RFQ No.:	Contact Person:
BS/2026/RFQ1820	Jacob Ralehlaka
RFQ Issue Date:	**Contact Details:**
Request for quotation – 30 October 2026	011-805-9661
Closing Date: 12 November 2026 at 14h00 pm	Jacobr@bankseta.org.za
Briefing session: 03 November 2026 at 11am	
DESCRIPTION OF SERVICES/PRODUCTS REQUIRED:	
BANKSETA Annual General Meeting (AGM) to be hosted on 04 December 2026 at a venue and virtually (hybrid event) as per specification for AGM	

Part A: Request for Quotation Documentation

- ✓ Cover Letter;
- ✓ Terms of Reference / Specifications;

Part B: Returnable Documents and Schedules:

- ✓ **Returnable Documents which must accompany the quotation**
  - BANKSETA will check the tax status of the service provider on the CSD report
  - Bidders should be registered on CSD and submit a CSD Master Registration report.
- ✓ **Returnable Forms which must accompany the quotation**
  The forms must be fully completed, signed and dated appropriately (see annexure)
  - SBD 4: Bidder's Disclosure
  - SBD 6.1 Preference Points Claim Form (complete the part that is applicable to the BANKSETA Preferential Procurement Policy) (NB. BANKSETA will not allocate points for BBBEE status Level Contributor)

PLEASE NOTE:

- ✓ Supplier must be registered on the National Treasury Central Supplier database;
- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers must complete all the Returnable Schedules and also submit all the Returnable Documents.
- ✓ The quotation must be valid for 90 days.

Enquiries with regard to specifications may be directed to:

Name: Jacob Ralehlaka **Telephone No: 011 805 9661**
Email : Jacobr@bankseta.org.za

RFQ CLOSING		
CLOSING DATE	**CLOSING TIME**	**MODE OF SUBMISSION**
12 November 2026	**14h00 pm**	**ELECTRONIC PDF SENT TO: JACOBR@BANKSETA.ORG.ZA COPY SCM@BANKSETA.ORG.ZA**
BRIEFING SESSION	**TIME**	**LINK (online)**
03 November 2026	**11h00 am**	**https://teams.microsoft.com/meet/3853897791545049?p=jJmOysjxeEG5uECERb** **Meeting ID:** **385 389 779 154 504 9** **Passcode:** **Dw2FM3Vb**

1. BACKGROUND

BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is an agent of transformation and will promote employment equity and Broad Based Black Economic Empowerment through skills development. For further details on the BANKSETA, visit www.bankseta.org.za

2. INTRODUCTION

The BANKSETA is tasked with hosting of the BANKSETA Annual General Meeting (AGM). The AGM is a statutory requirement whereby the organisation must report on the annual performance and financial status to stakeholders. The venue where the event will be hosted should adhere to the National Treasury Cost containment measures indicating cost per head inclusive of all requirements stated below. The BANKSETA adheres to the Public Finance Management Act (PFMA)and payment is made in line with the PFMA requirements.

Proposed Date and Time:
Date: Friday, preferable **4 December 2026** or (any other date within December) official date will be communicated upon award
Time: 08:00 – 15:00
Place: Houghton, Melrose Arch (Melrose Boulevard) or Sandton
Number of Physical stakeholder attendance: 160 pax
Number of virtual stakeholder attendance: 50 - 100 (BANKSETA to manage the process through MS Teams)

3. SCOPE OF WORK

3.1.1 EVENT ORGANISATION SPECIFICATION:

Briefing session to be held between BANKSETA and service provider within ten days from receiving the BANKSETA purchase order number to discuss logistics and planning and it is the responsibility of the service provider to ensure that BANKSETA requirements are met.

3.1.2 VENUE AUDIO VISUALS:

PA system (high-quality projector, large screen, support streaming service, two cameras for hybrid service, and two IT technicians / specialists with experience in hybrid events and free high-speed Wi-Fi to support the hybrid event)

- 3 X roving microphones
- 1 X microphone with stand
- Background music during breaks
- Recording of event and recording to be provided in an electronic link and USB
- 2 X Projectors
- Two Cameras for Team view of online participants

3.1.3 VENUE WITH ARRANGED DECORATION

- Venue to accommodate 160 pax (round tables seating max 8 per table, covered with cloth overlays – BANKSETA corporate colours to be adhered to. Burgundy, Black and White).
- Table small centre statement pieces
- Podium stand (preferably Perspex)
- 3 X bouquets fresh flowers
- Three 3 x 9 trestle tables, two stationed at registration and one inside the room close to the podium with cloth overlays – BANKSETA Corporate colours (CI manual to be provided)
- Minimum 3 x 4- meter square stage with steps and covered with black or burgundy cloth
- Stage to include a ramp to accommodate disabled persons
- 4 x Armchairs on stage

3.1.4 VENUE SPECIFICATIONS

- Parking to be available to accommodate vehicles for 160 people at the venue
- Disability / wheelchair ramp required in common areas i.e. entrance reception, conference room etc
- Venue to have a disability toilet that fits a wheelchair with a size of Dimensions 83cmX34cmX100cm
- Venue cancellation policy to be provided with quotations
- Menus to be provided with quotations
- Ability to setup outdoor branding

