COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

Revolutionising Workplace Relations

ADDENDUM

BID NUMBER: CCMA/2026/01/GS/SJTA

DESCRIPTION: PROVISION OF DESIGN, GENERAL AND SPECIALISED PRINTING SERVICES FOR THE CCMA FOR A PERIOD OF 36 MONTHS.

Dear Bidders,

The purpose of this addendum is to formally notify all bidders of an additional Annexure A: Estimated annual consumption.

Annexure A:

- The Annexure is added from page 67 to 71 on of the bid document.

For further enquiries, please contact Tenderenquiries@ccma.org.za.

Signed by:

Lindiwe Msibi

Signed by Lindiwe Msibi, LindiweM@ccma.org.za

16/09/2026 09:32:09(UTC+02:00) SIGNIFLOW

Manager: Supply Chain Management

CCMA/2026/01/GS/SJTA

CCMA/2026/01/GS/SJTA

PROVISION OF DESIGN, GENERAL AND SPECIALISED PRINTING SERVICES FOR THE CCMA FOR A PERIOD OF 36 MONTHS.

A Compulsory Briefing Session will be held as follows:
Date: 16 September 2026 at 10:00 AM Through Microsoft Teams (Virtual)

Bid Closing Date, time and venue:
28 September 2026 at 11:00 AM
at CCMA National Office, 28 Harrison Street, JCI Building, 12th Floor, Johannesburg
(Deposit in the tender box)

COMPULSORY BRIEFING SESSION:

BELOW IS THE LINK TO ACCESS THE COMPULSORY BRIEFING SESSION

(ctrl+click)

Microsoft Teams meeting

Join:

https://teams.microsoft.com/meet/31623154515937?p=ge10wKeiQzURag6oP6

Meeting ID: 316 231 545 159 37
Passcode: TL2dy2Wf

It is the responsibility of bidders to ensure that they can access the briefing link before the briefing session.
FAILURE TO ATTEND THE VIRTUAL BRIEFING SESSION WILL LEAD TO DISQUALIFICATION OF THE BID

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID		3
1.	Proprietary Information	4
2.	Enquiries	4
3.	Bid Validity Period	4
4.	Instructions on submission of Bids	4
5.	Preparation of Bid Response	5
6.	Supplier Performance Management	6
7.	Supplier Development	6
8.	CCMA's Rights	6
9.	Undertakings by the Bidder	7
10.	Reasons for disqualification	8
11.	Response Format (Returnable Schedules)	8
12.	Bid Proposals screening	10
SECTION 2: INTRODUCTION AND BACKGROUND		11
1.	Introduction and Background	12
SECTION 3: FUNCTIONAL REQUIREMENTS SPECIFICATION		17
2.	Evaluation Criteria	18
3.	Price and Specific Goals	27
4.	Compulsory Briefing Session	28
SECTION 4: ANNEXURES		29
ANNEXURE 2: SBD 1		30
ANNEXURE 3: SBD 3.3 (TO BE ENCLOSED IN ENVELOPE)		33
ANNEXURE 4: SBD 4		35
ANNEXURE 5: SBD 6.1		38
ANNEXURE 6: SBD 7.2		47
ANNEXURE 7: CCMA'S STANDARD CONDITIONS OF BID		51
ANNEXURE 8: POPIA CONSENT FORM		77

CCMA/2026/01/GS/SJTA

SECTION 1: GENERAL CONDITIONS OF BID

CCMA/2026/01/GS/SJTA

1. Proprietary Information

CCMA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to CCMA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of CCMA.

2. Enquiries

2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled in writing to:

Name:	Mr. Nathan Mamogobo
Telephone Number:	+27 11 377 6939
Email address:	Tenderenquiries@ccma.org.za

2.2 Closing date for enquiries in relation to this RFP will be 21 September 2026 at 16:00.

2.3 The enquiries will be consolidated, and CCMA will issue one response, and such response will be posted, within two days after the last day of enquiries, onto the CCMA website (www.ccma.org.za) under tenders i.e. next to the same RFP document.

2.4 The CCMA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the CCMA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

4. Instructions on submission of Bids

4.1 Bids should be submitted as 2 hard copies (original and copy) and one electronic copy (on USB) in PDF format all bound in a sealed envelope endorsed, CCMA/2026/01/GS/SJTA: PROVISION OF DESIGN, GENERAL AND SPECIALISED PRINTING SERVICES FOR THE CCMA FOR A PERIOD OF 36 MONTHS. The sealed envelopes must be placed in the bid box at the Main Reception area of

CCMA/2026/01/GS/SJTA

the CCMA National Office, 28 Harrison Street, JCI Building, 12th Floor, Johannesburg, 2001 by no later than 11:00 AM [Telkom time] on 28 September 2026.

4.2 Bids must be submitted in the prescribed response format, herein reflected as Response Format.

4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.

4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the 12th floor Reception area, JCI Building, 28 Harrison Street, Johannesburg, 2001. The CCMA will not be held responsible for any delays where bid documents are handed to the CCMA Receptionist/ officials.

4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.

4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the CCMA's policy not to consider late bids for tender evaluation.

5. Preparation of Bid Response

5.1 All the documentation submitted in response to this RFP must be in English.

5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

5.3 Bids submitted by bidders which are or comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.

5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by CCMA in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.

5.5 A valid Tax Clearance Certificate with the tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.

5.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for CCMA to verify the bidder's tax status on CSD and other Governing compliances.

6. Supplier Performance Management

Supplier Performance Management is viewed by the CCMA as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the CCMA and all its suppliers.

CCMA/2026/01/GS/STA

The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the CCMA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value-add to CCMA's business.

7. Supplier Development

The CCMA promotes enterprise development. In this regard, successful bidders where applicable may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the CCMA and the successful bidder.

8. CCMA's Rights

8.1 The CCMA is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the CCMA has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the CCMA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

8.2 The CCMA reserves the right not to accept the lowest priced bid or any bid in part or in whole. The CCMA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the CCMA in line with the bid specification.

8.3 The CCMA reserves the right to award this bid as a whole or in part.

8.4 The CCMA reserves the right to verify the validity of any submitted documents during the evaluation process and to request clarification i.e., reference letter, certificates, or qualifications. Any document that cannot be verified by the CCMA will not be considered for evaluation purposes, and no points will be allocated in respect of such document.

8.5 The CCMA reserves the right to consider the guidelines for consultants as provided in the National Treasury Instruction 01 of 2024/2025: Cost Containment Measures, where relevant.

8.6 The CCMA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the CCMA to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

CCMA/2026/01/GS/SITA

8.7 Any bidder found to have submitted fraudulent, false, or misleading information may be disqualified from the bid process. The CCMA reserves the right to report such matters to National Treasury in terms of SCM Instruction No. 03 of 2021/22 and may take further action, including referral for criminal investigation where applicable.

9. Undertakings by the Bidder

9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the CCMA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

9.2 The bidder may be required to attend an interview should CCMA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.

9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the CCMA during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.

9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

9.5 It is the responsibility of the bidder to ensure that all supporting documentation submitted as part of the bid is valid and compliant with the requirements of this bid at the closing date.

9.6 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with CCMA, as the principal(s) liable for the due fulfilment of such contract.

9.7 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become CCMA property unless otherwise stated by the bidder/s at the time of submission.

