The South African Council for Planners
SACPLAN

THE SOUTH AFRICAN COUNCIL *for* PLANNERS (SACPLAN)

CALL FOR EXPRESSION OF INTEREST:

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A RISK REGISTER

1. Appointment of a Service Provider – Development of Risk Register

The South African Council for Planners (SACPLAN) hereby invites suitably qualified and experienced service providers to submit Expressions of Interest for consideration for appointment to develop and facilitate the implementation of an Enterprise Risk Register in support of SACPLAN's governance and risk management obligations.

The appointed service provider will be required to facilitate a comprehensive organisational risk assessment and develop a Risk Register aligned with the Public Finance Management Act (PFMA), National Treasury Risk Management Framework, ISO 31000:2018 Risk Management Guidelines and King IV Report on Corporate Governance for South Africa.

2. Scope of Work

The appointed service provider will be required to:

- Conduct an enterprise-wide risk assessment.
- Facilitate risk assessment workshops with management and relevant stakeholders.
- Identify strategic, operational, financial, compliance, ICT and reputational risks.
- Assess inherent and residual risks, including likelihood and impact.
- Review existing controls and identify control weaknesses.
- Develop a comprehensive Enterprise Risk Register.
- Develop a Risk Heat Map and risk profile.
- Recommend risk treatment and mitigation plans.
- Assign risk owners and implementation timelines.
- Present the final Risk Register to management and the relevant Committee.
- Provide the final Risk Register in editable electronic format.

3. Eligibility Criteria

Applicants must demonstrate the following:

3.1. Experience

- Minimum of five (5) years' experience in enterprise risk management.
- Proven experience in developing Risk Registers within the public sector or public entities.

- Demonstrated knowledge of PFMA, National Treasury Risk Management Framework, ISO 31000 and King IV.
- Experience facilitating organisational risk assessment workshops.

3.2. Qualifications

- Relevant qualification in Risk Management, Internal Auditing, Governance, Finance, Public Administration or related field
- Professional registration or membership with a recognised risk management professional body will be an added advantage;

4. Required Competencies

Applicants should demonstrate:

- Sound knowledge of enterprise risk management principles;
- Strong facilitation and stakeholder engagement skills;
- Ability to analyse organisational risks and internal controls;
- Excellent report writing and presentation skill, and
- Knowledge of governance and compliance requirements applicable to public entities

5. Declaration of Interest

Applicants must disclose any actual, potential or perceived conflict of interest that may affect their ability to perform the required services independently and objectively.

The successful service provider will be required to submit a Declaration of Interest prior to commencement of the assignment.

Failure to disclose a material conflict of interest may result in removal from the Panel and/or termination of the appointment.

6. Nature of Appointment

- Appointment will be project-based and will not constitute employment;
- A Service Level Agreement (SLA) will be concluded with the successful service provider; and
- The appointment will be subject to agreed deliverables, timelines and reporting requirements.
- The service provider will report to SACPLAN's designated project manager and present the final deliverables to the Finance and Administration Committee and the Council where required

7. Submission Requirements

Interested service providers must submit:

- Company profile.
- Comprehensive Curriculum Vitae of the proposed lead consultant(s).
- Certified copies of relevant qualifications.
- Proof of professional registration (where applicable).
- Company registration documents.
- Valid Tax Compliance Status PIN.
- CSD Registration Report.
- Valid BBBEE Certificate or Sworn Affidavit.
- At least three (3) contactable references for similar projects completed.
- A brief methodology outlining the proposed approach.

