



**Warning against tender scams:** The WRC urges members of the public to report any suspicious Request for Quotation, Purchase Order or Letter of Award to its Fraud Hotline on 0800 214 777 or email: [hotline@kpmg.co.za](mailto:hotline@kpmg.co.za) . If a request or procurement communication appears to be suspicious Suppliers are advised to contact the WRC Supply Chain Management office on 012 761 9300 to verify its authenticity

**PART A  
INVITATION TO BID (SBD1)**

|                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| RFQ/P NUMBER:                                                                                                                                                                                                             | 074/10/26-27                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CLOSING DATE: | 06 November 2026                                                                                | CLOSING TIME:                                                    | 11h00                                                                             |
| DESCRIPTION OF GOODS/SERVICES                                                                                                                                                                                             | <b>APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE WRC ORGANISATIONAL STRUCTURE TO ENSURE ALIGNMENT WITH THE MANDATE, VISION, MISSION, STRATEGY AND BUSINESS PROCESSES OF WRC.</b><br>Bid Proposals to be submitted online on the e-Tender Portal <a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a> /<br>Tutorial Link on uploading bid documents on e-Tender Portal <a href="https://youtu.be/B7pNseNJYHM">https://youtu.be/B7pNseNJYHM</a> |               |                                                                                                 |                                                                  |                                                                                   |
| <b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO: <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a> (No hand delivered quotation or sent to a different email than the one specified shall not be accepted)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
| <b>RFQ VALIDITY PERIOD: 90 DAYS</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                                                  |                                                                  |                                                                                   |
| CONTACT PERSON                                                                                                                                                                                                            | Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                            |               | CONTACT PERSON                                                                                  | Supply Chain Management                                          |                                                                                   |
| TELEPHONE NUMBER                                                                                                                                                                                                          | 012 761 9300                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               | TELEPHONE NUMBER                                                                                | 012 761 9300                                                     |                                                                                   |
| E-MAIL ADDRESS                                                                                                                                                                                                            | <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a>                                                                                                                                                                                                                                                                                                                                                                                                   |               | E-MAIL ADDRESS                                                                                  | <a href="mailto:quotations@wrc.org.za">quotations@wrc.org.za</a> |                                                                                   |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
| NAME OF BIDDER                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
| POSTAL ADDRESS                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
| STREET ADDRESS                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |
| TELEPHONE NUMBER                                                                                                                                                                                                          | CODE                                                                                                                                                                                                                                                                                                                                                                                                                                                               |               | NUMBER                                                                                          |                                                                  |                                                                                   |
| CELLPHONE 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]<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                  |               | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                  | [TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE SPECIFIC GOALS POINTS]</b>                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |                                                                                                 |                                                                  |                                                                                   |



|                                                                                               |                                                                                    |                                                                                 |                                                                                        |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

|                                                                                                                                                                                                                            |                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?<br>NO                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?<br>NO                                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?<br>NO                                                                                                                                                           | <input type="checkbox"/> YES <input type="checkbox"/> |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?<br>NO                                                                                                                                                                | <input type="checkbox"/> YES <input type="checkbox"/> |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?<br>NO                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> |
| <b>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.</b> |                                                       |



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b>                                                                                                                                                                                                                             |
| <b>1.1.</b> BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                   |
| <b>1.2.</b> ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.                                                                                                          |
| <b>1.3.</b> THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| <b>1.4.</b> THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).                                                                                                                                                |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                 |
| 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .                                                                                          |
| 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 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.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



## PART C STANDARD BIDDING DOCUMENTS

(SBD FORMS - SBD4, SBD6.1 (where applicable), should be fully completed and signed by the supplier/service provider). WRC reserves the right not to accept/eliminate/disqualify a quotation not accompanied by the completed prescribed SBD forms.

**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<sup>1</sup> 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

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.



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 consortium<sup>2</sup> 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.

|                    |                     |
|--------------------|---------------------|
| .....<br>Signature | .....<br>Date       |
| .....<br>Position  | .....<br>Name of bi |

**SBD 6.1**

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<sup>2</sup> 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.