CCMA/2026/01/GS/SJTA

10. Reasons for disqualification

10.1 The CCMA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

10.2 Bidders who fail to comply with the National Treasury Directives with regard to Tax Compliance Matters;

10.3 Bidders who submit incomplete information and documentation according to the requirements of this RFP document;

10.4 Bidders who submit information that is fraudulent, factually untrue or inaccurate;

10.5 Bidders who receive information not available to other potential bidders through fraudulent means;

10.6 Bidders who do not comply with *mandatory requirements* if stipulated in the RFP document; and/or

10.7 Bidders who fail to attend a compulsory briefing session if stipulated in the tender advert and/ or in this RFP document.

11. Response Format (Returnable Schedules)

11.1 Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

11.2 Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

11.3 Schedule 1:

- 11.3.1 Executive Summary
- 11.3.2 RFP document (duly completed and signed)
- 11.3.3 Copy of Company Registration Documents
- 11.3.4 Copy of Identity Documents of the owner(s)
- 11.3.5 Proof of Medical Certificate confirming disability of the owner(s) (if applicable)
- 11.3.6 Latest Central Supplier Database Report

11.4 Schedule 2

- 11.4.1 Valid tax clearance certificate(s), A tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
- 11.4.2 Annexure 2: SBD 1 (duly completed and signed)
- 11.4.3 Annexure 3: SBD 3.3 (duly completed and signed);
- 11.4.4 Annexure 4: SBD 4 (duly completed and signed);
- 11.4.5 Annexure 5: SBD 6.1 (duly completed and signed)
- 11.4.6 Annexure 6: SBD 7.2 (duly completed and signed);

CCMA2026/01/GS/SJTA

11.4.7 Annexure 7: CCMA's Standard Condition of bid and General Condition of Contract (signed)

11.4.8 Annexure 8: POPIA consent form (duly completed and signed)

11.4.9 Financial Statements for the latest financial year signed by an independent registered Accountant.

11.4.10 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

11.4.11 BBBEE Certificate

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (11.4.1 - 11.4.11) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

11.5 Schedule 3:

Response to Section 2 and 3 of this document, in line with the format indicated in this RFP document.

CCMA/2026/01/GS/SITA

12. Bid Proposals screening

12.1 Bids shall be screened in terms of the following process and conditions:

12.2 Initial Screening: During this phase, bid responses will be reviewed for the purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate with a tax compliance status PIN.
- Submission of Company Registration Documents.
- Submission of copy of Identity Document(s).
- Proof Medical Certificate confirming disability of the owner(s) (if applicable).
- Submission of the latest Central Supplier Database report.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP.

CCMA/2026/01/GS/SJTA

SECTION 2: OVERVIEW, OBJECTIVE AND BACKGROUND

CCMA/2026/01/GS/SJTA

1 OVERVIEW, OBJECTIVE AND BACKGROUND

1.1 OVERVIEW

The Commission for Conciliation, Mediation and Arbitration (CCMA) intends to appoint a service provider with suitable expertise and experience in rendering Design, General and Specialised Printing Services for the Governance and Strategy (G&S) and Social Justice and Training Academy (SJ&TA) Departments which includes Dispute Prevention and Workplace Outreach (DP&WO) in provinces (herein after referred to as ''Design, General and Specialised Printing Services''). The expected duration of the project is thirty-six (36) months.

1.2 OBJECTIVE

The objective of this project is to acquire quality and timeous Design, General and Specialised Printing Services as and when required, for the printed material to be delivered across the nine (9) South African Provinces – inclusive of orders from CCMA Offices located in the Provinces[1]– for the service provider to protect the CCMA's copyright, and to treat all material provided with confidentiality.

1.3 BACKGROUND

The CCMA is an independent and autonomous organisation that was established by the Labour Relations Act of 1995 (LRA) to deliver dispute prevention and resolution services to the people of South Africa. The core mandate of the CCMA, as one of the organisations charged with implementing the LRA, is derived from the purpose of the LRA which, amongst others, is to advance economic development, social justice, labour peace and the democratisation of the workplace.

1.4 BIDDERS UNDERTAKINGS, SCOPE OF WORK AND PRICING SCHEDULE

1.4.1 The bidder must design, layout, print and deliver the following items to the Departments as listed in paragraph 1 above, as and when required and in line with the CCMA Corporate Identity Manual.

1.4.1.1 Design, layout, printing of publications as required by the CCMA.

CCMA/2026/01/GS/SJTA

1.4.1.2 Utilise designs and artwork provided by the CCMA and ensure compliance with the approved CCMA Corporate Identity Manual and Guidelines.

1.4.1.3 Perform professional language editing and proofreading of the publications as and when required.

1.4.1.4 Effect amendments and revisions in accordance with the CCMA requirements.

1.4.1.5 Submit a final sample with approved content for sign-off prior to mass printing.

1.4.1.6 Print hard copies of the approved final publications in line with the specifications and quality standards.

1.4.1.7 Package and deliver final hard and soft copies to the CCMA for publication and distribution.

1.4.1.8 Provide any/all other printing services as and when required by the CCMA but not limited to the services listed in Table 1 below.

1.4.2 The estimated number of items to be printed as set out in table 1 below is for a 36-month period.

1.4.3 The purchase orders may comprise of bulk printing or single orders of the specified quantities.

1.4.4 NB: The awarded bidder will enter into a Service Level Agreement (SLA) with the CCMA on agreed time frames to provide the design and printing services as set out in Tables 1 and 2.

1.4.5 All prices must be VAT inclusive.

1.4.6 Outsourcing of the specified services is not permitted.

1.5 PERFORMANCE MEASURES

1.5.1 The successful bidder will be expected to comply with the following timelines:

1.5.1.1 Response Timelines for Quotes

- Turnaround times to provide quotes (2 working days from date of receipt of the request).

1.5.1.2 Delivery Turnaround Time

- Printing must be delivered to the specified location as per the Purchase Order within the following timelines:
- Printing of paper-based material (5 working days from date of Purchase Order).
- Braille printing (20 working days from date of Purchase Order).
- Other non-paper-based printing (10 working days from date of Purchase Order).

1.5.1.3 Invoicing

- Invoices and statements must be issued within seven (7) days of delivery.
- Delivery notes must be issued on the same date as the delivery of the goods.

1.5.1.4 Design and Layout

- The bidder must submit proof of all design and artwork for final sign-off (PDF or digital pre-press).

CCMA/2026/01/GS/SITA

- The bidder must provide an editable or open file of all the artwork requested by the CCMA.

1.5.1.5 Monitoring Progress on Assignment

- The CCMA will monitor the successful bidder's performance against the agreed turnaround times, delivery requirements, quality standards, and invoicing obligations throughout the duration of the contract.
- Failure to meet the required performance standards may result in corrective action in accordance with the terms and conditions of the contract.

NB: Timelines above will be governed by an SLA, and penalties will be imposed to non-adherence to the above-mentioned timelines.

1.6 COMPULSORY BRIEFING SESSION (VIRTUAL SESSION)

- A virtual Compulsory Briefing Session will be held as follows:
- Date and Time: 16 September 2026 at 10:00

1.7 TABLE 1: PRICING SCHEDULE

Bidders must complete the table below in full.

NB: Partial completion and/or non-completion of the table below will lead to a disqualification, and the bid will not be evaluated further.

NB: The pricing submitted for Year 1 shall be firm and fixed. For Years 2 and 3, pricing shall remain firm and fixed for each respective year following the application of the annual escalation rate as proposed by the bidder. No further price adjustments shall be permitted during the applicable contract year.