3.1.5 CATERING - Conference Package

Arrival Tea

Pastries: Assorted muffins, scones, mini-croissants, grated cheese, cream and Jam served with tea, coffee and three assorted juices in dispensers/jugs at serving station

Lunch

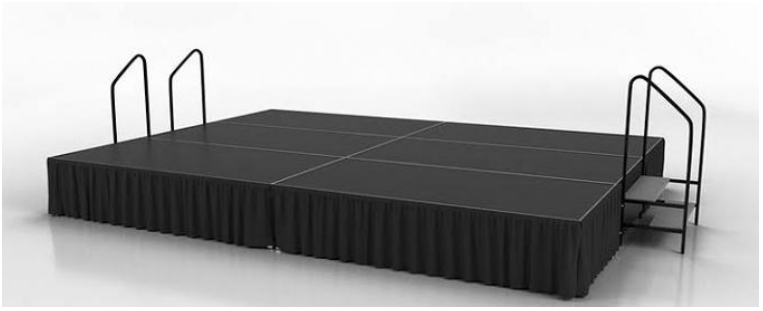
- Three Proteins (no pork)
- Two vegetables

- Two salads
- 160 X Assorted 340 ml assorted juices and soft drinks / other
- 160 X 340 ml still and sparkling water / other
- Desserts (1 hot and 1 cold plus fruit salad)

Special dietary requirements

- 1 x Kosher meal for both arrival tea and lunch
- 2 x Halaal meals for both arrival tea and lunch
- 2 x Vegetarian meal for both arrival and lunch

Examples of stage, Perspex podium, standing microphone



4. EVALUATION CRITERIA

The prospective service provider to submit a comprehensive quotation including all specifications.

4.1. Three reference letter on company letterhead and contactable reference

4.2. The letter should be corporate services environment

4.3. Minimum of Five event managed

Name of client	Purpose of Event	Number of Participants	Year of Event	Contact Person

4. PRICING

- The quotations must be on the service provider/bidder's letterhead.
- The quotations should cover total cost for the scope of work as detailed above.
- No pricing adjustment will be allowed after closing date.

5. DELIVERY OF ITEMS

The service will be rendered at a venue within Houghton, Melrose Arch (Melrose Boulevard) or Sandton

6. DRYRUN

The service provider is required to conduct a dry run with the BANKSETA team, presenters and should ensure that the IT technicians are onsite to test audio visuals and streaming services for hybrid technology to be provided by the venue and set up of all furniture, décor and equipment one business day before the event.

7. PRICE AND PREFERENCE POINTS

The RFQ will be evaluated using the following:

80/20 PRICE AND PREFERENCE POINT SYSTEMS

Points for Price	Preference Points Utilising BANKSETA Goals	Total Points
80	20	100

A maximum of 80 points is allocated for price using the following formula:

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid.

PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
2.	Empowerment of Women - Women Ownership - Threshold 33% as	4

	Specific Goals	80/20 Preference Point system
	explained below	
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	4
4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	2
5.	Promotion of small and medium businesses, co-operatives and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	**20**

The Service provider should complete the BANKSETA preference point bidding form attached.

EXPLANATIONS

1.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds and Indians and Chinese (via a court ruling)

(a) who are citizens of the Republic of South Africa by birth or decent; or

(b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994;

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

1.2 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership. The shareholding will determine the ownership.

1.3 Women ownership points will be awarded to a Tenderer who have 33% or more women ownership who are South African citizens.

1.4 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.

1.5 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability OR by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.

An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability

1.6 Small and medium business includes all South African businesses, co-operatives and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

1.7 An entity may claim points based on the same shareholding or persons in more than one category. For example black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women and youth empowerment

1.8 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

1.9 The points scored by a bidder in respect of the PREFERENCE POINTS UTILISING BANKSETA GOALS contribution will be added to the points scored for price to arrive at the overall score. Points will be rounded off to the nearest 2 decimals. If two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or PREFERENCE POINTS UTILISING BANKSETA GOALS contribution.

8. RFQ CONDITIONS

a. BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the RFQ was originally advertised prior to the closing date.

b. BANKSETA reserves the right not to award this RFQ and the right to reduce the quantities awarded.

c. BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.

d. BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this RFQ or as a result of the RFQ process contemplated in this RFQ document.

e. BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the RFQ or any information contained in the RFQ.

f. This RFQ is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the RFQ process, without BANKSETA's prior written consent.

g. POPIA - The Protection of Personal Information Act,("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

9. REVIEW PROCESS

a) In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

b) All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

c) The validity period of proposals is **90 days** after closing.

10. REASONS FOR REJECTION

a) Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated..

b) BANKSETA shall reject a submission if the applicant has committed a proven corrupt of fraudulent act in competing for a particular contract.

