



CCMA

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

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REQUEST FOR QUOTES

RFQ A CLOUD - BASED ASSET VERIFICATION SOLUTION

REQUEST FOR QUOTES

The National Office of the CCMA invites service providers to submit quotations based on the specification below:

RFQ NO:	221066 CLOUD - BASED ASSET VERIFICATION SOLUTION
DESCRIPTION OF SERVICES REQUIRED:	The core mandate of the CCMA is to provide a highly efficient cloud-based Asset verification solution to assist with the verification of all CCMA assets. The service provider will undertake the provision of the Asset Verification solution, and scanners that will be used during asset verification. The service provider should have experience and a proven track record in implementing and maintaining an Asset Verification solution. 10 x Asset Verification Scanners (once-off purchase- to be owned by CCMA) 6 x Licenses -Asset Verification Solution (3 years contract) Maintenance and Support (3 years: 30 hours Onsite support and 30 hours telephone support per year) Support will be on time and material.
ISSUING DATE:	9 October 2026
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALUATE YOUR PRICE INCLUDING ALL APPLICABLE TAXES	

CONTRACT DURATION	Once off scanners purchase & 3 years contract on Licenses, maintenance & support			
CLOSING:	TIME:	15H00pm	DATE:	16 October 2026
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Ms. Kwen Setati: 011 377 6706. (queries)			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ6@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ6@CCMA.org.za will be disqualified.			
EVALUATION OF QUOTATIONS	• All quotations will be evaluated on • Mandatory • Functionality • Pricing and CCMA preferential points using the 80/20 system. • The 80 points are for requests for quotations up to the rand value of R1 million. • The 20 points will be allocated to promote this goal, and points will be allocated in			
	• NB: Supplier must attach the following documents when responding to this RFQ: • Proof of ownership must be attached in the form of: • Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc; • ➤ Copy of the id-document (s) of the owner (s). • ➤ Proof of Medical certificate confirming disability of the owner (s). • Failure to adhere to the above will result in the non-allocation of preferential points.			

1. CCMA CURRENT ENVIRONMENT BACKGROUND

The Commission for Conciliation, Mediation and Arbitration (CCMA) operates within an established Information, Communication and Technology environment that supports its Financial Management, Human Resource management, User access, and Asset management requirements.

The CCMA has approximately 1600 employees/users and an asset portfolio of approximately 16000 assets, which continues to grow as new assets are acquired and existing assets are transferred, disposed of, replaced, or relocated. The increasing size of the asset portfolio requires effective and reliable mechanisms for asset identification, verification, tracking, reconciliation, and reporting.

The CCMA currently uses Tesa Silver Laser Engraved Acrylic, tamper-evident, peel-and-stick barcode asset tags to identify and track its assets. These tags are already available and are in use across the existing asset population. Accordingly, any proposed asset verification solution should be capable of scanning and recognising the existing barcode tags, where technically feasible, without requiring unnecessary re-tagging of assets.

The CCMA's current technology environment includes the following key systems and infrastructure:

- Microsoft SQL Server 2022 – used as the database platform supporting the CCMA's business applications.
- Sage 300 ERP Version 2022 (formerly known as Accpac) – used to support the CCMA's financial and supply chain management processes.
- Windows Remote Desktop Services – providing remote access to relevant applications and systems.
- Sage VIP Premier HR and Payroll – supporting the CCMA's human resource and payroll management processes.

The existing environment provides the foundation within which the proposed Asset Verification Solution will operate. The solution should therefore be capable of integrating with, or exchanging data with, the relevant existing systems and platforms, while supporting the CCMA's current asset management processes and future growth.

In particular, the solution should accommodate the CCMA's existing asset identification approach, support approximately 16000 assets, provide for future increases in the asset population, and enable reliable data exchange with the relevant systems, including the financial and asset records maintained within the CCMA environment.