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

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

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

### 1. GENERAL CONDITIONS

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

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

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) 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         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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:

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

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:

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

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 organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

| Criteria      | Weight | Sub-criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |        |         |    |         |   |         |   |         |   |         |   |
|---------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|---------|----|---------|---|---------|---|---------|---|---------|---|
| Total Price   | 80/100 | Benchmark against lowest quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |        |         |    |         |   |         |   |         |   |         |   |
| Specific Goal | 20/100 | <p>Specific Goals points will be awarded to bidders according to their size of the firm as follows:</p> <ul style="list-style-type: none"><li>Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities:<ul style="list-style-type: none"><li>10 points to be awarded to Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities (30% and above ownership %).</li></ul></li><li>B-BBEE Certificate:<ul style="list-style-type: none"><li>10 points to be awarded to bidders based on the BBEE status level of contributor as indicated in the BBEE accreditation certification in line with the table indicated below.</li></ul></li></ul> <table><tr><th>BBBEE LEVELS</th><th>SCORES</th></tr><tr><td>Level 1</td><td>10</td></tr><tr><td>Level 2</td><td>8</td></tr><tr><td>Level 3</td><td>6</td></tr><tr><td>Level 4</td><td>4</td></tr><tr><td>Level 5</td><td>2</td></tr></table> | BBBEE LEVELS | SCORES | Level 1 | 10 | Level 2 | 8 | Level 3 | 6 | Level 4 | 4 | Level 5 | 2 |
| BBBEE LEVELS  | SCORES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 1       | 10     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 2       | 8      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 3       | 6      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 4       | 4      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 5       | 2      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |



**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 - Woman owned enterprises or Youth Owned enterprises or enterprises owned by people with disabilities (30% and above ownership %) and B-BBEE Status Level Of Contributor | 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) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Woman owned enterprises or Youth Owned enterprises or enterprises owned by people with disabilities (30% and above ownership %)                                                                                                      | 10 Points                                                                         |                                                                           |
| B-BBEE Status Level                                                                                                                                                                                                                  | 10 Points                                                                         |                                                                           |
| 1                                                                                                                                                                                                                                    | 10                                                                                |                                                                           |
| 2                                                                                                                                                                                                                                    | 8                                                                                 |                                                                           |
| 3                                                                                                                                                                                                                                    | 6                                                                                 |                                                                           |
| 4                                                                                                                                                                                                                                    | 4                                                                                 |                                                                           |
| 5                                                                                                                                                                                                                                    | 2                                                                                 |                                                                           |
| Non-compliant contributor                                                                                                                                                                                                            | 0                                                                                 |                                                                           |

#### 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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |



## 1. BACKGROUND AND INTRODUCTION

The WRC operates as legislated by the Water Research Act (Act 34 of 1971) and is an entity of national importance to ensure water security, support to the DWS and water sector stakeholders through funding of research entities (universities, consultants and SMMEs). The Primary Function of the WRC is to (1) Promote coordination, cooperation, and communication in water research; (2) Establish water research needs and priorities; (3) Stimulate and fund water research according to priority; (4) Promote the effective transfer of information and technology; and (5) Enhance knowledge and capacity building within the water sector.

## 2. SCOPE OF WORK: REQUIREMENT / SPECIFICATION

The Vision of the WRC is to be the premier water Research Development and Innovation knowledge hub in South Africa and globally.

The Mission of the WRC is:

To coordinate and promote water research development and innovation to enhance evidence-based decision-making for improved socio-economic conditions and technological developments to:

- Inform policy and decision-making;
- Create new products, innovations, and services for socio-economic development;
- Develop human capital in the water and sanitation science sector;
- Empower communities and reduces poverty; and
- Support the national transformation and redress project.

In view of the above the WRC requires service provider to review its organisational structure to ensure alignment with the mandate, vision, mission, strategy and business processes.

### **The service provider will amongst others:**

- Peruse and analyse all relevant documents including the WRC Strategy, Annual Performance Plan, quarterly reports, Risk Management Framework/Strategy, Strategic risk Register, business processes, Annual Reports, approved organisational structure, policies, charters, job profiles, etc);
- consult with stakeholders, e.g Human Resources, Senior Managers, EXCO
- Analyse the mandate to understand the roles of business units and Board in fulfilling the mandate;
- Analyse the current Strategy of the WRC, to identify where the programmes and functions align of fit within the overall strategy, mission and vision of the WRC;
- Analyse all the functional areas within the WRC to identify and assess duplications, overlaps, dependencies and linkages and their relevance to the overall Strategy of the WRC;
- Analyse the WRC Service Delivery Model to understand how the business units are and will deliver in their respective functions in line with the WRC Strategy;
- Analyse the WRC business process to understand alignment to WRC Strategy and mandate: mapping out and understand the As is process and developing the to be processes where necessary:
- To perform Skills Audit;
- To perform matching and placing;
- Design functional & operational structure;
- Determine staff establishment and requirements;
- Develop business case & implementation plan;
- Submit business case, organisational structure and implementation plan to EXCO and Board for approval;
- - Review old job profiles and develop new Job Profiles for new positions in consultation with line managers;



