



### REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	RFQ CO 406/12/2025
DATE ISSUED	12 December 2025
PROJECT NAME	Cyber Security Awareness Training
CLOSING DATE AND TIME	13 January 2025 @ 16:00
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

**Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**A. BIDDER'S DISCLOSURE (SBD 4)**

**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.

<sup>1</sup> 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.



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. SBD 4 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<sup>2</sup> will not be construed as collusive bidding.

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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.



- 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

## **B. REQUEST FOR PROPOSAL TO CONDUCT A CYBER SECURITY TRAINING**

### **1. BACKGROUND TO SANSA**

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

The purpose of this engagement is to appoint a suitably qualified and skilled service provider to provide **3 x online training sessions split across 200 employees** on cyber security awareness, the purpose of which is to equip employees with the knowledge and skills necessary to **identify, prevent and deal** with modern cyber threats.

**The intended outcome of this project is to ;**

- Improve staff awareness of cybersecurity risks and their role in mitigating them.
- Reduce the likelihood of successful cyberattacks caused by human error (e.g., phishing, weak passwords).
- Improve compliance with relevant regulatory requirements and best practise guidelines (e.g., POPIA, GDPR, ISO27001, NIST guidelines).
- Provide employees with practical knowledge on handling sensitive data securely.
- Demonstrate modern social engineering techniques

### **2. SCOPE OF WORK (TERMS OF REFERENCE)**

#### **Requirements**

- Training to be performed online
- Pre- and post-assessments and feedback collection
- Training to include demonstrations, simulations and examples
- Attendees to be issued with attendance certificate (electronic)
- Training to include facilitation of completion of online training modules on SANSA's cyber security awareness training portal (existing), merely to further improve training module completion.

**The training must cover, at minimum:**

#### **o Introduction to Cybersecurity**

- Importance of cybersecurity
- Common attack vectors (phishing, malware, ransomware, social engineering)
- Employee responsibility in cybersecurity



- **Data Protection & Privacy**
  - Handling personal and sensitive information (aligned with POPIA/GDPR)
  - Secure data storage, transfer, and disposal
  -
- **Password & Access Management**
  - Strong password creation and management
  - Multi-Factor Authentication (MFA) practices
  - Risks of password reuse
- **Email & Communication Security**
  - Identifying phishing, spear-phishing, and business email compromise
  - Safe use of email and messaging platforms
  - Reporting suspicious emails
  -
- **Device & Network Security**
  - Secure use of laptops, mobile devices, and removable media
  - Safe browsing habits and VPN usage
  - Risks of public Wi-Fi
- **Incident Response & Reporting**
  - Recognizing signs of compromise
  - How and when to report incidents
  - Escalation procedures
  -
- **Emerging Threats Awareness**
  - Social engineering tactics
  - AI-powered cyberattacks and deepfakes
  - Insider threats
- **Policy & Compliance**
  - Organizational security policies
  - Legal and regulatory obligations
  - Disciplinary consequences for non-compliance

## C. EVALUATION CRITERIA

SANSA promotes the concept of "best value" in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

**Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.**

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the specific goals in accordance with the Table below.

## 1. Preference

Specific goals for this RFP and number of points are indicated as per table 1 below. Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

**Table 1: Specific Goals and points**

Equity Ownership	Proof of evidence	Percentage owned <sup>3</sup>	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)
51% black owned	<ul style="list-style-type: none"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> <li>• BBBEE certificate/ BBBEE sworn affidavit</li> </ul>		10	
40% black women owned	<ul style="list-style-type: none"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> </ul>		6	

<sup>3</sup> This percentage owned refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company (the bidder)



	• BBBEE certificate/ BBBEE sworn affidavit			
51% owned by Black Youth			4	
<b>Total Points (Specific Goals)</b>			<b>20</b>	

**Table 2: Details of equity ownership as per table 1**

Equity Ownership	Name of Persons	Type of actively involved in or type of control over enterprise/company
51% black owned		
40% black women owned		
51% owned by Black Youth		

**Table 3: Checklist for specific goals proof of evidence as per table 1**

**Note:** All proof of evidence must be submitted by the bidder to get points. Failure to submit all applicable proof of evidence documents will result in zero points.

Equity Ownership	Proof of evidence	Document submitted (Yes/No)
51% black owned	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	



40% black women owned	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
51% owned by Black Youth		

## 2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is **“No”** on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3<sup>rd</sup> working day, the relevant bid will be rejected.

**Table 4: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
The service provider <b>must attach proof</b> of SETA, SAQA or CHE accreditation		
<b>The trainer</b> must have Offensive Security Certified Professional (OSCP), Certified Ethical Hacker (CEH), GIAC Penetration Tester (GPEN), Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or equivalent certifications ( <b>Proof must be attached</b> )		

## 3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to be assessed on their financial offer (Price) and preference (specific goals) score.

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

**Table 5: Quality/Functionality Criteria**

Criteria	Maximum Points
<b>1. Methodology</b>	20
<b>2. Company Experience and References</b>	40
<b>3. Team Experience and Certifications</b>	40
<b>Total evaluation points for quality</b>	<b>100</b>

#### **Evaluation Criteria 1: Methodology**

The methodology must respond to the proposed scope of work and outline the project methodology and approach to be employed for the execution of the service.