2. SCOPE OF WORK FOR THE ASSET VERIFICATION SOLUTION.

The prospective bidder will be expected to deliver an end-to-end implementation, licensing, support and maintenance of a cloud-based comprehensive Asset Verification Solution and scanners to be used for verification. The scope of the solution must include asset verification management software and asset verification scanners with the following functionalities and requirements:

2.1 FUNCTIONAL CAPABILITIES: ASSET VERIFICATION SOFTWARE

2.1.1 Asset Register Management

- Centralised electronic asset register.
- Unique asset ID for every asset.
- Asset description, category, location, custodian and responsible department.
- Asset class, make, model, serial number and other relevant attributes.
- Asset status, e.g. *active, missing, damaged, disposed, transferred*.

2.1.2 Physical Asset Verification

- Verification of assets against the approved asset register.
- Ability to record verified, not found, relocated, damaged, duplicate or unidentified assets.
- Capture of asset condition during verification.
- Ability to record discrepancies and exceptions.
- Support for periodic and ad-hoc verification campaigns.

2.1.3 Location and Movement Tracking

- Capture of current asset location.
- GPS/geolocation capability where appropriate.
- Recording of asset transfers between locations or departments.
- Full history of asset movements.
- Ability to identify assets located in the wrong location.

2.1.4 Evidence and Documentation

- Photographic evidence of assets.
- Ability to attach documents such as invoices, warranties, manuals and inspection certificates.
- Date, time and user recorded for every verification.
- Optional electronic signatures or acknowledgement.
- Before/after photographs for damaged or relocated assets.

2.1.5 Data Integrity and Audit Trail

- Complete audit trail of changes to asset records.
- Record who, what, when and where for verification activities.
- Prevention of unauthorised modification or deletion of records.
- Version/history tracking.
- Data validation and duplicate detection.

2.1.6 Reporting and Dashboards

The system should provide dashboards and reports such as:

- Total assets verified.
- Percentage of assets verified.
- Assets not found.
- Assets found at incorrect locations.
- Unidentified assets.
- Duplicate assets.
- Damaged assets.
- Assets added during verification.
- Assets disposed of or requiring investigation.
- Verification progress by department/location/team.
- Asset condition reports.

2.1.7 User and Access Management

- Role-based access control.
- Different permissions for administrators, approvers, managers and auditors.
- User authentication.
- User activity monitoring.
- Ability to assign verification tasks to specific users or teams.

2.1.8 Integration Capability

The software should be able to integrate with existing below systems and not limited to such as:

- ERP systems (current Sage 300 ERP, formally known as Accpac).
- Existing asset registers module incorporated in the ERP System (Norming Asset Module).
- HR systems where custodians are linked to employees.
- It should support standard data exchange through APIs, CSV/Excel imports and exports, where applicable.

- Development and enhancements of the solution when required.

2.1.9 Compliance, Security and Data Protection

- Encryption of data in transit and at rest.
- Secure authentication.
- Role-based permissions.
- Regular backups.
- Data recovery mechanisms.
- Secure API integration.
- Compliance with applicable South African data-protection requirements, including POPIA where personal information is processed.
- Compliance with GRAP and the PFMA and National Treasury regulations.
- Data will remain within the borders of South Africa.
- The solution should be compatible with Microsoft Azure and will be hosted on CCMA's Azure Tenant

2.1.10 Performance and Scalability

- The asset verification solution must respond quickly when scanning assets and retrieving asset information.
- Ability to handle large asset registers.
- Support for multiple sites and geographical locations.
- Multiple concurrent users.
- Ability to scale as the organization's asset portfolio grows. Growth is estimated at an average of 100 new assets per annum.

2.2 FUNCTIONAL CAPABILITIES: ASSET VERIFICATION SCANNER

2.2.1 Asset Scanning

- Support for barcode, QR code and/or RFID identification.
- Compatibility with handheld scanners and mobile devices.
- Support Wi-Fi, Bluetooth and 4G/LTE or higher cellular connectivity.
- Fast scanning and automatic retrieval of asset information within ≤60 seconds under normal operating conditions.
- Ability to capture and assign new asset identification tags.
- Support for multiple asset-tagging methods.

- PDA (Personal Digital Assistant) Scanners compatible with reading Tesa Silver Laser engraved acrylic, tamper evident, peel and stick.
- Minimum of four (4) hours of offline operation with automatic synchronisation when connectivity is restored.
- The battery life should have a minimum eight (8) hours of normal operational use per charge.
- Durability: Minimum IP65 protection and 1.2 m drop resistance, where applicable to the operating environment.