CCMA/2026/01/GS/SJTA

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
1.	Branded foldable Chairs	Folding aluminium director's chair, blue with CCMA logo at the back	1	R.....	R.....	R.....
2.	Posters	Sizes A0–A5, full colour, 100gsm. Finishing: Gloss, Matt, Lamination or Encapsulation: (Artwork may be provided by CCMA) • Finishing and trimming to final size included where applicable Bidders must provide pricing per size category rates for full colour printing in the lines below. (A0-A5)	*See the below breakdown for sizes A0-A5. Insert pricing per size in the rows below.*			
		A0	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		A1	1	R.....	R.....	R.....
		A2	1	R.....	R.....	R.....
		A3	1	R.....	R.....	R.....
		A4	1	R.....	R.....	R.....
		A5	1	R.....	R.....	R.....
		Various Sizes: A1 to A5 Full colour, 80gsm, in the lines below. (A1-A5)	See the below breakdown for sizes A1-A5. Insert pricing per size in the rows below			
		A1	1	R.....	R.....	R.....
		A2	1	R.....	R.....	R.....
		A3	1	R.....	R.....	R.....
		A4	1	R.....	R.....	R.....
		A5	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
3.	Slide presentation hand out colour	• Clear PVC sheet over front cover. • All other pages in full colour A4, 80 gsm paper. • Document must be spiral bound on the left side • Backing board placed at the back. • Total number of pages minimum 5 pages – maximum 250 pages.	1	R.....	R.....	R.....
4.	Slide presentation hand out black and white	• Clear PVC sheet over front cover. • All other pages in full black and white A4, 80 gsm paper. • Document must be spiral bound on the	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		left side. • Backing board placed at the back. • Total number of pages minimum 5 pages – maximum 250 pages.				
5.	Folders	• Normal Gloss Full colour outside only. • (350 gsm) • A4 inserts in folder, • With business card holder	1	R.....	R.....	R.....
6.	Information sheets as colour brochures (1 brochure containing 1 information sheets)	• Double-sided: 1 brochure containing 2 information sheets (one on each side) • Size: 210 x 297mm open / 210 x 99mm folded (A4) • Printing: litho 4	1	R.....	R.....	R.....

GSMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		process, colour both sides • Finishing: trimmed and Z-folded • Material: 135gsm gloss • All artwork requires approval from the training development unit before printing of material commences.				
7.	A4 Roll-fold Brochures	• Double-sided • Final size: 297mm x 210mm. Flat size before folding: 297mm x 630mm • Printing: litho 4 process, full colour both sides • Finishing: trimmed to A4	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		• Material: 135gsm gloss				
8.	A5 Roll-fold Brochures	• Double-sided • Final size: 210 mm x 148mm. Flat size before folding: 210mm x 444mm • Printing: litho 4 process, full colour both sides • Finishing: trimmed to A5 • Material: 135gsm gloss	1	R.....	R.....	R.....
9.	Training Manuals (PUR-bound)	• The cover page must be printed in full colour on 300gsm gloss on the outside and white on the				

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		inside, with a colour middle panel. • CCMA logo and title on spine. • The first page of the supplied greyscale material must be inserted as page 1. • All other pages in black on white A4 paper. • Printed 1 colour on 80gsm matt. • Printing must be double-sided. • Document must be PUR-bound. • Total number of pages: between 50 and 500 • All artwork requires	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		approval from the training development unit before printing of material commences.				
10.	Training Manuals (saddle-stitched)	• The cover page must be printed in full colour on 300gsm gloss on the outside and white on the inside, with a colour middle panel. • The first page of the supplied greyscale material must be inserted as page 1. • All other pages in black on white A4 paper. • Printed 1 colour on 80gsm matt. • Printing must be double-sided.	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		• Finishing: folded, collated and saddle stitched. • Total number of pages: Less than 50 pages. • All artwork requires approval from the training development unit before printing of material commences.				
11.	A5 Resource Booklet (PUR-bound)	• The cover page must be printed in full colour on 300gsm gloss on the inside and white on the inside, with a colour middle panel. • CCMA logo and title on spine. • The first page of the supplied greyscale	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		material must be inserted as page 1. • All other pages in black on white A5 paper. • Printed 1 colour on 80gsm matt. • Printing must be double-sided. • Document must be PUR-bound. • Total number of pages: between 50 and 500. • All artwork requires approval from the training development unit before printing of material commences.				
12.	Resource Booklets A5 (saddle-stitch)	• The cover page must be printed in full				

GSMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		colour on 300gsm gloss on the outside and white on the inside, with a colour middle panel. • The first page of the supplied greyscale material must be inserted as page 1. • All other pages in black on white A5 paper. • Printed 1 colour on 80gsm matt. • Printing must be double-sided. • Finishing: folded, collated and saddle stitched. • Total number of pages: Less than 50 pages.	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		• All artwork requires approval from the training development unit before printing of material commences.				
13.	Artwork for material	Developing new or updating existing artwork for: • Colour Brochures • Manuals • Braille Material	1	R.....	R.....	R.....
14.	Braille – Manuals	• A4 - Format: contracted unified English braille • Paper: Bristol Vellum braille paper; white; 147gsm • Covers: Sinar board; 305gsm; with braille & print label • Binding: Double O-	1	R.....	R.....	R.....

COMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		ring; wiro-binding • Total number of pages: maximum of 500				
15.	Name Cards for training	• Desktop name card with CCMA logo and Training Room Rules (160gsm) Folded, • Black and White printing, • Buff Colour paper • A5	1	R.....	R.....	R.....

CCMA/2026/01/GS/SJ

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
16.	Wall banner	3m x 2.5m, Colour: Full corporate colours with UV protection, colour brightness and fire retardant. Clothe: Print on 100% polyester & tensile aluminum frame. Waterproof. Carry bag (Artwork to be provided by CCMA)	1	R.....	R.....	R.....
17.	Pull up banner	840mm x 2000mm, one-sided (executive), Colour: Full corporate colours with UV protection, colour brightness and fire retardant. Tensile aluminium frame. Waterproof. Carry bag (Artwork to be provided by CCMA)	1	R.....	R.....	R.....
18.	Feather / Shark Fin Banner	2m height, double-sided. Ground stake. Colour: Full corporate colours with UV protection, colour brightness and fire retardant. Carry bag (Artwork to be provided by CCMA)	1	R.....	R.....	R.....

CCMA/2026/01/GS

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
19.	Lantern banner	2m aluminium flagpole, ground spike, 3 panels (360 degrees) turn in wind, interchangeable fabric, design and carry bag (artwork to be provided by the CCMA)	1	R.....	R.....	R.....
20.	Tablecloths (Cotton)	275cm x 178cm (4.895m²). Colour: Full corporate colours. (Artwork provided by CCMA)	1	R.....	R.....	R.....
21.	Podium banner	Pull-up lectern, portable and quick to assemble. Collapsible, (regular podium height), custom print (artwork to be provided by the CCMA	1	R.....	R.....	R.....
22.	Gazebo	Size 3m x3m Gazebo branded all sides and top 1 x Printed Roof 1 x Mild Steel Frame 4 x Pegs & Rope / Slides 1 x Carry Bag 1 x Gazebo Wall White, branded with CCMA full colour and logo (artwork to be provided by the	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		CCMA)				
23.	Business Cards 100 per pack (in line with the Corporate Identity Manual)	Linen Paper (300gsm) Design and Print, Full Colour, one side, 90mm x 50mm (artwork to be provided by the CCMA)	1	R.....	R.....	R.....
24.	Note Pads	A5 (210x148mm) Note Pads; 100 pages; Full colour on both sides; A5 backing board; Front cover: 170 gsm matt. Finishing: Straight cut. (artwork to be provided by the CCMA)	1	R.....	R.....	R.....
25.	Name Tags with branded lanyard.	Name Tags with Pouches, Size: 100x100, digitally printed CMYK one side only, Matt Laminated both sides trimmed to size. Design and layout: artwork to be provided by the CCMA	1	R.....	R.....	R.....
26.	Folders	Cut Size of an A2 (305mm x 220mm), Printed in Full colour. Double sided. Finishing: Gloss laminated on double sided, scored with 10mm gusset and stick-on pocket business card slits, glued and made in 250gsm Gloss Art (artwork to be provided by the CCMA)	1	R.....	R.....	R.....