Interested Service Providers are hereby invited to submit their Expression of Interest within **14 days from date of this publication. The full terms of reference can be accessed on the following link:**

Submissions must include full contact details of service provider, i.e. physical address, email address and contact number. Submissions must be made electronically via email to m.mokwena@sacplan.co.za , for Attention.: The Registrar, Ms Nontsundu Ndonga

Closing date for submissions: MONDAY 31 August 2026, 11h00

Enquiries Contact Person: Ms Pretty Sibisi

Contact Number: 011 318 0460

Email Address: psibisi@sacplan.co.za

Approved

30-07-2026

SOUTH AFRICAN COUNCIL FOR PLANNERS

The South African Council for Planners
SACPLAN

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E-Mail: planner@sacplan.co.za
Website: www.sacplan.org.za

RFQ Number: RFQ/FIN/005/2026

PART A: INVITATION TO BID					
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN COUNCIL FOR PLANNERS					
RFQ NUMBER:	**RFQ/FIN/005/2026**	**CLOSING DATE**	**31 August 2026**	**CLOSING TIME:**	**11h00**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF THE ORGANISATIONAL RISK REGISTER FOR A PERIOD OF (2) TWO MONTHS**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.					

BID RESPONSE DOCUMENTS MAY BE DELIVERED AT (STREET ADDRESS)
THE SOUTH AFRICAN COUNCIL FOR PLANNERS (SACPLAN)
1ST FLOOR, BLOCK G, INTERNATIONAL BUSINESS GATEWAY OFFICE PARK,
CORNER NEW ROAD AND 6TH ROAD
MIDRAND
1685

For the attention of: The Registrar, Ms Nontsundu Ndonga
Email: m.mokwena@sacplan.co.za
NO BIDS WILL BE ACCEPTED AFTER THE CLOSING DATE AND TIME STIPULATED BY SACPLAN

SERVICE PROVIDERS INFORMATION					
NAME					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	SACPLAN Office	DEPARTMENT	SACPLAN Office
CONTACT PERSON	Mr MThobisi Mokwena	CONTACT PERSON	Ms Pretty Sibisi
TELEPHONE NUMBER	0113180460	TELEPHONE NUMBER	0113180460
EMAIL ADDRESS	m.mokwena@sacplan.co.za	EMAIL ADDRESS	psibisi@sacplan.co.za

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION

1.1 BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2 THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN SERVICE LEVEL AGREEMENT.

1.3 THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000), THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, WHERE APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN)
ISSUED BY SARS TO ENABLE SACPLAN TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA

2.4 BIDDERS MUST ALSO SUBMIT A PRINTED Tax Compliance Certificate (TCC) CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 IF THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MAY BE PROVIDED AS AN ADDITIONAL ITEM.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

3. <u>ELIGIBILITY & SUBMISSION REQUIREMENT</u>

3.1 COMPANY PROFILE – WITH RELEVANT EXPERIENCE IN REPORT WRTING, PREFERABLY IN THE ACADEMIC AND RESEARCH INSTITUTIONS OR RESEARCH AND REPORT WRTING AS PART OF ONES PROVEN TRACK RECORD AND EXPERIENCE

3.2 VALID COMPANY REGISTRATION DOCUMENTS (CIPC CERTIFICTE OR EQUIVALENT)

3.3 VALID TAX COMPLIANCE STATUS (TCS)/ TAX CLEARANCE CERTIFICATE (TCC) WITH SARS

3.4 PROOF OF REGISTRATION WITH A RECOGNISED PROFESSIONAL BODY

3.5 B-BBEE CERTIFICATE OR AFFIDAVITY

3.6 CV'S OF KEY PERSONNEL

3.7 RECENT REFERENCE LETTERS, AT LEAST THREE IN A SIMILAR ASSIGNMENT CONDUCTED IN THE PAST 3 YEARS

3.8 DECLARATION OF INDEPENDENCE AND CONFLICT OF INTEREST STATEMENT

3.9 ANY OTHER STUTORY DOCUMENTS REQUIRED BY PROCUREMENT REGULATIONS

VALIDITY PERIOD: OFFER TO BE VALID FOR 90 DAYS FROM CLOSING DATE OF THE BID

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

SIGNATURE OF BIDDER: ……………………………………………

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

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT OF THE ORGANISATIONAL RISK REGISTER FOR A PERIOD OF (2) TWO MONTHS

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1. INTRODUCTION

The South African Council for Planners (SACPLAN) invites suitably qualified and experienced service providers to submit proposals for the development of the Organisational Risk Register.
The successful service provider will be required to facilitate the risk assessment process, identify and assess organisational risks, develop appropriate mitigation measures, and compile a comprehensive Risk Register that supports sound governance, effective internal controls, and informed decision-making.