2.3 ASSET VERIFICATION WORKFLOW

- **Plan verification** → Integrate the asset register (Excel to Asset verification Tool) → Verify Imported Data → Prepare & Test Scanners →
- **Implementation** Scan asset → Retrieve asset record from scanners → Verify details → Capture condition/location → Capture evidence → Identify discrepancies → Review/approve → Update asset register → Generate report

3. EVALUATION AND SELECTION CRITERIA

3.1 Evaluation Process

The evaluation of bids will take place in three (3) consecutive stages: Mandatory, Functionality & technical evaluation and pricing

Stage 1: Mandatory Requirements

- Bidders shall indicate their full compliance by ticking (Yes OR No) with the required information as stated on the table below and must attach proof/evidence. Bidders shall indicate the relevant reference page(s) in their proposal where each requirement is addressed.
- Bidders who do not attach proof/evidence of the below mandatory requirements will automatically be eliminated.
- Non-compliance with mandatory requirements shall result in immediate disqualification. Proposals that meet all mandatory criteria shall advance to Stage 2 for further evaluation.

No.	KEY REQUIREMENTS	CONFIRM COMPLIANCE YES/NO	REFERENCE PAGE IN PROPOSAL	COMMENTS
1.	OEM Authorization and Support: The letter must, as a minimum, confirm the following: • The identity and legal name of the OEM; • The identity of the bidding organisation; • That the bidder is an authorised partner, re-seller, distributor, implementer and/or service provider of the proposed solution; • The name and version of the proposed solution and relevant hardware/scanning devices; • That the bidder is authorised to supply, implement, configure, support and maintain the proposed solution in South Africa; • The OEM's authorised contact details for verification of the submitted authorisation.			
2.	Asset Verification and Scanning: The proposed solution must be compatible with the CCMA's existing Tesa Silver Laser engraved acrylic, tamper-evident, peel-and-stick barcode asset tags. The solution must be capable of scanning and uniquely identifying these existing tags without requiring CCMA to replace or re-tag its existing asset population. Bidders must submit Product datasheet / technical specification • Confirming that the proposed solution/scanner can read the existing CCMA Tesa Silver Laser engraved acrylic, tamper-evident, peel-and-stick barcode tags. The confirmation should specifically identify: • Barcode technology/symbology supported; • Scanner/device model proposed; • Compatibility with the Tesa tags; • Whether special configuration is required;			

	- Whether existing tags can be scanned without replacement; - Any limitations relating to barcode condition, surface, size or readability. Scanner/device technical datasheet - The bidder must provide the manufacturer's datasheet for the actual handheld/PDA scanner proposed, showing the supported barcode symbologist and scanning capabilities.			
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3.2 Stage 2: Functionality and Technical Evaluation

The total functionality evaluation is 100 points, (50 points (technical evaluation) for Stage 2A and 50 points (presentation & demonstration) for stage 2B. Bidders must achieve minimum threshold of 40 points for Stage 2A (Technical Evaluation) and a minimum of 30 points for Stage 2B (Presentation and Demonstration).

Bidders to achieve the minimum of 70 points scored (on both stages) will be evaluated further and Bidders to achieve less than the minimum of 70 points scored (on both stages) will be eliminated.

This stage tests the bidder's practical ability and is split into two parts:

- Stage 2A (Technical Evaluation):** The evaluation team shall review all submitted written proposals to assess and score the bidder's relevant corporate experience, personnel qualifications, and proposed project methodology. Bidders must achieve the minimum threshold of 40 points to qualify for subsequent evaluation stages.

