

ANNEXURE A

PER-UNIT PRICING GUIDE

(Mandatory Pricing Schedule – Revised)

1. Pricing Instructions (Non-Negotiable)

Bidders must complete the pricing schedule below in full.

- All prices must be quoted in **South African Rand (ZAR)**.
- Prices must be **fixed for the full contract period**.
- **All costs must be embedded in the unit price**, including:
 - Case management and administration
 - Quality assurance and validation
 - Reporting and dashboards
 - Exception handling
 - Governance and contract management
 - Systems, licences, and overheads
- No additional or separate fees will be permitted.
- Incomplete or conditional pricing will render the bid **non-responsive**.

2. Per-Unit Pricing Schedule

(All-Inclusive Unit Prices)

Section A: Mandatory Screening Services (All-Inclusive)

Item No.	Screening Service	Estimated Volume	Unit Price (ZAR)	Total Price (ZAR)
A1	Citizenship Verification (DHA)	20 000		
A2	Matric Certificate Verification (Umalusi)	20 000		
A3	Tertiary Qualification Verification (SAQA / Foreign Equivalence)	20 000		
A4	Criminal Record Check (SAPS)	20 000		
A5	Public Service Internship Verification (PERSAL)	20 000		

Subtotal Section A: _____

Unit prices must include **end-to-end processing**, from intake to final reporting and audit-ready output.

3. Once-Off Costs (Limited and Controlled)

Section B: Mobilisation and Close-Out (Once-Off)

Item No.	Description	Unit	Price (ZAR)
B1	Project Mobilisation and Systems Setup	Once-off	
B2	Final Audit Pack and Close-Out Reporting	Once-off	

Subtotal Section B: R _____

4. Total Bid Price Summary

Description	Amount (ZAR)
Total Section A	
Total Section B	
Total Contract Price (Excl. VAT)	
VAT (if applicable)	
Total Contract Price (Incl. VAT)	

5. Pricing Controls and Conditions

- DEL may adjust estimated volumes within the contract ceiling without renegotiation of unit prices.
- Payments will be made only for **verified and accepted screening outputs**.
- Invoices must reconcile unit volumes against approved reports.
- Unbalanced or artificially low unit pricing may result in disqualification.

6. Declaration by Bidder

We confirm that all operational, administrative, reporting, quality assurance, and governance costs are fully included in the unit prices quoted above.

Bidder Name: _____

Authorised Signatory: _____

Date: _____