



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	RFQ CO 407/01/2026
DATE ISSUED	14 January 2026
PROJECT NAME	ISO 9001:2015 Training Requirements, including Draft Revision 2026 considerations for Executive Committee, Managers and Quality Champions
CLOSING DATE AND TIME	23 January 2026
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 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.

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.



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 consortium² will not be construed as collusive bidding.

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.



- 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 QUOTATION FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM TRAINING (INCLUDING DRAFT REVISION 2026 CONSIDERATIONS)

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

2. SCOPE OF WORK (TERMS OF REFERENCE)

SANSA requires a service provider to provide and facilitate ISO 9001:2015 Training Requirements (Including Draft Revision 2026 Considerations) for Executive Committee, Managers and Quality Champions.

NB: The training must be split into two groups of the following:

- **Executive Committee, Managers and Quality Champions** – the focus will be on strategic alignment, leadership responsibilities and quality culture **(51 attendees)**.
- **Quality Champions** – the focus will be on operational QMS implementation, document control, SHERQ-QMS integration, and internal audits **(8 attendees)**.

2.1. Executive Committee, Managers and Quality Champions

Training Focus:

Strategic alignment, leadership responsibilities and quality culture.

Duration:

2 days

Key Topics:

- ISO 9001:2015 overview
- Process approach and risk-based thinking
- Roles, responsibilities, and authorities of management
- Management Review requirements
- Setting and reviewing quality objectives
- Effective change management strategies
- Ethics & governance principles

2026 Draft Considerations:

- Climate change integration in planning
- Digitalisation of QMS processes
- Governance of emerging risks

Regulatory / Compliance Notes:

- Must align with ISO 9001:2015 and anticipated ISO 9001:2026 draft content
- Must reference PFMA, King V principles, and POPIA (for data in communication) where applicable

Deliverables:

- Customised training content and materials
- Facilitate training sessions
- Pre- and post-survey and feedback collection
- Training attendance registers
- Attendance certificates
- Close-out report with insights and recommendations

2.2. Quality Champions

Training Focus:

Operational QMS implementation, document control, SHERQ–QMS integration, and internal audits.

Duration:

3 days

Key Topics:

- Clause-by-clause breakdown of ISO 9001:2015
- Document & record management
- Handling non-conformances & corrective actions
- Audit planning & execution
- SHERQ integration with QMS
- Supplier quality management

2026 Draft Considerations:

- Cybersecurity integration in QMS
- Evolution from customer centricity to customer experience
- Enhancing quality culture
- AI and data analytics for monitoring & measurement
- Enhanced supplier oversight
- ESG alignment in operations

Regulatory / Compliance Notes:

- Training content must reflect South African SHE legislation (OHS Act, NEMA)
- POPIA compliance for document and data control
- Alignment with SANSA SHEQ management systems

Deliverables

- Customised training content and materials
- Facilitate training sessions
- Pre- and post-survey and feedback collection
- Training attendance registers
- Attendance certificates
- Close-out report with insights and recommendations

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** and **preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the submission will be evaluated to confirm if it meets the required scope of work as stated above. A bid will be disqualified if it fails to meet all the requirements for the scope of work.
- Thereafter, only the qualifying bids (meet the scope of work) 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 ³	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"> • CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit 		10	
40% black women owned	<ul style="list-style-type: none"> • CSD Report, • CIPC registration, • I D Copies, • Share certificates/ register (if applicable) • BBBEE certificate/ BBBEE sworn affidavit 		6	
51% owned by Black Unemployed People not required by Law to attend school.	<ul style="list-style-type: none"> • I D Copies, • Sworn affidavit stating unemployed status 		4	
Total Points (Specific Goals)			20	

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		

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

51% owned by Black Unemployed People not required by Law to attend school		

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 Unemployed People not required by Law to attend school		
	I D Copies	
	Sworn affidavit stating unemployed status	

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 3rd 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 trainer must be certified ISO 9001 Lead Auditor or Lead Implementer (SAATCA, IRCA, PECB, Exemplar Global, or equivalent). Attach proof		
SETA, PECB or relevant quality accreditation. Attach proof		

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 3: Quality/Functionality Criteria

Criteria	Maximum Points
Lead Trainer Experience and Expertise	25
Methodology and Approach	50
Reputation and References	25
Total evaluation points for quality	100

Evaluation criteria 1: Lead Trainer Experience and Expertise (25 Points)

Description:

The experience, qualifications, and expertise of the Lead Trainer/Lead Consultant will be evaluated. The Lead Trainer must possess relevant ISO 9001 auditor, lead auditor or lead implementer qualifications, proven facilitation experience, and a track record of delivering ISO 9001-related projects within service sectors.