3.2.1 Stage 2A: Technical Evaluation

Criteria	Weight
Track Record: The bidder shall provide track records in the form of Reference letters detailing where a similar solution was successfully implemented within the last 10 years The contactable reference letters from the clients must include: • company name • company letterhead • Authorised contact person • Contact telephone numbers. • Service commencement (month and year) 3 companies/organisations with contactable Reference Letter = 15 2 companies/organisations with contactable Reference Letter = 10 1 company/organisation with contactable Reference Letter = 5 0 company/organisation with contactable Reference Letter = 0 The CCMA reserves the right to verify references with the bidders' clients.	15
Project Plan: Provide a detailed Project Plan that includes Project Methodology & Framework that responds to the Scope of Work and outlines the proposed solution. A. Project plan must include the list of activities to successfully complete the implementation of the Asset Verification Solution =5 points B. Period of installation and configuration = 5 points C. Period for testing = 5 points D. Handover and user training = 5 points Non-compliance with any of the above = 0 points. If you score 0 on any of the above you will score 0 overall.	20

Support and Maintenance Call out procedure: Bidder to provide a clear callout procedure that includes an escalation procedure. Call out procedure must include the following: A. Detailed Procedure with escalation procedure document with contact details (Contact names, phone numbers, email, and web address) = 5 points B. Help Desk Operations - Service desk 24x7 for 365 days= 5 points C. Turnaround time in case of emergency = 5 points Non-compliance with any of the above = 0 points. If you score 0 on any of the above you will score 0 overall.	15
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3.2.2 Stage 2B: Presentation and Demonstration:

Shortlisted Bidders shall be required to conduct a live presentation, deliver a functional product demonstration, and respond to clarification questions raised by the evaluation team. The purpose of this stage is to validate the assertions made within the written submission. Bidders will be required to achieve a minimum score of 3 points for each functionality criterion to qualify for the next stage of the evaluation process. Bidders who fail to achieve the minimum score of 3 points on any functionality criterion will be deemed non-responsive and will not proceed to the pricing evaluation stage. The demonstration will be conducted physically at the CCMA Head Office. Bidders will be responsible for providing all required equipment, resources, personnel, and associated costs. The CCMA will not incur any costs associated with the demonstration.

The functionality defined below represents the minimum functional requirements for the proposed solution. Bidders will be required to conduct a demonstration of the proposed solution as part of the functionality and technical evaluation process. The demonstration must clearly demonstrate the solution's functionality, technical capabilities and ability to comply with the requirements specified in **the Scope of Work (1. Functional capabilities: Asset Verification Software and 2. Functional capabilities: Asset Verification Scanners)**.

The demonstration will be conducted in accordance with the **asset verification workflow** set out in 2.3 above. Bidders will be required to demonstrate the end-to-end process and show how the proposed solution supports each stage of the workflow, from planning and assigning the verification exercise through to scanning, verification, capturing of asset information and evidence, recording discrepancies, updating the asset register and generating reports.

The evaluation team will assess the demonstrated functionality against the minimum requirements specified in this section. Where a requirement cannot be demonstrated, the bidder may be required to provide supporting technical documentation or other evidence to substantiate the claimed functionality. Each functional criterion will be assessed on a scale of 1 to 5, where 1 represents very poor performance and 5 represents excellent performance.

	Evaluation Area	Evaluation Criteria	Comply (Yes/No)
1	Asset Register Management	- Centralised electronic asset register. - Unique asset ID for every asset. - Asset description, category, location, custodian and responsible department. - Asset class, make, model, serial number and other relevant attributes. - Asset status, e.g. <i>active, missing, damaged, disposed, transferred</i>.	
2	Physical Asset Verification	- Verification of assets against the approved asset register. - Ability to record verified, not found, relocated, damaged, duplicate or unidentified assets. - Capture of asset condition during verification. - Ability to record discrepancies and exceptions. - Support for periodic and ad-hoc verification campaigns.	
3	Location and Movement Tracking	- Capture of current asset location. - GPS/geolocation capability where appropriate. - Recording of asset transfers between locations or departments. - Full history of asset movements. - Ability to identify assets located in the wrong location.	

4	Evidence and Documentation	• Photographic evidence of assets. • Ability to attach documents such as invoices, warranties, manuals and inspection certificates. • Date, time and user recorded for every verification. • Optional electronic signatures or acknowledgement. • Before/after photographs for damaged or relocated assets.	
5	Data Integrity and Audit Trail	• Complete audit trail of changes to asset records. • Record who, what, when and where for verification activities. • Prevention of unauthorised modification or deletion of records. • Version/history tracking. • Data validation and duplicate detection.	
6	Reporting and Dashboards	The system should provide dashboards and reports such as: • Total assets verified. • Percentage of assets verified. • Assets not found. • Assets found at incorrect locations. • Unidentified assets. • Duplicate assets. • Damaged assets. • Assets added during verification. • Assets disposed of or requiring investigation. • Verification progress by department/location/team. • Asset condition reports.	
7	User and Access Management	Role-based access control. • Different permissions for administrators, verifiers, managers and auditors. • User authentication. • User activity monitoring.	