CCMA2026/01/GS/SC

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
27.	Annual Performance Plan (APP): Design, Layout, Editing and Printing	Design, Layout, Editing and Proofreading Only (excluding printing costs) of the CCMA Annual Performance Plan (APP) in accordance with the following specifications: • Size: A4 • Front cover, back cover, and inner pages design and layout. • Colour: Full Colour • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 90–110 pages • Professional editing and proofreading by a qualified editor with demonstrated experience in APPs NB: Bidders must provide a separate price for design, layout, editing and proofreading only.	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		Printing Only (excluding design, layout, editing and proofreading costs). of the CCMA Annual Performance Plan (APP) in accordance with the following specifications: • Size: A4 • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 90–110 pages • Document to be stapled prior to binding • Colour: Full Colour • Finishing: Gloss or Matt NB: Bidders must provide a separate price for printing only NB: Printing will be on an as and when required basis	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		All-Inclusive Service. Design, layout, editing, proofreading and printing of the CCMA Annual Performance Plan (APP) in accordance with the following specifications: • Size: A4 • Front and back cover design and layout • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 90–110 pages • Professional editing and proofreading by a qualified editor with demonstrated experience in APPs • Document to be stapled prior to binding • Colour: Full Colour • Finishing: Gloss or Matt NB: Bidders must provide a single all-inclusive price.	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
28.	Strategic Plan (SP): Design, Layout, Editing and Printing	• Design, Layout, Editing and Proofreading Only (excluding printing costs) of the CCMA Strategic Plan (SP) in accordance with the following specifications: • Size: A4 • Front cover, back cover, and inner pages design and layout • Colour: Full colour • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 90–110 pages • Professional editing and proofreading by a qualified editor with demonstrated experience in SPs. NB: Bidders must provide a separate price for design, layout, editing and proofreading only.	1	R.....	R.....	R.....

CCMA/2026/01/GS/SP

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		Printing Only (excluding design, layout, editing and proofreading costs). of the CCMA Strategic Plan (SP) in accordance with the following specifications: • Size: A4 • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 90–110 pages • Document to be stapled prior to binding • Colour: Full Colour • Finishing: Gloss or Matt NB: Bidders must provide a separate price for printing only NB: Printing will be on an as and when required basis	1	R.....	R.....	R.....

CCMA/2026/01/GS/SP

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		All-Inclusive Service Design, layout, editing, proofreading and printing of the CCMA Strategic Plan (SP) in accordance with the following specifications: • Size: A4 • Front and back cover design and layout • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 90–110 pages • Professional editing and proofreading by a qualified editor with demonstrated experience in SPs • Document to be stapled prior to binding • Colour: Full Colour • Finishing: Gloss or Matt Design, Layout, Editing and Proofreading Only (excluding printing costs)	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1	Year 2	Year 3
				Unit Price (VAT incl.)	Unit Price (VAT incl.)	Unit Price (VAT incl.)
		NB: Bidders must provide a single all-inclusive price. NB: Printing will be on an as and when required basis.				

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
29.	Annual Report (AR): Design, Layout, Editing and Printing	Design, Layout, Editing and Proofreading Only (excluding printing costs) of the CCMA Annual Report (AR) in accordance with the following specifications: • Size: A4 • Front cover, back cover, and inner pages design and layout • Colour: Full Colour • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 196–210 pages • Professional editing and proofreading by a qualified editor with demonstrated experience in ARs NB: Bidders must provide a separate price for design, layout, editing and proofreading only.	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		Printing Only (excluding design, layout, editing and proofreading costs) of the CCMA Annual Report (AR) in accordance with the following specifications: • Size: A4 • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 196–210 pages • Document to be stapled prior to binding • Colour: Full Colour • Finishing: Gloss or Matt NB: Bidders must provide a separate price for printing only NB: Printing will be on an as and when required basis.	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		All-Inclusive Service: Design, layout, editing, proofreading and printing of the CCMA Annual Report (AR) in accordance with the following specifications: • Size: A4 • Front and back cover design and layout • Paper specification: Cover: 300gsm with gloss finish, inclusive of Spot UV; Inner pages: 180gsm • Estimated number of pages: 196–210 pages • Professional editing and proofreading by a qualified editor with demonstrated experience in ARs • Document to be stapled prior to binding • Colour: Full Colour • Finishing: Gloss or Matt NB: Bidders must provide a single all-inclusive price.	1	R.....	R.....	R.....

CCMA/2026/01/GS/SP

Item No#	Item	Description	Estimated Quantity	Year 1	Year 2	Year 3
				Unit Price (VAT incl.)	Unit Price (VAT incl.)	Unit Price (VAT incl.)
		NB: Printing will be on an as and when required basis.				

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
30.	Corporate Calendars: Design, Layout, Editing and Printing	Design, Layout, Editing and Proofreading Only (excluding printing costs) of CCMA Corporate Calendars in accordance with the following specifications: • Calendar size: A1 • Full colour printing throughout • Paper specification: 150gsm • Gloss laminated finish on the front/top side • Professionally designed layout incorporating CCMA branding elements, images, key dates and organisational information as required • Editing and proofreading of all calendar content prior to final approval • Digital artwork proofs to be submitted to the CCMA for approval NB: Bidders must provide a separate price for design, layout, editing and proofreading only.	1	R.....	R.....	R.....

CCMA 2026/01/GS/SC

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		Printing Only (excluding design, layout, editing and proofreading costs) of CCMA Corporate Calendars in accordance with the following specifications: • Calendar size: A1 • Full colour printing throughout • Paper specification: 150gsm • Gloss laminated finish on the front/top side • Final artwork and print-ready PDF proofs to be submitted to the CCMA for approval prior to printing NB: Bidders must provide a separate price for printing only	1	R.....	R.....	R.....
		All-Inclusive Service (design, layout, editing, proofreading and printing) in accordance with the following specifications: • Calendar size: A1 • Full colour printing throughout • Paper specification: 150gsm • Gloss laminated finish on the front/top side	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		• Final artwork and print-ready PDF proofs to be submitted to the CCMA for approval prior to printing. NB: Bidders must provide a single all-inclusive price. NB Printing will be on an as and when required basis				
31.	Canvass Printing	Printing of canvas material in accordance with the following specifications: • Printing sizes ranging from A0 to A3 • Single-sided printing only • Printing options: Full colour and/or monochrome • High-resolution print quality suitable for display and promotional purposes • Artwork/design to be supplied by the CCMA in print-ready format • Trimming and finishing included where applicable NB: Bidders must provide pricing per size category and indicate	See the below breakdown for sizes A0-A3. Insert pricing per size in the rows below			

