

**Date:** 09 June 2025

**Email:** [davidn2@dbsa.org](mailto:davidn2@dbsa.org)

**Tel:** 011 313 3767

**RFP NUMBER: RFR001/BUSINESS PROCESS CONSULTANCY PANEL**

**APPOINTMENT OF A PANEL FOR BUSINESS PROCESS CONSULTANCY SERVICES FOR THREE YEARS**

**ADDENDUM NO.1**

The tender document issued included the following information on the published functional evaluation criteria. **This Addendum 01 serves to amend and supersede the previously published information in the relevant sections of the tender document.**

Sub Criteria	Description	Points breakdown	Total
Company Track Record and Experience	<p>The bidder is expected to provide a list of at least <b>3 (three) contactable client references of companies</b> where similar services have been successfully implemented and/or supported within the last 7 <b>(seven)</b> years.</p> <p>Reference letters must be on the client's letterhead, and details must include the following:</p> <p>The name of the entity contact person, designation of contact, contact number, services rendered and duration where similar services were rendered successfully.</p> <p><b>Please note: The DBSA will not accept a list of references and/or references listed on a table. The reference letters must be on the official client's letterhead and duly signed.</b></p>	<p>Less than 3 reference letters – <b>0 points</b></p> <p>3 to 5 reference letters – <b>10 points</b></p> <p>More than 5 up to 7 reference letters – <b>15 points</b></p> <p>More than 7 reference letters – <b>20 points</b></p>	20
Sub Criteria	Description	Points breakdown	Total
Proposed Resources to be assigned	<p>The resources must have a minimum of 5 (five) years of experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Business Process Mapping.</li> <li>• Business Process Improvement.</li> <li>• Business Process Re-Engineering &amp; Optimization.</li> </ul>	<p>Less than 5 years – <b>0 points</b></p> <p>5 to 7 years – <b>10 points</b></p> <p>7 – 10 years – <b>15 points</b></p> <p>More than 10 years – <b>20 points</b></p>	20



E Rasool (Board Chairman),  
M Janse van Rensburg (Deputy Board Chairman)

B Mosako\* (Chief Executive), K Brown, B Hore, D Lerutla, MP Matji,  
Z Mbele\*, D Moephuli, J Muthige, C Naidoo, J Netshitenzhe, B Nqwababa,  
P Nqeto, E Pieterse

\*Executive  
Bathobile Sowazi (Company Secretary)

1258 Lever Rd,  
Headway Hill,  
Midrand,  
1685

011 313 3911  
011 313 3500


[www.dbsa.org](http://www.dbsa.org)

Sub Criteria	Description	Points breakdown	Total
Methodology for Determining Process Detail	<ul style="list-style-type: none"> <li>Clear approach to determining the optimal level of detail for process mapping, ensuring usability and relevance.</li> </ul>	<p>No submission/ Submission is not relevant to requirements = 0 points</p> <p>Generic proposal that does not address specific aspects of stated requirements = 20 points</p> <p>Proposal addresses some of the requirements but not all = 40 points</p> <p>Proposal addresses all the requirements = 60 points</p>	60

The methodology criteria as originally stipulated remain applicable and is not subject to any revision under this addendum 01.

Any enquiries relating to this tender to be addressed via email at [davidn2@dbsa.org](mailto:davidn2@dbsa.org)

**THESE CLARIFICATIONS MUST BE READ TO FORM PART OF TENDER NO. RFR001/BUSINESS PROCESS CONSULTANCY PANEL.**

Signed by:  10-06-2025  
8B932936914C432...

Mohamed Ganchi

**Chief Procurement Offer**



E Rasool (Board Chairman),  
M Janse van Rensburg (Deputy Board Chairman)  
B Mosako\* (Chief Executive), K Brown, B Hore, D Lerutla, MP Matji,  
Z Mbele\*, D Moephuli, J Muthige, C Naidoo, J Netshitenzhe, B Nqwababa,  
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## ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO.1

### AMENDMENT TO THE TENDER DOCUMENT:

**THESE CLARIFICATIONS MUST BE READ TO FORM PART OF TENDER NO.  
RFR001/BUSINESS PROCESS CONSULTANCY PANEL.**

### Acknowledgement of Receipt

I (Name).....hereby acknowledge the existence of  
addendum No 1 of **RFR001/BUSINESS PROCESS CONSULTANCY PANEL.**

on behalf of

(Company Name) .....

\_\_\_\_\_  
Signature.

\_\_\_\_\_  
Date



M Janse van Rensburg (Interim Board Chairman),

B Mosako\* (Chief Executive), K Brown, B Hore, D Lerutla, MP Matji,  
Z Mbele\*, D Moephuli, J Muthige, C Naidoo, J Netshitenzhe, B Nqwababa,  
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