		Ability to assign verification tasks to specific users or teams.	
8	Integration Capability	The software should be able to integrate with existing below systems and not limited to such as: - ERP systems (current Sage 300 ERP, formally known as Accpac). - Existing asset registers module incorporated in the ERP System (Norming Asset Module). - HR systems where custodians are linked to employees. - It should support standard data exchange through APIs, CSV/Excel imports and exports, where applicable.	
9	Performance and Scalability	- The asset verification solution must respond quickly when scanning assets and retrieving asset information - Ability to handle large asset registers. - Support for multiple sites and geographical locations. - Multiple concurrent users. - Ability to scale as the organisation's asset portfolio grows. Growth is estimated at an average of 100 new assets per annum.	
10	Asset Scanning	- Support for barcode, QR code and/or RFID identification. - Compatibility with handheld scanners and mobile devices. - Support Wi-Fi, Bluetooth and 4G/LTE or higher cellular connectivity. - Fast scanning and automatic retrieval of asset information within ≤60 seconds under normal operating conditions. - Ability to capture and assign new asset identification tags. - Support for multiple asset-tagging methods.	

		• PDA (Personal Digital Assistant) Scanners compatible with reading Tesa Silver Laser engraved acrylic, tamper evident, peel and stick • Minimum of four (4) hours of offline operation with automatic synchronisation when connectivity is restored. • The battery life should have a minimum eight (8) hours of normal operational use per charge • Durability: Minimum IP65 protection and 1.2 m drop resistance, where applicable to the operating environment. Bidders will be required to achieve a minimum score of 3 points for each functionality criterion to qualify for the next stage of the evaluation process. Bidders who fail to achieve the minimum score of 3 points on any functionality criterion will be deemed non-responsive and will not proceed to the pricing evaluation stage.	
		Total points = 50	

3.2.2.1 Scoring Breakdown:

Bidders will be required to meet the minimum threshold of 30 (at least 3 points for each of the ten (10) functionality criterion) points out of 50 points. Please note minimum score of 3 points for each functionality criterion to qualify for the next stage of the evaluation process. Any bidder scoring less than 3 points on any functionality criterion will be disqualified from further evaluation. Please refer to table below

Score	Descriptor	Meaning
1	Very Poor	Does not meet the requirement at all; response is missing or irrelevant
2	Poor	Partially meets the requirement; significant gaps and weaknesses
3	Average	Adequately meets the requirement; some gaps but acceptable
4	Good	Fully meets the requirement; minor weaknesses only
5	Excellent	Exceeds the requirement; comprehensive, clear and well-substantiated

3.3 Stage 3: Pricing

Your quotation should address the below:

3.3.1. Asset verification solution

Project Name	Quantity	Scanner Name and Model	Unit cost	Total Costs
Asset Verification Scanners	Ten (10) Physical Scanners (Once Off)			
Asset Verification Solution Implementation	Once-off			
Subtotal				
VAT				
Total for 10 scanners & implementation including VAT				

3.3.2 Licensing

Project Name	Year 1: Costs	Year 2: Costs	Year 3: Costs
Asset Verification Solution (a total of six (6) licenses)			
VAT			
Total for 6 licenses including VAT- 3 years			

3.3.3 Maintenance and Support

Project Name	Hourly Rate	Year 1: Costs	Year 2: Costs	Year 3: Costs
Asset Verification Solution Onsite Support (30 hours per annum)				
Asset Verification Solution Telephone Support (30 hours per annum)				
VAT				
Total for maintenance including VAT - 3 years				

Note: Support services will be provided on a Time and Material (T&M) basis.

Support services will only commence following the successful completion, acceptance and formal handover of the implemented solution to CCMA. Any support, corrective actions or assistance required during the implementation, testing, deployment and handover phases shall be regarded as part of the implementation services and shall not be billed separately as post-implementation support, unless otherwise agreed in writing by CCMA.