CCMA2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		separate rates for monochrome printing, where applicable.				
		A0	1	R.....	R.....	R.....
		A1	1	R.....	R.....	R.....
		A2	1	R.....	R.....	R.....
		A3	1	R.....	R.....	R.....
32.	Printing of Paper-Based Material:	- Design, editing, layout and printing of A4 anniversary books, reflection books and coffee table books (Design and artwork to be provided by the bidder)	1	R.....	R.....	R.....
		Design, Layout, Editing and Proofreading Only (excluding printing costs) of the CCMA Corporate Identity Manual in accordance with the following specifications: • Size: A4				

CCMA2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		• Front cover, back cover, and inner pages design and layout Colour: Full Colour • Paper specification: Cover: 170 gsm with gloss finish, inclusive of Spot UV; Inner pages: 120gsm • Estimated number of pages: 50 pages • Professional editing and proofreading by a qualified graphics designer with demonstrated experience in Corporate Identity manuals NB: Bidders must provide a separate price for printing only	1	R.....	R.....	R
33.	Other non-paper-based material	Supply and printing/branding of non-paper-based promotional and corporate material as and when required by the CCMA, including but not limited to: • USBs • Mouse pads • Computer mice • Other branded promotional items	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		as may be required from time to time NB: Bidders must provide unit pricing for each item and indicate separate costs for branding, setup and production, where applicable.				
34.	Provision of Wooden Frames	Supply and delivery of wooden frames as and when required by the CCMA, in accordance with the following specifications: • Frame sizes: A3 • Dimensions: 620 × 497 × 35 mm • Approximate weight: 2 kg • Dimensions: 620 × 497 × 35 mm • Colours: Black, Coffee Bean and Whitewash • Suitable for display of certificates, posters, notices and promotional material • Durable, high-quality finish with protective front cover where applicable Bidders must provide unit pricing per	1	R.....	R.....	R.....

CCMA/2026/01/GS/SC

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		frame size and colour option, including delivery costs where applicable.				
		Supply and delivery of wooden frames as and when required by the CCMA, in accordance with the following specifications: • Frame sizes: A4 • Dimensions: 210 × 297 mm • Approximate weight: 2 kg • Colours: Black, Coffee Bean and Whitewash • Suitable for display of certificates, posters, notices and promotional material • Durable, high-quality finish with protective front cover where applicable Bidders must provide unit pricing per frame size and colour option, including delivery costs where applicable.	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
35.	Provision of Aluminium Snapper Clip Frames for Posters	Supply and delivery of aluminium snapper clip frames for posters, as and when required by the CCMA, in accordance with the following specifications: • Flip-open aluminium frame system for easy insertion and replacement of posters • Suitable for wall-mounted display applications • Sizes ranging from A0 to A4 • Durable aluminium construction with professional finish • Protective clear cover included where applicable Bidders must provide unit pricing per frame size and colour option, including delivery costs where applicable.	See the below breakdown for sizes A0-A4. Insert pricing per size in the rows below			
		A0	1	R.....	R.....	R.....
		A1	1	R.....	R.....	R.....
		A2	1	R.....	R.....	R.....

CCMA/2026/01/GS/S

Item No#	Item	Description	Estimated Quantity	Year 1 Unit Price (VAT incl.)	Year 2 Unit Price (VAT incl.)	Year 3 Unit Price (VAT incl.)
		A3	1	R.....	R.....	R.....
		A4	1	R.....	R.....	R.....
ESTIMATED TOTAL PRICE (INCLUSIVE OF VAT)				Y1 R.....	Y2 R.....	Y3 R.....
ESTIMATED GRAND TOTAL PRICE FOR 36 MONTHS (INCLUSIVE OF VAT)				R.....		
Annual Escalation Percentage (Year 2) * Only indicate the percentage (%) increase						
Annual Escalation Percentage (Year 3) Only indicate the percentage (%) increase						

CCMA/2026/01/GS/S

N.B: THE QUANTITIES INDICATED IN ANNEXURE A AS ATTACHED ARE STRICTLY FOR COSTING PURPOSES AND MAY VARY UPWARD OR DOWNWARD AT THE TIME OF ORDERS. ITEMS LISTED ABOVE ARE ON AN AS AND WHEN REQUIRED BASIS AND IT IS NOT MANDATORY FOR THE CCMA TO ORDER ALL LISTED ITEMS.

The total price will be used strictly for evaluation purposes. Actual expenditure will be based on orders placed as and when required and the CCMA does not guarantee volumes.

CCMA/2026/01/GS/SJTA

1.8 TABLE 2: DELIVERY COSTS FROM THE BIDDER'S PREMISES

NB: The cost of delivery must be based on the per km cost in South African Rands between the bidder's premises and the point of delivery.

NB: The pricing submitted for Year 1 shall be firm and fixed. For Years 2 and 3, pricing shall remain firm and fixed for each respective year following the application of the annual escalation rate as proposed by the bidder. No further price adjustments shall be permitted during the applicable contract year.

Bidders must complete the table below in full.

Delivery cost per kilometer per trip from the bidder's premises to each region (including VAT)				
Delivery cost to the CCMA offices as listed below)				
	Office	Cost per delivery		
		Year 1	Year 2	Year 3
1.	Head Office- 28 Harrison Street, Marshalltown, Johannesburg, 2001	R.....	R.....	R.....
2.	Ekurhuleni 60 Woburn Avenue, Benoni, 1500	R.....	R.....	R.....
3.	Johannesburg 127 Fox Street & Eloff St, CBD, Johannesburg, 2001	R.....	R.....	R.....
4.	Tshwane 345 Pretorius Street, Pretoria, 0002	R.....	R.....	R.....
5.	Vaal 27 Kruger Avenue and Edward Street, Vereeniging, 1930	R.....	R.....	R.....

CCMA/2026/01/GS/SJTA

6.	KuGompo City 73 Oxford Street, East London CBD, KuGompo City, 5200	R.....	R.....	R.....
7.	Gqeberha 97 Govan Mbeki Avenue Port Elizabeth, 6001	R.....	R.....	R.....
8.	Bloemfontein Tourism Centre, 60 Park Road, Willows, Bloemfontein, 9301	R.....	R.....	R.....
9.	Welkom 27 Mooi Street, Welkom Central, Welkom, 9460	R.....	R.....	R.....
10.	Durban Aqua Sky Towers, 275 Anton Lembede Street, Durban Central, Durban, 4001	R.....	R.....	R.....
11.	Newcastle CCMA, Rams tv Centre. No 71 Scott Street Newcastle, 2940	R.....	R.....	R.....
12.	Pietermaritzburg 188 Langalibalele Street, Pietermaritzburg, 3201	R.....	R.....	R.....
13.	Port Shepstone 10 McArthur Street, Cnr McArthur and Dennis Shepstone streets, Port Shepstone, 4240	R.....	R.....	R.....
14.	Richards Bay 2nd Floor, ABSA Building, Lakeview Terrace, 7 Trinidad Parking Area, Richards Bay, 3901	R.....	R.....	R.....

