

**REQUEST FOR PROPOSALS**

<b>ADVERTISEMENT DATE</b>	13 May 2026
<b>RFP NUMBER:</b>	GBI-04052026
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>Provision of Board Secretariat Services for a period of 36 months</b>
<b>PHYSICAL ADDRESS</b>	Kwa-Thema Business Park, ERF 24518, Kwa-Thema, Ext 3 Ekurhuleni
<b>CLOSING DATE:</b>	29 May 2026
<b>TIME:</b>	17:00
<b>SUBMISSIONS</b>	<b>Electronic email:</b> Justine Mogashoa <a href="mailto:Justine@gibelainc.co.za">Justine@gibelainc.co.za</a>

**Enquiries: Justine Mogashoa**  
[Justine@gibelainc.co.za](mailto:Justine@gibelainc.co.za)

**REQUEST FOR PROPOSAL FOR PROVISION OF BOARD SECRETARIAT SERVICES AT GIBELA BUSINESS INCUBATOR (GBI) FOR A PERIOD OF 36 months. CLOSING DATE: 22<sup>nd</sup> MAY 2026 AT 17:00**

**SECTION I: TERMS AND CONDITIONS**

**1. INTRODUCTION**

Gibela Business Incubator (“GBI”) has issued this Request for Proposal (“RFP”) to prospective bidders in respect of the provision of Board Secretariat Services and/or the rendering of services as more fully set out in Section II below.

**2. GENERAL RULES OF THE RFP**

- 2.1. GBI is not bound to accept any of the proposals submitted and reserves the right to call for presentations from shortlisted bidders before final selection.
- 2.2. GBI reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the GBI decide not to proceed with the RFP.
- 2.3. GBI also reserves the right to appoint any other person to undertake any part of the tasks.
- 2.4. GBI reserves the right to modify the timelines as set out in respect of the submission of the proposal.
- 2.5. GBI may cancel this RFP at any time on notice.
- 2.6. The Bidder must be a single legal entity with all other necessary expertise. GBI will enter a single contract with a single entity for the delivery of the work set out in these RFP documents.
- 2.7. Must have a minimum BBBEE grading of Level 1 upwards (i.e. Level 2 and Level 3).
- 2.8. Must have a strong proven track record (project planning, strategic management, managerial, operational & experience and credentials).

**3. COSTS INCURRED BY THE SUPPLIER**

- 3.1. The Bidder shall be responsible for all costs, expenses and losses it incurred in the preparation, presentation and demonstration of the submission contained in its respective proposal about this RFP. GBI shall not compensate the Supplier for any such costs, expenses or losses, regardless of the outcome of the tender.
- 3.2. Should this RFP be cancelled, GBI shall not incur any liability whatsoever.

**4. DISCLAIMER OF RIGHTS AND LIMITATION OF LIABILITY**

- 4.1. The Bidder provides this proposal at its sole and absolute risk.
- 4.2. By submission of its proposal, the Supplier shall be deemed to have
  - a. Satisfied itself with all conditions / circumstances affecting its tender; and,
  - b. Satisfied itself with any policies which the Bidder is obliged to comply with in the rendering of the services.
- 4.3. The terms and conditions provided by the Bidder in the Proposal shall have no force and effect and shall never be taken as operative, whether to override or supplement any terms or conditions, as may pertain to this RFP or any subsequent agreement.
- 4.4. Save as expressly provided herein, no rights whatsoever are granted whether in terms of the common law or as may arise from any written or oral undertakings provided by GBI to the Bidder. Without limiting the generality of the foregoing, GBI shall not and does not undertake to;
  - a. Accept the lowest priced response. GBI reserves the right to accept any of the

- responses in whole or in part.
- b. Furthermore, GBI reserves the right to reject all the responses submitted and terminate discussions and/or negotiations at any time and to depart from any terms and conditions contained within this RFP without incurring any liability and reserves the right to negotiate with one or more Bidder(s).
  - c. Provide details as to the proposal scoring mechanism and the Bidder waives any right it may have to claim any information, other than which has been provided to it by GBI under the Promotion of Access to Information Act 2 of 2000 or any other law.

## **5. SUBMISSION OF PROPOSAL**

- 5.1. Proposals must be submitted to ensure that GBI receives them no later than the closing time and date specified, **by emailed to: Justine Mogashoa at [Justine@gibelainc.co.za](mailto:Justine@gibelainc.co.za)**
- 5.2. The proposal shall, unless this RFP expressly provides otherwise, be delivered by electronic copy, via email as set out in 5.1. before **17:00 on 29 May 2026**.
- 5.3. Bidder's proposal shall remain valid for 120 days from closure of this RFP.

## **6. LATE SUBMISSION OF PROPOSALS**

Proposals received at the address indicated in this RFP after the closing date and shall not be considered.