- Confirm position grades/levels through the Petersen Job Evaluation system for all new positions and updated positions;

**The service provider must align the pricing schedule with the following deliverables:**

- Inception Report and Project Plan.
- Diagnostic Assessment Report.
- Skills Audit Report.
- Business Process Review Report, including As-Is and To-Be process maps.
- Proposed Organisational Structure and Operating Model.
- Staff Establishment and Workforce Planning Report.
- Updated and New Job Profiles.
- Paterson Job Evaluation Report.
- Business Case for Organisational Redesign.
- Change Management and Implementation Plan.
- Final Presentation to EXCO and the Board.
- Final Consolidated Report incorporating stakeholder feedback.

### **3. PROPOSED EVALUATION PHASES**

It is proposed that the bid be evaluated in accordance with the PPPFMA as follows:

**Phase 1:** Screening of minimum requirement Criteria - Only bidders that have complied with the minimum screening requirements may be eligible for further evaluation.

**Phase 2:** Technical Capacity Evaluation – Only bidders that meet the minimum of 75% out of 100 points on functionality will progress to the next evaluation phase.

**Phase 3 – Commercial - Price** on 80 points and Specific Goals on 20 points.

**Phase 4:** Due Diligence – The WRC reserves the right to conduct a due diligence exercise on the top 2 or more bidders that scored the highest points in commercial evaluation.

#### **3.1 Phase 1: Screening of minimum requirement criteria**

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly and fully completed, dated, signed in ink and initial every page of the bid.
- Submitted bid document must be bound and is without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. NB: Bidders whose tax matters are not in order will not be considered for this bid.
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate),
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE)
- Business Registration Certificate e.g. CK 1, certificate of incorporation
- Familiarise yourself and Initial every page of the General Condition of Contract
- Service providers must be registered on CSD prior to submission of the tender document to the WRC. Submission of Central Supplier Database (CSD) Registration Report to confirm compliance.



### 3.2 PHASE 2: TECHNICAL EVALUATION

**NB: Qualification Threshold** – Bidders must achieve 75% per the criteria below to be considered for phase (03) of the evaluation. Bidders who fail to comply with the set minimum threshold of 75% per the requirements below will be eliminated,

In this stage, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below. Bidders scoring 75 out of 100 points on technical capacity criteria will be further evaluated on Price and Special Goals.

**Technical scoring will be on a sliding scale as per the table:**

A minimum threshold of 75 points out of 100 can be required for bidders to proceed to price and preference point evaluation.



### Functionality Evaluation Criteria (100 Points)

| No. | Evaluation Criteria                                            | Evidence Required from Bidders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                                                | Weight (%) |
|-----|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1   | <b>Company Experience in Organisational Design and Reviews</b> | <p>Bidders must submit a company experience schedule detailing similar projects completed within the last ten (10) years. For each project, provide:</p> <ul style="list-style-type: none"> <li>• Client name</li> <li>• Project title</li> <li>• Project description/scope demonstrating organisational structure reviews, operating model design, organisational development, workforce planning, business process re-engineering, skills audits, organisational redesign, or related services</li> <li>• Contract duration</li> <li>• Contract value</li> <li>• Contactable client reference details.</li> </ul> <p>Evidence must be supported by signed reference letters, appointment letters, contracts, purchase orders, or completion certificates.</p> | <ul style="list-style-type: none"> <li>• 5 or more similar organisational review projects completed = <b>35 points</b></li> <li>• 4 similar projects completed = <b>25 points</b></li> <li>• 3 similar projects completed = <b>15 points</b></li> <li>• 2 similar projects completed = <b>10 points</b></li> <li>• 1 similar project completed = <b>5 points</b></li> <li>• No proof of experience = <b>0 points</b></li> </ul> | <b>35</b>  |
| 2   | <b>Relevant Project References</b>                             | <p>Bidders must submit reference letters from clients for similar projects completed within the last five (5) years. Reference letters must be on the client's letterhead and include:</p> <ul style="list-style-type: none"> <li>• Client organisation name</li> <li>• Description and scope of services rendered</li> <li>• Contract value (where permissible)</li> <li>• Contract period</li> <li>• Confirmation of successful completion and satisfactory performance</li> <li>• Name, designation, telephone number and email address of the client representative.</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• 5 or more reference letters = <b>15 points</b></li> <li>• 4 reference letters = <b>12 points</b></li> <li>• 3 reference letters = <b>9 points</b></li> <li>• 2 reference letters = <b>6 points</b></li> <li>• 1 reference letter = <b>3 points</b></li> <li>• No reference letters provided = <b>0 points</b></li> </ul>                                                               | <b>15</b>  |
| 3   | <b>Methodology and Project Approach</b>                        | <p>Bidders must submit a detailed technical proposal demonstrating:</p> <ul style="list-style-type: none"> <li>• Understanding of the assignment and objectives</li> <li>• Organisational review methodology</li> <li>• Stakeholder engagement approach</li> <li>• Data collection methods</li> <li>• Business process mapping methodology (As-Is and To-Be)</li> <li>• Skills audit methodology</li> </ul>                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Excellent understanding and comprehensive methodology addressing all requirements and implementation approach = <b>25 points</b></li> <li>• Good methodology addressing most requirements = <b>20 points</b></li> <li>• Satisfactory methodology addressing basic requirements = <b>15 points</b></li> </ul>                                                                           | <b>25</b>  |