2026/01/GS/SJTA

15.	Polokwane 104 Hans van Rensburg Street, Polokwane, 0699	R.....	R.....	R.....
16.	Emalahleni 4-6 Athlone Avenue, Gerry Mann Building, Emalahleni,1035	R.....	R.....	R.....
17.	Mbombela 2nd Floor, Bell Towers, 18 Bell Street, Mbombela, 1200	R.....	R.....	R.....
18.	Kimberley 5-13 Compound Street Kimberley, 8301	R.....	R.....	R.....
19.	Klerksdorp 47-51 Siddle Street, Klerksdorp, 2570	R.....	R.....	R.....
20.	Rustenburg CCMA House, 111 Klopper Street, Rustenburg, 0299	R.....	R.....	R.....
21.	Cape Town 78 Darling Street, Cape Town, 8001	R.....	R.....	R.....
22.	George 2 Cathedral Square, 62 Cathedral Street, George, 6529	R.....	R.....	R.....
Total Delivery Cost (R per km)		R.....	R.....	R.....
Annual Escalation Percentage (Y2) * Only indicate the percentage (%) increase				
Annual Escalation Percentage (Y3) * Only indicate the percentage (%) increase				

MA/2026/01/GS/SJTA

Note: The addresses listed above are as of (date of publication of the bid) and any changes will be communicated.

GRAND TOTAL PRICING SCHEDULE (Totals captured in Table 1 and Table 2):

Pricing Component	Year 1 (Incl. VAT)	Year 2 (Incl. VAT)	Year 3 (Incl. VAT)	Total for 36 Months (Incl. VAT)
Estimated Grand Total of Printing Price Schedule	R _____	R _____	R _____	R _____
Estimated Grand Total of Delivery Cost	R _____	R _____	R _____	R _____
GRAND TOTAL PRICE (Incl. VAT)	R _____	R _____	R _____	R _____

CCMA/2026/01/GS

SECTION 3: EVALUATION CRITERIA

CCMA/2026/01/GS/SJTA

1. EVALUATION CRITERIA

Bids will be evaluated in two (2) Stages as follows:

- Stage 1: Functional Evaluation Criteria: The functionality evaluation will comprise of two (2) Phases i.e., Functional/ Evaluation (Phase 1) and Site visit and Demonstration (Phases 2)
- Stage 2: Price and Specific Goals

The Functional Evaluation Criteria will be evaluated in two (2) phases:

Phase 1 will consider only the following elements:

ELEMENT	WEIGHT
1. TRACK RECORD (CONTACTABLE REFERENCE LETTERS)	15
2. DETAILED PROJECT PLAN	20
3. HUMAN RESOURCE CAPABILITY 3. 1 Project Manager = 10 3.2 Graphic Designer = 10 3.3 Editor = 5	25
4. FINANCIAL CAPACITY	10
TOTAL	70

Bidders will be required to achieve a minimum score of 55 out of the 70 points during this phase of the evaluation process to be considered further for a site visit and demonstration (Phase 2). The bidder will be required to demonstrate their capacity and capability to meet the CCMA printing requirements.

1.1 TABLE 3: THE FUNCTIONAL EVALUATION CRITERIA

Bidders must indicate the relevant reference page(s) in their proposal where each requirement is addressed.

CRITERIA	WEIGHT	REFERENCE PAGE IN PROPOSAL
1. TRACK RECORD (CONTACTABLE REFERENCE LETTERS) Successful work completed in Design and Printing Services	15	
Bidders must provide written contactable references not older than five (5) years from previous companies/clients to whom similar services as those set out in Table 1 were rendered. Attach reference letters. The signed and dated reference letters must be on a company		

CCMA/2026/01/GS/SITA

CRITERIA	WEIGHT	REFERENCE PAGE IN PROPOSAL
letterhead clearly indicating: ➢ Company name ➢ Authorised Contact person ➢ Contactable telephone numbers ➢ Value of the contract ➢ Duration of the contract ➢ Volumes produced per contract ➢ Nature of services rendered ➢ Year the service was provided • 5 contactable positive references (15 points) • 4 contactable positive references (12 points) • 3 contactable positive references (9 points) • 2 contactable positive references (6 points) • 1 contactable positive reference (3 points) • No contactable reference (0 points)		
2. DETAILED PROJECT PLAN	20	
The prospective bidder must submit a detailed project plan setting out the methodology and must include the following: • A detailed delivery and logistics plan for deliveries to the CCMA offices and contingency plans for delayed and/ or failed deliveries. • The bidder must demonstrate the ability to carry out the contract by outlining key variables that must be in place to ensure compliance with the agreed response timelines for quotes, delivery turnaround times and invoicing as set out below:		

CCMA/2026/01/GS/SJTA

CRITERIA	WEIGHT	REFERENCE PAGE IN PROPOSAL
Response Timelines for Quotes • Turnaround times to provide quotes (2 working days from date of receipt of the request). Delivery Turnaround Time • Printing must be delivered to the specified location as per the Purchase Order within the following timelines: • Printing of paper-based material (5 working days from date of Purchase Order). • Braille printing (20 working days from date of Purchase Order). • Other non-paper-based printing (10 working days from date of Purchase Order). Invoicing • Invoices and statements must be issued within seven (7) days of delivery. • Delivery notes must be issued on the same date as the delivery of the goods. Project plan submitted/attached and addressing all the above listed aspects (20 points) No points will be awarded if the submitted project plan does not address all the above-mentioned aspects (0 points)		
3. HUMAN RESOURCE CAPABILITY	25	
Human resources capabilities are very crucial to the success of any project, below are requirements of human resources for this project. Please provide a clearly marked CV for each role, multiple roles per resource is strictly NOT allowed. The CVs provided will be used to evaluate the human resources capabilities of the bidder. The submitted CVs must clearly show the number of continuous years of industry experience and contactable references. Qualifications must		

CCMA/2026/01/GS/SJTA

CRITERIA	WEIGHT	REFERENCE PAGE IN PROPOSAL
be supported by certified copies of the relevant certificates or qualifications. Certification must be original, (not copies of previously certified copies) dated and signed. The date of certification must not be older than six (6) months of the closure of the bid. Failure to comply with the above requirements will result in the bidder automatically scoring zero (0). If any of the allocated Human Resources is no longer available to service the project, a replacement resource must meet the same requirements, and the CCMA must be notified in writing, and the notification must include the CV of the proposed replacement resource. Note: The CCMA reserves the right to interview the resources whose CVs are submitted.		
3.1. Project Manager (10 Points) Bidders must submit a detailed CV of the Project Manager who will be responsible for the CCMA account. Note: Years of experience refers to number of years' continuous involvement in the Provision of Design, General and Specialised Printing Services (10 Points) Project Manager 9 years plus = 10 points Project Manager 7 to 8 years = 8 points Project Manager 5 to 6 years = 6 points Project Manager 3 to 4years = 4 points Project Manager 1 to 2 years = 2 points Project Manager less than one year = 0 point	10	

CCMA/2026/01/GS/SJTA

CRITERIA	WEIGHT	REFERENCE PAGE IN PROPOSAL
3.2. Graphic Designer (10 Points) Bidders must submit a detailed CV of the Graphic Designer who will be responsible for the CCMA account. Note: Years of experience refers to number of years' continuous involvement in the Provision of Design, General and Specialised Printing Services. Graphic Designer 9 years plus = 10 Points Graphic Designer 7 to 8 years = 8 Points Graphic Designer 5 to 6 years= 6 Points Graphic Designer 3 to 4 years = 4 Points Graphic Designer 1 to 2 years = 2 Point Graphic Designer less than one year = 0 point	10	
3.3. Editor (05 points) Bidders must submit a detailed CV of the Editor responsible for the CCMA account. Note: Years of experience refers to number of years' continuous involvement in the Provision of Design, General and Specialised Printing Services. Editor 9 years plus = 5 Points Editor 7 to 8 years = 4 Points Editor 5 to 6 years = 3 Points Editor 3 to 4 years = 2 Points Editor 1 to 2 years = 1 Points Editor less than one year = 0 point	5	