The assignment is expected to be completed within a period of **two (2) months** from the date of appointment.

2. BACKGROUND

SACPLAN is committed to maintaining an effective system of risk management to support the achievement of its strategic and operational objectives. As part of strengthening its governance and internal control environment, SACPLAN requires the development of an updated Organisational Risk Register that identifies, assesses and monitors risks across the organisation.

The Risk Register will provide management with a structured approach to managing strategic, operational, financial, compliance and other key organisational risks. It will also support compliance with the Public Finance Management Act (PFMA), National Treasury Risk Management Framework, King IV principles and other applicable governance requirements.

Accordingly, SACPLAN seeks to appoint a suitably qualified and experienced service provider to facilitate the risk assessment process and develop a comprehensive

Organisational Risk Register that reflects the organisation's current risk profile and provides practical mitigation strategies for effective risk management.

3. PROJECT PURPOSE

The purpose of this assignment is to appoint a qualified service provider to facilitate the development of SACPLAN's Organisational Risk Register and strengthen the organisation's overall risk management framework.

The Risk Register will assist management in:

- Identifying strategic and operational risks;
- Assessing the likelihood and impact of identified risks;
- Evaluating the effectiveness of existing controls;
- Developing practical mitigation strategies;
- Assigning accountability to risk owners; and
- Improving governance, compliance and organisational performance.

4. OBJECTIVE

The objectives of this assignment are to:

- Review SACPLAN's existing risk management practices and documentation.
- Facilitate organisational risk assessment workshops with management and relevant stakeholders.
- Identify strategic, operational, financial, compliance, ICT, human resource and reputational risks.
- Assess identified risks using an appropriate risk assessment methodology.
- Evaluate the adequacy and effectiveness of existing controls.
- Recommend additional controls and mitigation measures where necessary.
- Develop a comprehensive Organisational Risk Register.
- Develop a Risk Heat Map reflecting SACPLAN's overall risk profile.
- Present the draft Risk Register to management for review.
- Incorporate management comments and submit the final Risk Register.
- Present the final Risk Register to the Finance and Administration Committee (FAC) and Council, where required.

5. SCOPE OF WORK

The scope of work to be performed by the Service Provider is, inter alia, as follows:

5.1 Review of documentation

Review all relevant organisational documents, including but not limited to:

- Strategic Plan;
- Annual Performance Plan (APP);
- Annual Budget;
- Organisational Structure;
- Policies and Procedures;
- Internal and External Audit Reports;
- Previous Risk Register (where available);
- Internal Control Environment; and
- Other governance documentation relevant to the assignment.

5.2 Risk Assessment workshops

Facilitate structured risk assessment workshops with management and designated officials to:

- Identify organisational risks;
- Assess inherent risks;
- Evaluate existing controls;
- Determine residual risks;
- Identify control weaknesses; and
- Recommend mitigation actions.

5.3 Development of the Risk Register

Develop a comprehensive Organisational Risk Register that includes:

- Risk category;
- Risk description;
- Root causes;
- Potential consequences;
- Existing controls;

- Inherent risk rating;
- Residual risk rating;
- Risk owner;
- Recommended mitigation actions;
- Target completion dates; and
- Risk status.

5.4 Risk Categories

The Risk Register should include, where applicable:

- Strategic Risks;
- Operational Risks;
- Financial Risks;
- Compliance Risks;
- Information Technology Risks;
- Human Resource Risks;
- Fraud and Corruption Risks;
- Business Continuity Risks;
- Health and Safety Risks; and
- Reputational Risks.