|          |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
|----------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|          |                                                                                 | <ul style="list-style-type: none"> <li>• Matching and placement methodology</li> <li>• Organisational design methodology</li> <li>• Paterson Job Evaluation approach</li> <li>• Change management approach</li> <li>• Risk management and mitigation</li> <li>• Quality assurance measures</li> <li>• Implementation and reporting approach.</li> </ul>                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Limited methodology with significant gaps = <b>5 points</b></li> <li>• Poor or non-responsive methodology = <b>0 points</b></li> </ul>                                                                                                                                                                                                                                                                                             |           |
| <b>4</b> | <b>Project Team Competence and Key Personnel</b>                                | <p>Bidders must submit:</p> <ul style="list-style-type: none"> <li>• Project team organogram</li> <li>• CVs of proposed key personnel</li> <li>• Certified copies of qualifications (not older than six months)</li> <li>• Certified Paterson Job Evaluation Practitioner certificate</li> <li>• Professional registrations/memberships (where applicable)</li> <li>• Evidence of experience in organisational design, job evaluation, workforce planning, organisational development and change management.</li> </ul> | <ul style="list-style-type: none"> <li>• Certified Paterson Job Evaluation Practitioner with 8 or more years' relevant experience = <b>10 points</b></li> <li>• Relevant qualification and 5-7 years' experience = <b>7 points</b></li> <li>• Relevant qualification and 3-4 years' experience = <b>5 points</b></li> <li>• Less than required experience = <b>2 points</b></li> <li>• No evidence provided = <b>0 points</b></li> </ul>                                    | <b>10</b> |
| <b>5</b> | <b>Project Plan and Deliverables</b>                                            | <p>Bidders must submit a detailed project implementation plan indicating:</p> <ul style="list-style-type: none"> <li>• Project phases</li> <li>• Activities and deliverables</li> <li>• Milestones</li> <li>• Timelines and durations</li> <li>• Resource allocation</li> <li>• Quality assurance measures</li> <li>• Reporting arrangements</li> <li>• Critical dependencies and risk mitigation strategies.</li> </ul>                                                                                                | <ul style="list-style-type: none"> <li>• Detailed project plan with comprehensive deliverables, milestones, timelines and quality assurance measures = <b>10 points</b></li> <li>• Good project plan covering most requirements = <b>8 points</b></li> <li>• Adequate project plan meeting minimum requirements = <b>5 points</b></li> <li>• Limited project plan with significant gaps = <b>2 points</b></li> <li>• No project plan submitted = <b>0 points</b></li> </ul> | <b>10</b> |
| <b>6</b> | <b>Knowledge of Public Sector Environment and Organisational Transformation</b> | <p>Bidders must demonstrate experience and knowledge of South African public sector governance and organisational transformation by submitting:</p> <ul style="list-style-type: none"> <li>• Company profile</li> <li>• Details of assignments undertaken for public entities, government departments, municipalities, SOEs or regulatory bodies</li> <li>• Evidence of knowledge of applicable legislation, governance frameworks, HR regulations and organisational development practices.</li> </ul>                 | <ul style="list-style-type: none"> <li>• Extensive public sector experience (8 or more years) with multiple public sector organisational review assignments = <b>5 points</b></li> <li>• Good public sector experience (5-7 years) = <b>3 points</b></li> <li>• Limited public sector experience (less than 5 years) = <b>1 point</b></li> <li>• No evidence provided = <b>0 points</b></li> </ul>                                                                          | <b>5</b>  |



## Minimum Threshold

Bidders must obtain a minimum score of **75 points out of 100** for functionality in order to proceed to the next stage of evaluation.

