirements and Implementation	6	R	R
6	Root cause analysis techniques	6	R	R
7	Safety, Health and Environmental Risk Assessment (Hazard Identification and Risk Assessment)	6	R	R
Total Amount				R

Item	Training	Number of candidates	Cost per candidate	Total
Add 15% VAT				R
Total including VAT				R

10. SBD 1 FORM

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
Bid Number:	TASEZ/RFQ042/2025	Closing Date:	02 October 2025	Closing Time:	12:H00 PM
Description:	Provision of a suitably qualified service provider to provide SHEQ training to Tshwane Automotive Special Economic Zone (TASEZ)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

Tshwane Automotive Special Economic Zone (Main Gate) Automotive Supplier Park 30 Helium Road, Rosslyn Ext 2 THE BID BOX IS AVAILABLE BETWEEN:
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			
TCS PIN:		OR	CSD No:
B-BBEE Status Level Verification Certificate [Tick Applicable Box]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE Status Level Sworn Affidavit	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, who was the Certificate Issued By?			
An Accounting Officer as Contemplated in the Close Corporation Act (CCA) and Name the Applicable in the Tick Box	<input type="checkbox"/>	An Accounting Officer as Contemplated in the Close Corporation Act (CCA)	
	<input type="checkbox"/>	A Verification Agency Accredited by the South African Accreditation System (SANAS)	
	<input type="checkbox"/>	A Registered Auditor: Name:	
[A B-BBEE Status Level Verification Certificate/Sworn Affidavit (For EMES& QSES) must be Submitted in Order to Qualify for Preference Points for B-BBEE]			
Are you the Accredited Representative in South Africa for the Goods /Services /Works Offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes Enclose Proof]	Are you a Foreign Based Supplier for the Goods / Services / Works Offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If Yes Answer Part B:3 Below]
Signature of Bidder	Date	
Capacity under which this Bid is Signed (Attach proof of authority to sign this bid, e.g., resolution of directors, etc.)			
Total Number of Items Offered		Total Bid Price (All Inclusive)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
Department/ Public Entity	TASEZ	Contact Person	
Telephone Number		Facsimile Number	
Facsimile Number	N/A	E-Mail Address	
E-Mail Address	elizabeth@tasez.co.za / procurement@tasez.co.za		

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
1.2. All bids must be submitted on the official forms provided– (not to be re-typed) or online
1.3. Bidders must register on the central supplier database (CSD) to upload mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status; and banking information for verification purposes). B-BBEE Certificate or sworn affidavit for B-BBEE must be submitted to bidding institution.

<p>1.4. Where a bidder is not registered on the CSD, mandatory information namely: (business registration/ directorship/ membership/identity numbers; tax compliance status may not be submitted with the bid documentation. B-BBEE certificate or sworn affidavit for B-BBEE must be submitted to bidding institution.</p> <p>1.5. This bid is subject to the preferential procurement policy framework act 2000 and the preferential procurement regulations, 2017, the general conditions of contract (GCC) and, if applicable, any other legislation or special conditions of contract.</p>	
<p>2. TAX COMPLIANCE REQUIREMENTS</p>	
<p>2.1 Bidders must ensure compliance with their tax obligations.</p> <p>2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.</p> <p>2.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.SARS.gov.za.</p> <p>2.4 Bidders may also submit a printed TCS together with the bid.</p> <p>2.5 In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.</p> <p>2.6 Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.</p>	
<p>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</p>	
<p>3.1. Is the bidder a resident of the republic of South Africa (RSA)?</p> <p>3.2. Does the bidder have a branch in the RSA?</p> <p>3.3. Does the bidder have a permanent establishment in the RSA?</p> <p>3.4. Does the bidder have any source of income in the RSA?</p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p>
<p>If the answer is "no" to all of the above, then, it is not a requirement to obtain a tax compliance status / tax compliance system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.</p>	

NB: failure to provide any of the above particulars may render the bid invalid.