

REQUEST FOR QUOTATION (RFQ)

RFQ REFERENCE NUMBER	RFP 08-09-2026	
PROJECT NAME/ DESCRIPTION OF GOODS, WORK OR SERVICES	APPOINTMENT OF MENTORS TO PROVIDE BUSINESS MENTORSHIP AND ENTERPRISE DEVELOPMENT SUPPORT TO MSMES PARTICIPATING IN THE C-BRTA CROSS-BORDER INCUBATION PROGRAMME.	
COMPULSORY BRIEFING SESSION DETAILS	DATE	TIME
		N/A
RFQ CLOSING DETAILS	Date: 15 October 2026 Time: 11h00 a.m. Email: Quotation1@cbrta.co.za	
RFQ VALIDITY PERIOD	60 Working days (Commencing from the official RFQ closing date)	
ENQUIRIES	Quotation1@cbrta.co.za	

PROSPECTIVE BIDDERS MUST REGISTER ON NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE PRIOR TO SUBMITTING BIDS.

SECTION A: SBD 1

PART A: INVITATION TO BID

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE SUBMITTED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

1. **PROJECT TITLE**

Mentors for the Incubation programme.

2. **PURPOSE**

To appoint a panel of fifteen (15) suitably qualified and experienced mentors to provide structured mentorship, coaching, advisory support and enterprise development services to MSMEs participating in the C-BRTA Cross-Border Incubation Programme.

3. **BACKGROUND**

The Cross-Border Road Transport Agency (C-BRTA or the Agency) has approved its Incubation Strategy (2025–2030) and the Incubation Strategy Implementation Plan. The Incubation Strategy provides a strategic framework, while the Implementation Plan provides an approved roadmap, detailing the activities, timelines, outputs and performance indicators.

The Micro, Small, Medium and Enterprise (MSME) Incubation Programme supports the transformation, growth and sustainability of emerging operators in the cross-border road transport sector. Mentorship is a key intervention aimed at improving business capability, operational readiness, compliance and market access.

Categories of Participants

- MSME mentorship of all three categories (Thuli, Thabo and Frank profiles):
 - **Category 1: New Entrants (Thuli)** - These are participants who are starting out in the transport sector and have no prior cross-border or freight operating experience. This category mainly consists of individuals with registered businesses that are not in the transport sector, therefore interventions and resources need to be intensified as they are starting at point zero.
 - **Category 2: Domestic Operators Expanding into Cross-Border (Thabo)** - These are operators currently active in domestic freight who are preparing to transition into cross-border operations. The rationale behind this category making

up over 50% of the cohort is that their probability of succeeding is higher as they are already operating and have resources.

- **Category 3: Passenger-to-Freight Transition & Existing Cross-Border Operators (Frank)** - This category now includes participants who already understand transport operations - either transitioning from passenger services into freight or already operating in cross-border freight - and who share similar training and support needs.

4. **OBJECTIVES**

The mentorship programme aims to:

- Strengthen business management capability;
- improve cross-border operating readiness;
- support sustainable growth;
- improve access to markets, funding and partnerships; and
- enhance competitiveness.

5. **EXPECTED OUTCOMES**

The mentorship programme is expected to contribute to:

- Improved business performance,
- increased participation in the sector,
- enhanced regulatory compliance,
- improved sustainability and
- successful graduation from the programme.

6. **SCOPE OF WORK**

- Conduct diagnostics,
- develop mentorship plans,
- provide monthly mentoring sessions,
- support compliance,
- operations,
- finance,
- market access,
- funding readiness,
- business planning, and
- performance monitoring.

7. **KEY DELIVERABLES**

- Inception report;
- participant diagnostic reports;
- individual mentorship plans;
- monthly reports;
- quarterly progress reports;
- attendance registers;
- action plans;
- final cohort report with lessons learnt report.

8. **REPORTING REQUIREMENTS**

Mentors shall remain accountable to the Manager: Industry Development for the duration of the incubation programme. At some stage of the programme, C-BRTA will appoint an implementing partner to coordinate implementation support and receive reports on behalf of, or in consultation with, the Manager: Industry Development. Mentors will therefore be required to submit monthly and quarterly reports as directed by C-BRTA, outlining progress, challenges, interventions and recommendations.

9. **MINIMUM REQUIREMENTS**

To effectively support incubation participants within the **C-BRTA Incubation Programme**, mentors should possess a combination of technical, experience in business, leadership, and coaching competencies relevant to SMME development within the transport and logistics sector.

- Minimum ten years' relevant experience in transport and logistics
- Minimum ten years' relevant experience in cross-border operations
- MSME development expertise,
- transport/logistics knowledge and
- mentoring/coaching capability

10. **PERFORMANCE INDICATORS**

Achievement of mentoring schedules, participant attendance, submission of reports, participant satisfaction, compliance improvements, business growth milestones and programme completion rates.

11. CONFIDENTIALITY AND ETHICS

Mentors must maintain confidentiality, disclose conflicts of interest, act professionally and comply with all C-BRTA policies and applicable legislation.

12. CONTRACT PERIOD

Appointment shall be linked to the remaining incubation programme lifecycle, which is from 1 October 2026 up to 31 March 2028, subject to satisfactory performance.

13. EVALUTION CRITERIA

13.1 This bid will be evaluated using the 80/20 preference points system in terms of the Preferential Procurement Regulations 2022.