### 3.3 Phase 3: Price and Preference (B-BBEE) evaluation phase

Service providers who comply with set evaluation requirements will be evaluated under Price and Preference (Specific goals) phase.

List the specific goals applicable to this RFQ:

| Criteria      | Weight | Sub-criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |        |         |    |         |   |         |   |         |   |         |   |
|---------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|---------|----|---------|---|---------|---|---------|---|---------|---|
| Total Price   | 80/100 | Benchmark against lowest quote                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |        |         |    |         |   |         |   |         |   |         |   |
| Specific Goal | 20/100 | <p>Specific Goals points will be awarded to bidders according to their size of the firm as follows:</p> <ul style="list-style-type: none"><li>Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities:<ul style="list-style-type: none"><li>10 points to be awarded to Woman owned Business or Youth Owned Businesses or Businesses owned by people with disabilities (30% and above ownership %).</li></ul></li><li>B-BBEE Certificate:<ul style="list-style-type: none"><li>10 points to be awarded to bidders based on the BBEE status level of contributor as indicated in the BBEE accreditation certification in line with the table indicated below.</li></ul></li></ul> <table><tr><th>BBBEE LEVELS</th><th>SCORES</th></tr><tr><td>Level 1</td><td>10</td></tr><tr><td>Level 2</td><td>8</td></tr><tr><td>Level 3</td><td>6</td></tr><tr><td>Level 4</td><td>4</td></tr><tr><td>Level 5</td><td>2</td></tr></table> | BBBEE LEVELS | SCORES | Level 1 | 10 | Level 2 | 8 | Level 3 | 6 | Level 4 | 4 | Level 5 | 2 |
| BBBEE LEVELS  | SCORES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 1       | 10     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 2       | 8      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 3       | 6      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 4       | 4      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |
| Level 5       | 2      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |        |         |    |         |   |         |   |         |   |         |   |

## 4 Phase 4: Due Diligence

The WRC reserves the rights to conduct a due diligence exercise on the bidders that scored highest points in commercial evaluation.

### Note

- Fees must be quoted in South African Rand
- Price(s) must be firm and all-inclusive and VAT where applicable.

## 5 Pricing Schedule - RFQ No. 074-10-26-27: Organisational Structure Review and Organisational Development Services

Bidders are required to provide a fixed all-inclusive lump-sum price for each deliverable. Prices must be inclusive of professional fees, accommodation, travel, subsistence, workshops, stakeholder engagements, printing, administration



costs, and all other costs necessary to complete the assignment.

| Item | Deliverable                                         | Description                                                                                                                                                         | Amount (Excl. VAT) |
|------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1    | Project Inception Report                            | Inception meeting, review of documentation, project plan, stakeholder engagement plan, communication plan, and inception report.                                    | R                  |
| 2    | Current State Assessment Report                     | Organisational diagnostic assessment, environmental scan, governance assessment, organisational effectiveness review, workforce analysis, and current state report. | R                  |
| 3    | Business Process Mapping and Analysis               | Documentation of current ("As-Is") processes, identification of inefficiencies, process analysis findings, and recommendations.                                     | R                  |
| 4    | Skills Audit and Competency Assessment              | Skills audit, competency gap analysis, workforce capability assessment, and recommendations.                                                                        | R                  |
| 5    | Organisational Structure and Operating Model Design | Development of proposed organisational structure, operating model, reporting lines, job architecture, staffing requirements, and design report.                     | R                  |
| 6    | Paterson Job Evaluation and Job Profiling           | Job evaluations, grading outcomes, revised job profiles, and job evaluation report.                                                                                 | R                  |
| 7    | Matching and Placement Framework                    | Matching and placement methodology, assessment outcomes, and placement recommendations.                                                                             | R                  |
| 8    | Change Management and Implementation Plan           | Change management strategy, transition roadmap, communication strategy, and implementation framework.                                                               | R                  |
| 9    | Final Report and Executive Presentation             | Consolidated final report, executive summary, stakeholder presentation, and incorporation of WRC comments.                                                          | R                  |
|      | <b>Sub-Total</b>                                    |                                                                                                                                                                     | <b>R</b>           |
|      | VAT (15%)                                           |                                                                                                                                                                     | <b>R</b>           |
|      | <b>Total Tendered Amount (Including VAT)</b>        |                                                                                                                                                                     | <b>R</b>           |