6. DELIVERABLES

The successful service provider shall provide the following deliverables:

1. Inception Report and Project Plan.
2. Risk Assessment Methodology.
3. Risk Assessment Workshop Report.
4. Draft Organisational Risk Register.
5. Organisational Risk Heat Map.
6. Risk Assessment Report.
7. Final Organisational Risk Register incorporating management comments.
8. Presentation of the final Risk Register to Management.
9. Presentation to the Finance and Administration Committee (FAC) and the Council, where required.
10. Electronic and editable copies of all final documents.

7. PROJECT DURATION

The assignment shall be completed **within six (6) to eight (8) weeks** from the date of appointment.

The successful service provider shall complete all agreed deliverables within the stipulated project period unless an extension is approved in writing by SACPLAN.

8. MINIMUM REQUIREMENTS

The appointed service provider must demonstrate the following minimum requirements:

8.1 Company Experience

The service provider must:

- Have a minimum of five (5) years' experience in Enterprise Risk Management.
- Demonstrate experience in developing organisational Risk Registers.
- Have proven experience in facilitating risk assessment workshops.
- Have experience providing similar services to public sector institutions, public entities or professional councils.
- Demonstrate knowledge of applicable legislation and governance frameworks.

8.2 Key Personnel

The proposed project leader should possess:

- A minimum of five (5) years' experience in Enterprise Risk Management.
- Proven experience in developing Risk Registers for public sector institutions or public entities.
- Knowledge of the:
    - Public Finance Management Act (PFMA)
    - National Treasury Risk Management Framework
    - King IV Report on Corporate Governance
    - ISO 31000 Risk Management Standard
- Relevant qualifications in Risk Management, Internal Auditing, Governance or a related field.

9. REPORTING REQUIREMENTS

The appointed service provider shall report directly to the Registrar or a delegated official.

Regular progress meetings may be scheduled throughout the project to monitor progress, discuss challenges and ensure the successful delivery of all agreed milestones.

10. PROJECT PHASES

The project will occur in the following phases (it should be noted that certain phases can run concurrently):

PHASE	DELIVERABLE	PERCENTAGE	TIMELINE
Phase 1: Project Initiation	• Inception meeting, project plan and methodology approved by SACPLAN	20%	Week 1
Phase 2: Risk Assessment	• Completion of risk assessment workshops, stakeholder consultations and submission of the Risk Assessment Report.	30%	Week 2 - 5
Phase 3: Draft Risk Register	• Draft Organisational design, • Draft job evaluation, and • Consultation report	30%	Week 6 - 7
Phase 4: Final Risk Register	• Final Comprehensive organisational design, • Final job evaluation.	20%	Week 8

11. REMUNERATION

The Service Provider will be remunerated in accordance with the Service Level Agreement (SLA) between the Service Provider and SACPLAN. The invoice shall be paid according to project deliverables/milestones outlined in the SLA.

12. CONFIDENTIALITY AND TERMS AND CONDITIONS OF APPOINTMENT

The appointed service provider shall treat all information obtained during the assignment as confidential. No information obtained during the project may be disclosed to any third party without the prior written approval of SACPLAN.

13. FINANCIAL PENALTIES

11.1 Financial penalties shall be imposed: where there is failure by the Service Provider to adhere to agreed milestones, targets, and deadlines.

- SACPLAN may dispense with such penalties in the event of timeous notification of such delays by the Service Provider.
- Valid reasons put forward for the delays.
- Supporting evidence that the delays were outside of the influence of the Service Provider.

11.2. Payments will be made only for work performed to the satisfaction of SACPLAN.

11.3. Financial penalties will be imposed if the deliverables do not meet the agreed criteria set out herein.

14. ACCEPTANCE OF DELIVERABLES

All deliverables shall be subject to review and written acceptance by SACPLAN.
Where revisions are required, the service provider shall address all comments and resubmit the revised deliverables within the agreed timeframe.