CCMA/2026/01/GS/SJTA

CRITERIA	WEIGHT	REFERENCE PAGE IN PROPOSAL
4. FINANCIAL CAPACITY Bidders must provide proof of financial capacity with a minimum of R 150 000 positive cash balance, not turnover, at the time of bid closure and / or access to credit through a single or various sources. The submission of either one of the above-mentioned documentations will be considered: i. Latest three months bank statement stating a positive balance available in the bank account as at the time of bid closure (electronically stamped or bank stamped). ii. Provide proof of access to bank credit facilities, as at the time of bid closure. Loan Agreement/overdraft facility/revolving credit – on the bank letterhead with bank stamp not older than a month at the time of bid closure; and provide proof of available bank balance. (Not a conditional assessment of Credit Rating or Bank Rating) iii. A signed letter of commitment from a registered Financial Service Provider (FSP) registered with National Credit Regulator (NCR) indicating a commitment to fund the bidder should they be successful. Where no document is submitted the bidder will score zero (0).	10 • Bidder who submits all (3) documents will score =10 points • Bidder who submits 2 documents (i and ii) or (i and iii) will score = 6 points • Bidder who submits 1 document (i) will score = 3 points	
TOTAL	70	

CCMA/2026/01/GS/SJTA

NB: CCMA may conduct reference checks and verification at any stage of the evaluation.

Bidders will be required to achieve a minimum score of 55 out of the 70 points during this phase of the evaluation process to be considered further for a Site Visit and Demonstration (Phase 2). The bidder will be required to demonstrate its capacity and capability to meet the CCMA printing requirements.

PHASE 2: SITE VISIT AND DEMONSTRATION

The CCMA will conduct site inspection to verify the existence and capacity of the bidder to efficiently render the required design and printing services.

Bidders must submit site identification documentation that clearly links the bidder to the site proposed in the bid, by providing one of the following:

- Title deed (if the bidder owns the site)
- Signed lease agreement (if the bidder leases the site)
- Letter of authority/consent from the property owner authorising the bidder to utilise the site. The letter of authority/consent must be accompanied by a copy of the owner's title deed.

Failure to provide the required site identification will disqualify the bidder from qualifying for a site visit.

Phase 2 will consider only the following elements:

ELEMENT	WEIGHT
SITE VISIT AND DEMONSTRATION	30

TABLE 4: SITE VISIT AND DEMONSTRATION

CRITERIA	WEIGHT	COMMENTS
SITE VISIT AND DEMONSTRATION The CCMA will conduct a site inspection to verify the existence and capacity of the bidder to efficiently render the required design and printing services as per the items listed on Table 1: Pricing Schedule including: • Adequate capacity to print paper based and non-paper-based materials: (15 points) o Office space (walk - about) o Computer(s), including software (software used by bidder and license validity) o Staff (Demonstration)	30	

CCMA 26/01/CS/SJTA

o High Volumes Printing Machine(s) (Versatility: Capable of producing a wide range of materials with options for high-quality colour, finishing, and customization). Proof of ownership/leased contract will be required. o High-volume digital printing for fast turnaround and customised outputs (e.g., certificates, stationery, and short-run booklets), as well as lithographic printing requiring Pantone colour matching, advanced ICC profiling and colour calibration (including CMYK colour standardisation aligned with CCMA corporate identity), and premium finishing techniques such as foiling, embossing, and spot UV. • Two paper-based samples that are similar to the items listed in the pricing schedule two paper-based samples (05 points) • Two non-paper-based samples that are similar to the items listed in the pricing schedule - 05 points • Sample of an edited booklet in track changes and its clean version (05 points) No points will be awarded if the bidder does not meet the requirements set out above (0 points)		

The bidders are required to achieve a score of 30 out of the 30 points during this stage of the evaluation process to be considered further for Price and Specific Goals evaluation (Stage 2). Bidders who fail to attain the required threshold will be disqualified

CCMA2026/01/GS/SJTA

1.2 TABLE 5: STAGE 2 PRICE AND SPECIFIC GOALS

PRICE AND SPECIFIC GOALS	POINTS
Price Evaluation The proposals will be evaluated in terms of the 80/20 evaluation principle, in line with Preferential Procurement Policy Framework Act and Preferential Procurement Regulations (PPR) 2022, where 80 points is allocated for price and the 20 points will be allocated to promote the CCMA goals on ownership.	
Points allocated for Price	80
Points allocated for Specific Goals	20
TOTAL FOR PRICE and SPECIFIC GOALS	100

1.2.1 The applicable preference point system for this tender is the 80/20 through the applicable Preferential Procurement Regulations principles aligned with the set evaluation thresholds determined by the National Treasury. The evaluation criteria shall be in terms of the Preferential Procurement Policy Framework Act No.5 of 2000 and Preferential Procurement Regulations (PPR) 2022 provisions that have specific goals as contemplated in section 2(1)(d) of the Act., where 80 points are allocated for price and 20 points will be allocated to promote the CCMA goals on ownership.

a) The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- Price; and
- Specific Goal(s).

1.2.3 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**

CCMA/2026/01/GS/SJTA

1.2.4 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.

1.2.5 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.

CCMA/2026/01/GS/SJTA

ANNEXURE A: ESTIMATED ANNUAL CONSUMPTION

N.B: The quantities reflected below are indicative estimates for costing purposes only and should not be construed as a commitment by the CCMA to purchase such quantities. CCMA's ongoing migration to digital transformation may significantly reduce the actual quantities required during the contract period. Bidders must quote a fixed cost per unit.

Item No#	Item	Size/Type (where different sizes/types are required)	Estimated Quantity		
			Year 1	Year 2	Year 3
1.	Branded foldable Chairs	N/A	22	16	10
2.	Posters	A1	200	150	100
		A2	200	150	100
		A3	200	150	100
		A4	200	150	100
		A5	200	150	100
3.	Slide presentation hand out colour	N/A	750	500	250
4.	Slide presentation hand out black and white	N/A	750	500	250
5.	Folders	N/A	1400	1000	750
6.	Information sheets as colour brochures (1 brochure containing 1 information sheet)	N/A	13000	10000	7500
7.	A4 Roll-fold Brochures	N/A	8500	7500	5500

CCMA/2026/0

Item No#	Item	Size/Type (where different sizes/types are required)	Estimated Quantity		
			Year 1	Year 2	Year 3
8.	A5 Roll-fold Brochure	N/A	50	40	30
9.	Training Manuals (PUR-bound)	N/A	4000	3000	2000
10.	Training Manuals (saddle-stitched	N/A	150	100	50
11.	A5 Resource Booklet (PUR-bound)	N/A	15	10	5
12.	Resource Booklets A5 (saddle-stitch)	N/A	15	10	5
13.	Artwork for material	Colour Brochures	24	16	13
		Braille Material	5	5	5
14.	Braille – Manuals	N/A	30	20	10
15.	Name Cards for training	N/A	800	600	400
16.	Wall banner	N/A	26	15	10
17.	Pull up banner	N/A	52	30	20
18.	Feather / Shark Fin Banner	N/A	52	30	20
19.	Lantern banner	N/A	52	30	20
20.	Tablecloths (Cotton)	N/A	52	30	20
21.	Podium banner	N/A	3	2	1