Bidder to include in proposal:

- Copies of relevant ISO 9001-related qualifications or certifications (e.g., Lead Auditor, QMS Practitioner).
- **CV and qualifications of the Lead Trainer, demonstrating:**
 - ISO 9001:2015 Lead Auditor or equivalent quality certification
 - Experience in QMS training, auditing, or implementation
 - Demonstrated experience training executive/board-level audiences
 - Familiarity with ESG, digitalisation, and risk governance

- Experience in similar sectors (public sector, manufacturing, science, engineering, aerospace)
- Project facilitation, implementation, and coaching capability

Scoring Table:

Maximum Points	Criteria
Non-Responsive (Score 0)	No documentation submitted showing ISO 9001 experience or qualifications, or the trainer has less than 3 years of experience.
Average (Score 15)	Lead Trainer holds relevant ISO 9001 training/auditor/ implementer qualifications and demonstrates reasonable project or training experience. Track record shows satisfactory but locally limited projects. The trainer has between 3 – 5 years of experience. CV, copies of qualifications and accreditations must be attached.
Excellent (Score 25)	Lead Trainer has strong ISO 9001:2015 Lead Auditor (or higher) certification, extensive training and implementation experience, and a proven history of delivering high-quality ISO 9001 projects. Demonstrates substantial competence in organisational QMS implementation and client capacity building. The trainer has more than 5 years of experience. CV, copies of qualifications and accreditations must be attached.

Evaluation criteria 2: Methodology and Approach (50 Points)

Description:

Bidders must demonstrate a structured, comprehensive, and practical methodology tailored to ISO 9001:2015 requirements and SANSA's operational environment. The approach must clearly show how the bidder will deliver training, assist with implementation or improvement activities, and ensure alignment with ISO 9001 principles, including risk-based thinking, leadership engagement, process mapping, and performance improvement.

Bidder to include in the proposal:

- Detailed project and implementation plan (planning, delivery, evaluation, support).
- Explanation of training methodology, tools, training materials, and interactive components.
- Outline of quality assurance measures, evaluation mechanisms, and competencies of facilitators/project leads.

Scoring Table:

Maximum Points	Criteria
Non-Responsive (Score 0)	No methodology, project plan, or ISO 9001 implementation approach submitted.
Average (Score 30)	Adequate project plan aligned to ISO 9001:2015 requirements. Methodology covers training delivery and basic evaluation methods making a clear distinction between the leadership and



	quality champions training. Approach lacks depth in risk management, organisational context assessment, or performance improvement mechanisms. It does not cover the transition to the new revision standard.
Excellent (Score 50)	Comprehensive, detailed methodology clearly aligned with ISO 9001 clauses and best practices making a clear distinction between the leadership and quality champions training. Plan includes pre-engagement surveys, training, coaching, documentation support, risk-based thinking, process approach, performance monitoring, and post-training evaluation. Quality assurance mechanisms and continuous improvement strategies are well articulated. It covers the transition to the new revision standard.

Evaluation criteria 3: Reputation and References (25 Points)

Description:

Bidders must demonstrate extensive organisational experience and technical capability in ISO 9001:2015 Quality Management System implementation, auditing, training, and/or certification support. Bidders must demonstrate a strong and verifiable reputation for successfully delivering ISO 9001:2015 implementation, auditing, or training services. References must clearly show the bidder's capacity to deliver high-quality outcomes and maintain professional standards.

Bidder to include in proposal:

- **Company profile highlighting ISO 9001:2015 experience.**
- **Evidence of at least five (5) ISO 9001 system implementation, maintenance, training, or auditing projects in the last five (5) years.**
- Completed Reference Summary Table with verifiable contacts.
- Testimonials, completion certificates, or project summaries demonstrating successful ISO 9001-related work in the last five (5) years.

Reference Summary Table:

Company Name	Contact Person, phone number & email	Description of Service Rendered	Date when the service was rendered	Value of the project

Scoring Table:

Maximum Points	Criteria
Non-Responsive (Score 0)	No testimonials, completion certificates, or project summaries demonstrating successful ISO 9001-related work in the last five (5) years attached. Less than five (5) relevant and verifiable ISO 9001 references provided.
Good (Score 15)	Company profile shows ISO 9001 project experience within South Africa across sectors such as public-sector, aerospace, scientific, engineering, or manufacturing. Five (5) relevant and verifiable ISO 9001 references provided. Evidence shows consistent, positive outcomes. Proof of testimonials, completion certificates, or project summaries attached.
Excellent (Score 25)	Company profile shows extensive ISO 9001 experience in South Africa, across sectors such as public-sector, aerospace, scientific, engineering, or manufacturing. More than five (5) references submitted showing strong reputation, exceptional client satisfaction, and successful delivery of ISO 9001 implementation or training projects. Proof of testimonials, completion certificates, or project summaries attached.

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.

DESCRIPTION	AMOUNT (EXCL VAT)
Executive Committee, Manages and Quality Champions training (51 attendees) – 2 days	
Quality Champions (8 attendees) – 3 days	



TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

- Quotations to be returned to Boitumelo Maredi :bmaredi@sansa.org.za
- Contract will not be awarded unless supplier is registered on the Central Supplier Database (CSD). 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.
- This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign the SDP agreement for shorter payment periods for Black Owned EMEs and QSEs.
- The offices of SANSA are situated at the following address:
Council for Scientific and Industrial Research (CSIR) Campus
Building 10, Meiring Naudé Road
Brummeria
Pretoria,

F. TIMELINES

The successful service provider must be in a 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.

- Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- All pages of quotation must be signed by the authorised person.
- SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- 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. **(PLEASE NOTE:** This email address is restricted to POPI and PAIA-related enquiries, not general enquiries about bids and tenders.

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.