11. FRAUD ALERT

(a) The BANKSETA does not charge for any documents or information or any matter in regard to any procurement or any BANKSETA work.

(b) The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.

(c) Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.

(d) Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. This will be viewed as participating in corrupt and fraudulent practices.

(e) No one is able to influence any tender or RFQ outcome.

(f) Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661 or tip-offs.

(g) Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

12. QUOTATION/PRICING

- The quotation must be on the service provider/bidder's letterhead.
- The pricing must show VAT separately.
- No pricing adjustment will be allowed after closing date.
-

Annexure – Documents to be completed and be submitted with quotation

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 / RFQ 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**

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.

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 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

2 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.

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.

…… ……

Signature Date

…… ……

Position Name of bidder

Supplementary Disclosure Table: Directors' Employment and Ownership Status

This table is designed to complement the SBD 4 form by requiring bidders to disclose detailed information about their directors, especially regarding employment by the state and ownership status.

	Directors 1	Directors 2	Directors 3	Directors 4
Full Name				
Identity Number				
Position in Bidding Entity				
Employed by the State? (Yes/No)				
Name of State Institution (if applicable)				
Company of Employment				
Ownership Status in Bidding Entity (e.g., % Shareholding)				
Controlling Interest? (Yes/No)				
Contact Details (Phone & Email)				
Comment if any.				

Instructions for Contact Details Column:

Please provide accurate and current contact details for each director listed. This should include a valid phone number and email address to facilitate any necessary communication regarding the bid. Ensure that the contact information is up-to-date and accessible.

NAME **OCCUPATION** **SIGNATURE** **DATE**

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM

This preference form must form part of all bids invited. It contains general information a
NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,

---

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20. preference point system shall be applicable; or

b) Either the 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Preference ponts using BANKSETA's preference point system.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	**80**
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM	**20**
Total points for Price and Preference points must not exceed	**100**

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

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

2. DEFINITIONS

(a) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

(b) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

(c) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

(d) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specifications as set out in the tender documents.

(e) **"prices"** includes all applicable taxes less all unconditional discounts;

1)

(f) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. PREFERENCE POINTS CLAIMED
THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES		NO	

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted ……%.
ii) The name of the sub contractor ……..

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:……

6.2 VAT registration number:…….

6.3 Company registration number:…….

6.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ Pty Limited

[TICK APPLICABLE BOX]

6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

……
……
……
……

6.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[*TICK APPLICABLE BOX*]

6.7 Total number of years the company/firm has been in business:……

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies thecompany/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary

proof to the satisfaction of the purchaser that the claims are correct;

iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.

(d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ……..

2. …….

…….
SIGNATURE(S) OF BIDDERS(S)

DATE: ……

ADDRESS ……..

……

……

BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points.
It is the service providers responsibility to ensure that the form is accurately and fully completed.

1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.

1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	7
2.	Empowerment of Women - Women Ownership- Threshold 33% as explained below	4
3.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	4
4.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities as explained below	2
5.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	3
	Total Points allocated towards specific goals	**20**

1.4 Empowerment of black persons- Ownership by black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians and Chinese:

(a) who are citizens of the Republic of South Africa by birth or decent; or

(b) who became citizens of the Republic of South Africa by naturalisation –

(i) before 27 April 1994.

(ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed

Does the service provider wish to claim points under black ownership where 51% or more ownerships is by black people		**7**	

IF YES please provide the following details

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	TOTAL Black Ownership			

The service provider should include l information and evidence to support the e preference points claimed being Ds, CSD report, naturalisation records for owners not South African by birth..

1.5 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 33%

Women ownership points will be awarded to a Tenderer who have 33% or more women ownership, of the company or enterprise. The woman must be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 33% or more ownerships is by women who are South African citizens		**4**	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL WOMEN OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.6 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold

1.7.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens, .

Preference Point	**Service Provider to Indicate YES OR NO**	**No of Points per BANKSETA Preference point System**	**For BANKSETA USE Only Points Claimed**
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		**4**	

IF YES please provide the following details

DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL YOUTH OWNERSHIP			

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report.

1.10 **Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 10% threshold for Ownership and/or 5% threshold for Employment of Persons with Disabilities of Youth Empowerment**

2. 1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability

3. AND/OR

4. to tenderers who employ 5% or more South African persons with disability on a permanent basis.

5.

6. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.

7. OR

8. by enterprises whose permanent staff complement consists of 10% or more South African citizen

persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

9. Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

10.

11.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Persons with Disability Ownership points will be awarded to a Tenderer who have 10% or more shareholding by South African citizen persons with disability AND/OR to tenderers who employ 5% or more South African persons with disability on a permanent basis.		**2**	

12.

13. IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				
	TOTAL PERSON WITH DISABILITIES OWNERSHIP			

14.

15. AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities

16. . The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively,
these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		**3**	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

The service provider should include information and evidence to support the information shown for the preference points claimed being IDs copies, naturalisation records for owners not South African by birth and CSD report, employee list highlighting those with disabilities and a certification/report of the disability/ies.

1.10 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.