**The scoring of the proposed approach will be as follows:**

Points 30	Proposal and Methodology
<b>Non-Responsive (Score 0)</b>	<b>The service provider has not provided a methodology</b>
<b>Poor (Score 5)</b>	The proposal is poor or is unlikely to satisfy project objectives or requirements. The Service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work. The proposal omits important outcomes and understanding of scope of work is inconsistent with the approach paper.
<b>Moderate (Score 10)</b>	The proposal is specifically tailored to address all scope of work objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed scope of work.
<b>Excellent (Score 20)</b>	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the Service provider has outstanding knowledge of the deliverables. The proposal details ways to improve the project outcomes and the quality of the outputs.

#### **Evaluation criteria 2: Company Experience and references**

The bidder must have demonstrable experience in providing a similar service to organisations of similar function and size. The bidder must present at least 3 valid reference letters, on the client's letterhead, for which they have conducted **similar** services the last 5 years. Reference letters must indicate the periods and the year(s) in which such services were rendered, and the letters will be used to evaluate this criterion.

Failure to provide at least 3 reference letters relevant to this project will result in the bidder scoring zero(0) points on this criteria. Please note that SANSA reserves the right to contact references provided to verify the information.

**The scoring of the Company Experience will be as follows:**

Points 30	Company Experience and References
<b>Non-Responsive (score 0)</b>	No letters submitted
<b>(Score 10)</b>	Bidder supplied 3 relevant reference letters
<b>(Score 30)</b>	Bidder supplied 4 relevant reference letters
<b>(Score 40)</b>	Bidder supplied 5 or more relevant reference letters

**Evaluation Criteria 3: Experience and Certifications of the Trainer**

The bidder's proposed **Trainer** must have relevant qualifications, skills and experience in conducting Cyber Security or similar ICT security related training. The bidders must submit, as part of its proposal, the following:

- Detailed CVs of the **Trainer**; the CVs must clearly highlight security certification, areas of competence and years of experience relevant to the tasks and objectives of this service request as outlined in this RFQ.
- Desired certifications : **Offensive Security Certified Professional (OSCP), Certified Ethical Hacker (CEH), GIAC Penetration Tester (GPEN), Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or equivalent certifications**
- Qualifications and proof of other documents **must be attached**, including copies of relevant training certificates

**The scoring of the Trainer Experience will be as follows:**

Points 30	Experience
<b>Non-Responsive (score 0)</b>	Non-submission of both the CV and the qualifications of the Trainer
<b>Poor (Score 10)</b>	The Trainer possesses 3-5 years of relevant experience
<b>Good (Score 30)</b>	The Trainer possesses 6-7 years of relevant experience

<b>Excellent (Score 40)</b>	The Trainer possesses (8) or more years of relevant experience
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## D. PRICING SCHEDULE

### Pricing Instructions

1. The Bidder must price all items;
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

## E. SPECIAL CONDITIONS

- a. Quotations to be returned to Boitumelo Maredi: [bmaredi@sansa.org.za](mailto:bmaredi@sansa.org.za)
- b. Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- c. This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- d. The offices of SANSA are situated at the following address:  
**Council for Scientific and Industrial Research (CSIR)**  
**Building 10, Meiring Naudé Road**  
**Brummeria**  
**Pretoria**

## F. TIMELINES

The successful service provider must be in the position to provide the goods/service within 1 week after the purchase order has been issued by SANSA.

## G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. A method statement of how the tenderer proposes to implement the project.
- b. 3 References including organisation name, contact person and contact numbers;
- c. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.

- e. All pages of quotation must be signed by the authorised person.
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. SANSA reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises or contact the references as part of the evaluation process.

## **H. DECLARATION**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- I. confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- II. confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- III. confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest.
- IV. confirms that the contents of this questionnaire/forms (SBD 4) are within my personal knowledge and are to the best of my belief both true and correct.
- V. accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- VI. SANSA reserves the right to review the rendering of the Goods and Services under this agreement on intervals agreed upon and may terminate the services of the bidder for non-performance and replace same with the next highest scoring bidder in agreement with said bidder.
- VII. confirms that the percentage owned (table 1) refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company the bidder and that there is no fronting. Please note that fronting is a criminal offence under the Broad-Based Black Economic Empowerment (B-BBEE) Act. Individuals and companies involved in fronting practices can face severe penalties, including fines and imprisonment.
- VIII. confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/> ).



Signed

Date

Name

Position

Enterprise  
name

## BID CONDITIONS

### 1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the required supporting documents.

### 2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time. Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

## COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.
2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

### Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

### Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:
  - Complying with any legal and regulatory requirements such as contract agreements, etc.
  - Confirming, verifying and updating your details.



- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

#### **Consent to Disclose and Share your Personal Information**

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

#### **Request and Access to your Personal Information**

7. Should you require further information on this or have any concerns about how your personal information is processed or used, you can contact SANSA on [popi\\_paia@sansa.org.za](mailto:popi_paia@sansa.org.za). **(PLEASE NOTE:** This email address is restricted to POPI and PAIA-related enquiries

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. **PLEASE TAKE NOTE** that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSA will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSA takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

**END**