



Head office Midrand E: connect@softstartbti.co.za | O: 011 695 4800
A: 136, 2nd Street, Randjespark, Midrand, Johannesburg, South Africa | W: www.softstartbti.co.za

Branch: Botshabelo E: info@botshabelohub.co.za | O: 051 531 9060
A: 09th Pink street, Botshabelo industrial park, Botshabelo, South Africa

Registration number: 2000/028790/08

REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF OF BOARD SECRETARIAT SERVICES FOR 12 MONTHS

DESCRIPTION OF SERVICES	Provision of Professional Board Secretariat Services for 12 Months
Closing Date:	9 July 2026
Closing Time:	16:00
Submission of Proposals	Electronic submissions: tenders@softstartbti.co.za

ANNEXURE 7: DECLARATION OF ACCEPTANCE OF THE TERMS OF REFERENCE

Request for Proposal for the Provision of Professional Board Secretariat Services for a Period of Twelve (12) Months

I/We, the undersigned, being duly Authorised to represent:

Name of Bidder: _____

CIPC Registration Number: _____

Physical Address: _____

hereby declare and confirm that:

1. I/We have read and understood the complete Request for Proposal, including its Terms and Conditions, Scope of Work, evaluation criteria, obligations, confidentiality requirements and all annexures.
2. I/We accept the Terms of Reference and conditions contained in this Request for Proposal.
3. I/We agree that, should the bidder be appointed, the services will be performed in accordance with the agreed Scope of Work, service levels, timelines and contractual requirements.
4. I/We agree to comply with all applicable legislation, regulations, governance requirements and professional standards relevant to the provision of Board Secretariat and corporate governance services.



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5. I/We agree to maintain the confidentiality and security of all information obtained from or relating to SBTI, its Board, Committees, Management, employees, funders, beneficiaries and stakeholders.
6. I/We agree to comply with the Protection of Personal Information Act 4 of 2013 and SBTI's applicable privacy, information security and records-management requirements.
7. I/We confirm that the bidder and its proposed personnel have the qualifications, competence, capacity and availability necessary to perform the services for the full twelve-month contract period.
8. I/We confirm that all actual, potential or perceived conflicts of interest have been fully disclosed in the Declaration of Interest submitted with the proposal.
9. I/We undertake to immediately disclose any conflict of interest or circumstance affecting the bidder's independence, objectivity or capacity that arises during the procurement process or contract period.
10. I/We confirm that all information and supporting documentation submitted as part of the proposal is true, accurate and complete.
11. I/We understand that the provision of false, misleading or materially incomplete information may result in the disqualification of the proposal or termination of the appointment.
12. I/We understand that submission of this signed declaration does not oblige SBTI to accept the proposal or appoint the bidder.

Authorised Signatory

Full Name: _____

Designation: _____

Identity Number: _____

Signature: _____

Date: _____

Place: _____

Company Stamp, where applicable



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