Final acceptance shall only be confirmed once SACPLAN is satisfied that all requirements of the Terms of Reference have been met

15. ADDITIONAL WORK

13.1. Any incidental costs for work by the Service Provider, incurred over and above the terms of this appointment which, in the sole opinion of SACPLAN are due to reasons attributable to the Service Provider during this appointment shall be borne solely by the Service Provider.

13.2. Any costs for work by the Service Provider, incurred over and above the terms of this appointment which, in the sole opinion of SACPLAN are due to reasons attributable to circumstances beyond the control of the Service Provider may, by prior written agreement between the parties, be borne by SACPLAN to the Service Provider during this appointment.

16. COMPLETION OF THE ASSIGNMENT

The project shall be regarded as complete once:

- All agreed deliverables have been submitted.
- SACPLAN has formally accepted the Final Organisational Risk Register.
- Presentations have been made to Management and, where required, the Finance and Administration Committee (FAC) and the Council.
- All project documentation has been handed over to SACPLAN.

17. FORMAT OF PROPOSAL

This bid shall be evaluated in three stages. On the first stage bids will be Compliance review, second stage evaluation will be Technical & Third stage evaluation Pricing

18. EVALUATION METHODOLOGY/CRITERIA

18.1 First Stage – Compliance Review

All quotations received will first be evaluated for administrative compliance. Bidders must submit the following mandatory documents

Completed compulsory bid documents issued with the RFQ.

- o Company Registration Documents.
- o Central Supplier Database (CSD) Registration Report.
- o Valid Tax Compliance Status.
- o Company Profile.
- o B-BBEE Status Level Verification Certificate or Sworn Affidavit (where applicable).
- o Technical Proposal.
- o Financial Proposal.
- o Curriculum Vitae (CVs) of the proposed Project Leader and key personnel.
- o Certified copies of qualifications of the proposed Project Leader and key personnel (foreign qualifications must be verified by SAQA).
- o At least three (3) reference letters for similar projects completed.

Disqualifying Criteria
Failure to submit the mandatory documents may result in the quotation being declared non-responsive and excluded from further evaluation.

18.2 Second Stage – Technical Evaluation (Functionality)

Only quotations that comply with the administrative requirements will be evaluated for functionality.
Each submission will be evaluated by the Bid Evaluation Committee (BEC) in accordance with the functionality criteria below.

A bidder must obtain a minimum score of **70 out of 100 points (70%)** to qualify for the next stage of the evaluation process

18.2.1 Company experience in conducting similar projects

The bidder must demonstrate experience in Enterprise Risk Management and the development of Organisational Risk Registers.
The bidder shall:

- Have a minimum of five (5) years' experience in Enterprise Risk Management.
- Demonstrate experience in facilitating organisational risk assessments.
- Demonstrate experience in developing Risk Registers for public sector institutions, public entities, municipalities or similar organisations.

Supporting evidence shall include:

- Company Profile.
- List of similar projects undertaken.
- Reference letters from previous clients.

18.2.2 Project Leader and Key Personnel

The proposed Project Leader shall:

- Hold a minimum Bachelor's Degree (NQF Level 7) in Risk Management, Internal Auditing, Governance, Accounting, Finance or a related field.
- Have at least five (5) years' experience in Enterprise Risk Management.
- Professional registration with a recognised professional body will be an added advantage.

- Submit a detailed Curriculum Vitae (CV).
- Submit certified copies of qualifications.
- Foreign qualifications must be accompanied by a SAQA evaluation certificate.

18.2.3 Technical Proposal, Project Plan and Methodology

The bidder shall submit a detailed Technical Proposal demonstrating:

- Understanding of the Terms of Reference.
- Proposed methodology.
- Risk assessment approach.
- Stakeholder engagement plan.
- Project implementation schedule.
- Deliverables and milestones.
- Project timeline demonstrating completion within two (2) months.