The evaluation criteria consist of four phases as follows:

- a) Administrative Compliance Evaluation – Phase 1
- b) Functionality Evaluation – Phase 2
- c) Price and Specific Goals Evaluation – Phase 3

14. PHASES

14.1 Phase 1

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result to immediate disqualification	
Invitation to Bid – SBD 1	Complete and sign the supplied pro forma document	NO
Tax Status	Submit proof of Central Supplier Database report. NB: The bidder will be given Seven (7) days to correct tax non-compliance prior award; failure will result to a disqualification.	NO
Bidders Disclosure Form – SBD4	Complete and sign the supplied pro formadocument	NO
Preference Point Claim Form – SBD 6.1	Non-submission will lead to a zero (0) score on Specific goals	NO
Pricing Schedule	Submit full details of the pricing proposal, with costs broken down per annum	YES
Briefing session	A non-compulsory briefing session will be held as follows:	NO

Documents that must be submitted	Non-submission of any of the items against which a YES is denoted shall result to immediate disqualification	

14.2 Phase 2: Functionality Criteria

14.2.1 Only bidder/s who submitted the required documents as per the Administrative Compliance requirements would be evaluated on functionality evaluation phase. Bidders are required to meet the minimum points of 70 out of 100 points and only those bidders would be evaluated further on pricing and specific goals.

14.2.2 A bidder/s that scores less than 70 points out of 100 points in respect of overall functionality will be disqualified for further evaluation.

14.3 Phase 3: Price and Specific Goals Evaluations

14.3.1 Only bidders who have successfully passed Phase 1: Administrative Compliance Evaluation and achieved the minimum functionality threshold of 70 points out of 100 in Phase 2 will proceed to Phase 3 for Price and Specific Goals Evaluation. The final evaluation will be conducted in accordance with the 80/20 preference points system, where a maximum of 80 points will be allocated for price and a maximum of 20 points will be allocated for specific goals, in line with the Preferential Procurement Regulations, 2022 and the requirements of this Terms of Reference.

14.3.2 Bidders will be required to submit a complete pricing schedule that clearly sets out the applicable rates, cost assumptions and any pricing breakdown according to the consultation rates prescribed by Department of Public Services and Administration.

14.3.3 Specific goals will be evaluated based on the documentation submitted by bidders in support of their claim for preference points. Bidders that do not submit the required preference point claim documentation will not be disqualified solely on that basis but will score zero points for specific goals, where applicable. The points scored for price and specific goals will be added together to determine the bidder's final score for Phase

14.3.4 C-BRTA reserves the right to conduct price reasonableness assessments, seek clarification where necessary, and verify information submitted by bidders before making a final award recommendation.

14.3.5. The award will be made to the first fifteen (15) bidders that scored the highest total points on price and specific goals, subject to compliance with all mandatory

requirements, due diligence outcomes, availability of budget and approval by the relevant delegated authority.

Criteria			
1. Bidders Experience (30 points)			
Bidders must provide signed reference letters demonstrating relevant experience within the past ten (10) years in providing mentorship, business coaching, enterprise development support, transport/logistics advisory services, or incubation support to MSMEs or operators.			
The information required should include the following details:			
• Client Name • Project scope • Duration of project (indicate start and end date) • On client`s letterhead • Client contact details and • Must be signed			
More than 5 projects	4-5 projects	1-3 projects	0 projects
30 points	25 points	20 points	0 points
2. Proposed Mentorship Approach, Methodology and Implementation Plan (40 points)			
Bidders are required to provide a detailed mentorship proposal and implementation plan demonstrating how mentors will support incubation participants across the programme phases and cohorts. The proposal must include the following:			
• Understanding of the C-BRTA Incubation Programme objectives, MSME development needs, and cross-border transport operating environment (10 points). • Proposed mentorship methodology, including diagnostics, individual mentorship plans, coaching sessions, action plans, and follow-up mechanisms (10 points). • Time frames, milestones, deliverables, reporting schedule, and alignment to the 24-month incubation programme cycle (10 points). • Allocation of suitably experienced mentors and support resources, including roles, responsibilities, availability, and cohort management approach (10 points).			

3. Experience and Qualifications of Key Personnel / Mentors (20 points)

3.1 Mentor experience and track record:

CVs of the proposed mentors must be attached to demonstrate relevant qualifications and years of practical experience in mentoring, business coaching, enterprise development, transport and logistics operations, regulatory compliance, market access, or financial/business management support.

More than 7 years	5-7 years	2-5 years	Less than 2 years	0 projects
15 points	10 points	5 points	1 point	0 points

3.2 Key personnel / Mentor academic and professional qualifications

No Academic qualifications	0 points
Relevant degree, diploma, postgraduate qualification, or recognised professional certification in business management, transport/logistics, finance, entrepreneurship, coaching, mentorship, or enterprise development	5 points

4. Cross-border operations Experience (10 points)

Bidders must provide proof of relevant cross-border operations experience, copy of cross-border permit.
(10 points)

No cross-border permit	0 points
10 years cross-border permits	10 points

Phase 3 Evaluation Criteria	Description	Maximum Points
Price	Price will be evaluated using the prescribed 80/20 preference points system. The bidder with the lowest acceptable price will score the maximum price points. All other acceptable bids will be scored proportionally in accordance with the applicable formula prescribed in the Preferential Procurement Regulations, 2022.	80
Specific Goals	Specific goals will be evaluated based on the preference points claimed by the bidder and supported by the required documentary evidence, including the completed SBD 6.1 form and any supporting documents required by C-BRTA. Bidders that do not submit the required supporting documentation will score zero points for specific goals.	20
Total	Final Phase 3 score will be calculated by adding the price points and specific goals points.	100

SECTION B: TERMS OF REFERENCE

SECTION D: STANDARD BIDDING DOCUMENTS

BIDDER'S DISCLOSURE

SBD4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2

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.

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive

practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

I N T E R N A L M E M O R A N D U M

I N T E R N A L M E M O R A N D U M