## Pricing Declaration

The bidder hereby confirms that:

1. The prices quoted are fixed and firm for the duration of the contract.
2. The prices include all expenses necessary to complete the assignment.
3. No additional charges shall be payable by the WRC other than those contained in this pricing schedule, unless approved through a formal contract variation process.
4. Invoices shall be submitted only upon completion and acceptance of the respective deliverables.

## 6 PERIOD / DURATION OF PROJECT / ASSIGNMENT

Given the breadth of work (organisational review, business process mapping, skills audit, matching and placement, development of job profiles, and Paterson job evaluations), a **6-month period** would be the most practical and realistic to ensure quality outcomes and meaningful stakeholder consultation however the service provider shall submit a detailed project implementation plan and timeline at project inception.

## 7 PAYMENT:

The WRC will be invoiced according to the amount of services rendered payment will be affected 30 days from the date of the invoice.



## 8 STANDARD CONDITIONS OF THE TENDER

- i. Bidders must complete **SBD 4, SBD 6.1**,
- ii. Bidders must also submit a **valid tax clearance certificate**; and a **valid B-BBEE certificate** (original or certified copy) to the WRC offices PRIOR or by the closing date, if the WRC is not already in possession of these certificates;
- iii. It is the responsibility of prospective bidders to ensure that all bid documents are submitted before the closing time and date of the tender;
- iv. The WRC reserves the right to award or not to award this contract;
- v. The WRC will enter into a formal contract with one successful bidder;
- vi. The WRC reserves the right to terminate the contract should the performance of the service provider be unsatisfactory;
- vii. Bids received after closing time and date will be classified as **LATE** and will **NOT** be considered;
- viii. Although adequate thought has been given in the drafting of this document, errors may occur which the WRC will not be responsible for;
- ix. Any change of information provided in the tender document that may affect delivery of the service should be brought to the WRC's attention as soon as possible. Failure to comply with this may result in the contract being terminated;
- x. Service providers presenting information intentionally incorrectly or fraudulently will be disqualified;
- xii. Service providers who have been declared insolvent and wish to do business with the WRC must have been rehabilitated and provide the necessary proof thereof;
- xiii. The WRC reserves the right to award, cancel or partially award this contract.
- xiv. The National Treasury General Conditions of Contract will be applicable to this tender (available on the National Treasury website);
- xv. Bidders must complete and attach all relevant standard bid document;
- xvi. All prices quoted must be VAT inclusive; where applicable
- xvii. Only those bidders, who have met the minimum functional criteria, as stipulated above, may be invited to present their proposal as required. Please note that bidders, who may be invited for presentations, may have their technical scores re-evaluated.
- xviii. For those bidders who have met the minimum functional criteria, as stipulated above, the WRC has the right to visit the business premises to verify the information provided in the tender documents; please note that bidders who may have their premises inspected, may have their technical scores re-evaluated.
- xix. Short-listed companies could be invited to present and discuss their proposals.
- xx. A service level agreement will be entered into between the WRC and the successful respondent.

## 9 CLOSING DATE AND TIME

- ☐ The closing date for the RFQ is the **06 November 2026 @ 11h00**.
- ☐ Bid Proposals to be submitted online on the e-Tender Portal <https://www.etenders.gov.za/>  
Tutorial Link on uploading bid documents on e-Tender Portal  
<https://youtu.be/B7pNseNJYHM>  
**Very Important:** No physical submission of RFQ documents/responses to the WRC offices.  
No email submission of RFQ documents/responses to the WRC email address. (Hand delivered or emailed quotations/responses will not be accepted)  
Quotations Must be submitted before 11h00 on the closing date and time.

## 10 ENQUIRIES

- ☐ For any technical enquiries and commercial enquiries please contact: the WRC Supply Chain Unit at [quotations@wrc.org.za](mailto:quotations@wrc.org.za)