19. EVALUATION CRITERIA LINKED TO NUMERICA VALUES

The applicable values that will be utilized when scoring each criterion are as follows:
1 being poor, 2 being average, 3 being good and 4 being excellent.

The Bid Evaluation Committee (BEC) will evaluate each bidder against the functionality criteria below.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTS
RESOURCES (Project Lead and Key Personnel)	• The proposed Project Leader must possess a minimum Bachelor's Degree (NQF Level 7) in Risk Management, Internal Auditing, Governance, Accounting, Finance or a related field. • Demonstrated experience in undertaking similar Enterprise Risk Management and Organisational Risk Register assignments. • Proven knowledge of Enterprise Risk Management, corporate governance, risk assessment methodologies, PFMA, National Treasury Risk Management Framework, King IV and ISO 31000 • The Project Leader must have a minimum of five (5) years' relevant experience. **Scoring:** **- Attach CV(s) and certified copies of qualifications.** ❖ 10 years or more relevant experience: **score 4** ❖ 6–9 years' relevant experience: **score 3** ❖ 3–5 years' relevant experience: **score 2** ❖ 0–2 years' relevant experience: **score 1**	**30**

Technical Team	Composition of the technical team to be utilised for the execution of the project. CVs must clearly indicate relevant qualifications, knowledge, skills and experience in Enterprise Risk Management. **Scoring:** ❖ Team of suitably qualified professionals with 10 years or more relevant experience: **score 4** ❖ Team with 6–9 years' relevant experience: **score 3** ❖ Team with 3–5 years' relevant experience: **score 2** ❖ Team with 0–2 years' relevant experience: **score 1**	**20**
Company Capability and Relevant Experience	The bidder must demonstrate previous experience in developing Organisational Risk Registers and facilitating Enterprise Risk Management projects. Proof must be provided in the form of reference letters or completion certificates. **Scoring:** ❖ Six (6) or more similar projects completed – **Score 4** ❖ Four (4) to five (5) similar projects completed – **Score 3** ❖ Two (2) to three (3) similar projects completed – **Score 2** ❖ Zero (0) to one (1) similar project completed – **Score 1**	**25**
METHODOLOGY AND PROJECT MANAGEMENT	Submit a detailed methodology and project implementation plan demonstrating:Appropriateness of proposed approach and methodology. • Understanding of the Terms of Reference. • Risk assessment methodology. • Stakeholder engagement approach. • Project implementation plan with timelines. • Deliverables and milestones. • Quality assurance measures. • Reporting arrangements. • Ability to complete the assignment within two (2) months. **Scoring:** ❖ Methodology and project plan comprehensively address all requirements of the Terms of Reference and demonstrate value-added approaches- **Score 4** ❖ Methodology adequately addresses all requirements and is acceptable for implementation - **Score 3** ❖ Methodology addresses most of the requirements but lacks sufficient detail- **Score 2** ❖ Methodology inadequately addresses the requirements of the Terms of Reference- **Score 1**	**25**

NB: Only bidders who obtain a minimum functionality score of **70 out of 100 points (70%)** will proceed to the third stage of the evaluation, namely **Price and Specific Goals**, in accordance with the **80/20 Preference Point System**.

20. THIRD STAGE – PRICING AND BROAD-BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

Each proposal with a functionality score of more than the minimum required will be on equal footing to proceed to this final round of evaluation.

The proposed price and BBBEE compliance are the only aspects considered in this round of evaluation. The final evaluation score is calculated on the 80/20 principle. The submission that scores the highest in this round will be awarded the tender or it may be a lower scoring bid on justifiable grounds or no award at all.

18. GENERAL

SACPLAN reserves the right to appoint, terminate the contract or withdraw the project should the need arise.

Nontsundu Ndonga Pr Pln A/080/2008
REGISTRAR

Date: 30-07-2026