## **7. SUPPLIER INFORMATION**

The Supplier will be required to furnish GBI with the information as set out in Section III below;

### **BBBEE INFORMATION**

- 7.1. GBI is committed to the achievement of the goals set out in the Broad Based Black Economic Empowerment Act no 53 of 2003 ("the BBBEE Act"), the Codes issued in terms of the BBBEE Act, and all other related legislation.
- 7.2. In order for GBI to achieve its commitment to such principles, all Bidders are required to submit, as part of their response, their own provisions for BBBEE.
- 7.3. In respect of shareholding, the Supplier must, together with the required supporting documentation, submit details of the extent to which black people hold beneficial shareholding in the Bidder or its associated organizations. In addition, specific reference must be made to black women shareholding.
- 7.4. In respect of the Bidder's own BBBEE Policy, the Supplier must, together with the required supporting documentation, submit details of its current BBBEE Policy and any plans it has in order to retain and improve its current ratings.

## **8. DECLARATION OF INTEREST**

The owners/directors of the Bidder shall be required to sign the required undertaking as set out in Section III hereto, declaring whether such owners/directors hold an interest in GBI.

## **9. BID EVALUATION**

- 9.1. GBI RFP panel will conduct an evaluation of the response provided by each Bidder along with the site visit. The evaluation will be at GBI's sole discretion. Evaluation will be based on price, BBBEE status and functionality (see Section III).
- 9.2. GBI may require a Supplier to submit further information if deemed necessary.

## **10. USE OF THE GIBELA BUSINESS INCUBATOR AND GIBELA RAIL TRANSPORT CONSORTIUM LOGO IN THE RFP**

The Supplier is hereby requested not to use or display the GBI name and Gibela Rail Transport Consortium's Logo on its response to this RFP or on any other documentation regarding this RFP.

## **11. GOVERNING LAW**

This Agreement will be governed, construed and take effect in all respects in accordance with the laws of the Republic of South Africa and well as the King Code of Corporate Governance.

## **SECTION II: REQUIREMENTS**

### **1. INTRODUCTION:**

The intention of this RFP is to ensure that a fair and transparent process is run to ensure that the best service solution for GBI is procured.

### **2. SCOPE OF WORK**

**The appointed service provider shall employ every lawful means to undertake its duties. The following services to be provided shall include but not be limited to:**

- 2.1. Draft and registration of the Gibela Memorandum of Incorporation (MOI) and Board Charter;
- 2.2. Preparation of all meetings in line with an annual Board and Board Sub-Committees Calendar;
- 2.3. Attending and taking minutes in all Board and Board Sub-Committee meetings;
- 2.4. Ensure minutes are accurately recorded and issued within 7 days after meetings.
- 2.5. Ensure minutes are adequately filed in GBI Minute Book for audit purposes;
- 2.6. Have the duty to obtain appropriate responses on specific agenda items and matters arising from earlier meetings in Board and subcommittee deliberations;
- 2.7. Issue notices and take minutes in Annual General Meetings (AGM);
- 2.8. Ensure proper record keeping of all Board and Sub Committee and AGM minutes, Attendance registers, and Board resolutions;
- 2.9. Appraise the Board of any laws relevant to, or any changes thereof, affecting NPCs that GBI must comply with;
- 2.10. Advise and ensure good corporate governance compliance at all times;
- 2.11. Facilitate compliance updates as and when required (e.g. CIPC, etc.);
- 2.12. Administer proper induction, orientation, ongoing training and education of Board members, including the assessing of specific training needs of Board members in their fiduciary duties and other governance responsibilities;
- 2.13. Assist the Board with recruitment of new Board members as and when required;
- 2.14. Assist the Board with yearly evaluation of the Board, Sub-Committees, and individual Board members;

### **3. STAFFING**

The successful service provider will have to deploy suitably qualified staff in line with the needs of the role and in compliance with industry norms, and the relevant legislative framework.

#### 4. COMMENCEMENT DATE

The successful bidder must be prepared and able to commence providing the services from the date of appointment, preferably **1 August 2026**.

### **SECTION III: DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL**

Information required with the proposal must include, but is not limited to the following:

- 4.1. **Annexure 1:** Cover letter, Company profile, CIPC registration documents with all certified copies of relevant certifications, accreditations and licenses. CV's of project staff, awards, etc.
- 4.2. **Annexure 2:** Valid original Tax clearance certificate, and any other related certificates (certified copies).
- 4.3. **Annexure 3:** List of contactable references and 3 testimony letters not older than 3 years.
- 4.4. **Annexure 4:** This RFP document and your company proposal with comprehensive methodology.
- 4.5. **Annexure 5:** Price Breakdown