3.3.4 Grand Total for the duration of the contract (3 years)

Description	TOTAL (Incl. VAT)
10 Scanners & Implementation	
6 Licensing (3 years)	
Support & Maintenance Online & Telephone (3 years)	
GRAND TOTAL including VAT	



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2026

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE OF THE COMPANY: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for Specific Goal(s).

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goal(s).

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goal(s)	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOAL(S)

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for SPECIFIC GOAL(S) stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for Specific goal(s) for both the 90/10 and 80/20 preference point system.

Table 1: Specific Goal(s) for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Ownership verification will be conducted in line with the Central Suppliers Database by National Treasury. Company Registration Documents and the owner/s identity documents	80/20 Preference points system	90/10 Preference Points system
Price	80	90
<i>Black Owned Entities</i>	08	04
<i>Women Owned Entities</i>	06	03
<i>Youth Owned Entities</i>	04	02
<i>PWD Owned Entities</i>	02	01
Total points for Price and Specific Goals	100	100

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i.	Total Tendered Price	:	80 points	
ii.	Black Owned Entities	:	08 points	} Specific Goals (Maximum Points)
iii.	Women Owned Entities	:	06 points	
iv.	Youth Owned Entities	:	04 points	
v.	Persons with Disability Owned Entities	:	02 points	
	Total	:	100 points	

4.3 The points scored for specific goals will be added to the points scored for price and the total must be rounded off to the nearest 2 decimal places.

5 TENDER PRICE

The following formula will be used to calculate the points out of 80 for price in respect of tender with a rand value not exceeding R 50 million (inclusive of all applicable taxes). the lowest acceptable tender must score 80 points for price, and other tenders which are high in price must score fewer points, on pro rata basis.

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

where -

Ps = points scored (awarded) for price of tender under consideration

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY BLACK PEOPLE (BO)

A maximum of eight (8) points will be awarded to a tenderer who is black people % of enterprise. Equity ownership for black people will be determined by the % of the enterprise owned by such a person or by the % of shares owned by member/s who are actively involved in the day-to-day management of the company or enterprise.

% owned by black people -----%

thus, points awarded: $8 \times \frac{\% BO}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc.

6.2 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

A maximum of six (06) points will be awarded to a tenderer who is a woman. equity ownership for women will be determined by the % of the enterprise owned by such a person or by the % of shares owned by member/s who are actively involved in the day-to-day management of the company or enterprise.

% of enterprise owned by women -----%

thus, points awarded: $6 \times \frac{\% WO}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of the ID;
- b) Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc.

6.3 % OWNED BY YOUTH PEOPLE (YO)

A maximum of four (04) points will be awarded to a tenderer who is a youth. Equity ownership for youth will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

% of enterprise owned by youth person(s).....%

thus, points awarded: $4 \times \frac{\% \text{ yo}}{100} =$

Proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc.

6.4 % OWNED BY PERSONS WITH DISABILITY (PWD)

A maximum of two (2) points will be awarded to a tenderer who is disabled. equity ownership for persons with disability youth will be determined by the % of the enterprise owned by such a person or by the % of shares owned by members who are actively involved in the day-to-day activities of the company or enterprise.

% of enterprise owned by persons with disability.....%

thus, points awarded: $2 \times \frac{\% \text{ PWD}}{100} =$

proof of ownership must be attached in the form of:

- a) Copy of ID;
- b) Copy of the founding documentation on the company with which the ownership is listed i.e. CIPC etc;
- c) Proof of Medical certificate confirming disability

(To be completed by bidder)

TABLE B: OWNERSHIP

NAME AND SURNAME /ENTITY NAME	GENDER (MALE OR FEMALE)	AGE i.e., 32	CITIZENSHIP (RSA, OR SPECIFY OTHER)	ETHNIC GROUP (BLACK, WHITE, ETC.)	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER
Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Black ownership- BO		
Women Ownership- WO		
Youth Ownership- YO		
Persons with Disability-PWD		
Total		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of company/firm.....

7.2. Company registration number:

7.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the Specific Goal(s) as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the Specific Goal(s) have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	