CCMA/026/01/GS

Item No#	Item	Size/Type (where different sizes/types are required)	Estimated Quantity		
			Year 1	Year 2	Year 3
22.	Gazebo	N/A	26	15	10
23.	Business Cards 100 per pack (in line with the Corporate Identity Manual)	N/A	4020	3015	2010
24.	Note Pads	N/A	300	200	100
25.	Name Tags with branded lanyard.	N/A	300	200	100
26.	Folders	N/A	1000	1000	1000
27.	Annual Performance Plan (APP): Design, Layout, Editing and Printing	N/A	70	70	70
28.	Strategic Plan (SP): Design, Layout, Editing and Printing	N/A	70	70	70
29.	Annual Report (AR): Design, Layout, Editing and Printing	N/A	70	70	70
30.	Corporate Calendars: Design, Layout, Editing and Printing	N/A	100	100	100
31.	Canvass Printing	A0	25	15	10
		A1	25	15	10
		A2	25	15	10

CCMA/2026/01/IGS

Item No#	Item	Size/Type (where different sizes/types are required)	Estimated Quantity		
			Year 1	Year 2	Year 3
		A3	25	15	10
32.	Printing of Paper-Based Material:	A4 anniversary books, reflection books and coffee table books	100	100	100
		CCMA Corporate Identity Manual	50	50	50
33.	Other non-paper-based material	• USBs • Mouse pads • Computer mouse • Other branded promotional items as may be required from time to time	1000	1000	1000

CCMA/2026/01/GSK

Item No#	Item	Size/Type (where different sizes/types are required)	Estimated Quantity		
			Year 1	Year 2	Year 3
		NB: quantities reflected are dependent on the need of the organisation			
34.	Provision of Wooden Frames	A3	52	30	20
		A4	52	30	20
35.	Provision of Aluminium Snapper Clip Frames for Posters	A0	52	30	20
		A1	52	30	20
		A2	52	30	20
		A3	52	30	20
		A4	52	30	20

CCMA/026/01/GSK

SECTION 4: ANNEXURE

CCMA/2026/01/GS/SJTA

ANNEXURE 2: SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMISSION FOR CONCILIATION, MEDIATION AND ARBITRATION					
BID NUMBER:	CCMA/2026/01/GS/SJTA	CLOSING DATE:	28 September 2026	CLOSING TIME:	11:00AM
DESCRIPTION	PROVISION OF DESIGN, GENERAL AND SPECIALISED PRINTING SERVICES FOR THE CCMA FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
28 HARRISON STREET, 12th FLOOR RECEPTION					
JCI BUILDING, MARSHALLTOWN					
JOHANNESBURG					
2001					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	MR. NATHAN MAMOGOBO	CONTACT PERSON	
TELEPHONE NUMBER	011 377 6939	TELEPHONE NUMBER	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	
E-MAIL ADDRESS	Tenderenquiries@ccma.org.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

CCMA/2026/01 GS/SJTA

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

CSM/22/01/GS/SJTA

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

CCMA/2026/01/GS/SJTA

ANNEXURE 3: SBD 3.3 (TO BE ENCLOSED IN ENVELOPE 2)

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: .....BID NO.: .....

CLOSING TIME 11:00 CLOSING DATE.....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

---------- R---------- ---------- days
---------- R---------- ---------- days
---------- R---------- ---------- days
---------- R---------- ---------- days

3.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	.....	.....	R.....
----------	.....	.....	R.....
----------	.....	.....	R.....
----------	.....	.....	R.....

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

3.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
----------	.....	.....	R.....
----------	.....	.....	R.....
----------	.....	.....	R.....
----------	.....	.....	R.....
		TOTAL: R.....	

4. Period required for commencement with project after Acceptance of bid .....

5. Estimated man-days for completion of project .....

6. Are the rates quoted firm for the full period of contract? *YES/NO

7. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index. .....

.....

.....

.....

*[DELETE IF NOT APPLICABLE]

CCMA/2020

ANNEXURE 4: SBD 4

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 interest2 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

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

[2] 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.

CCMA/2026/0105SJTA

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 consortium[3] 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.

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.

3. 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

[3] 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.

SCM/2026/WCSRJTA

PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

CCMA/2026/01/GS/SJTA

ANNEXURE 5: SBD 6.1

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

CCMA/2026/01/GS/SJTA

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).

CCMA2026/01/GS/SJTA

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:

80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 or 90/10

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

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

CCMA/2026/01/IGS/SJTA

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**
Black Owned Entities	*08*	*04*
Women Owned Entities	*06*	*03*
Youth Owned Entities	*04*	*02*
PWD Owned Entities	*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

COMM/2026/01/01 SJTA

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 R50 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.

CCMA/2026/01/GS/SJTA

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: [ ] $4 \times \frac{\%yo}{100} =$

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: [ ] $2 \times \frac{\%PWD}{100} =$

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

CCMA/2026/01/GS/SJTA

Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

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

CSIR/2026/01/GS/SJTA

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……..

4.5. 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]

4.6. 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.

2026/01/GS/SJTA

……
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……

DATE: ……

ADDRESS: ……

……

……

……

ANNEXURE 6: SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

1. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) …….. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number…….. at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Filled in task directive/proposal;
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and
   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations, and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) ……

CAPACITY ……

SIGNATURE ……

WITNESSES

1 ……

2 ……

DATE: ……

CS/MA/2601/GS/SJTA

NAME OF FIRM ……

DATE ……

CONTRACT FORM - RENDERING OF SERVICES SBD7.2

2. PART 2 (TO BE FILLED IN BY THE PURCHASER)

I……in my capacity as…… accept your bid under reference number ……dated……for the rendering of services indicated hereunder and/or further specified in the annexure(s).

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

3. I confirm that I am duly authorized to sign this contract.

SIGNED AT ……ON……...

NAME (PRINT) ……

SIGNATURE ……

OFFICIAL STAMP

WITNESSES

1 ……

2 ……

DATE: ……

CCMA/2020/01/GS/SJ/A

CCMA/2026/01/GS/SJTA

Annexure 7

CCMA'S

STANDARD

CONDITIONS OF BID

CCMA/2026/01/GS/SJTA

3. 1 GENERAL

Actions	1	CCMA's *Representative* and each *bidder* submitting a bid shall act timeously as stated in these Conditions of Bid and in a manner which is fair, equitable, transparent, competitive and cost-effective.
Interpretation	2	Terms shown in *italics* vary for each bid. The details of each term for this bid are identified in the Bid Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract.
	3	Any additional or amended requirements in the Bid Data, and additional requirements given in the Schedules in the *bid returnables* are deemed to be part of these Conditions of Bid.
	4	The Conditions of Bid and the Bid Data shall not form part of any contract arising from this invitation to bid.
Communication	5	Each communication between the CCMA and a *bidder* shall be to or from CCMA*'s Representative* only, and in a form that can be read, copied and recorded. Communication shall be in the English language. CCMA takes no responsibility for non-receipt of communications from or by a *bidder.*
CCMA's rights to accept or reject any bid	6	CCMA may accept or reject any variation, deviation, bid, or alternative bid, and may cancel the bid process and reject all bids at any time prior to the formation of a contract. CCMA*'s Representative* will not accept or incur any liability to a *bidder* for such cancellation and rejection but will give written reasons for the action upon written request to do so. CCMA reserves the right to accept the whole of any part of any bid.
		After the cancellation of the bid process or the rejection of all bids CCMA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to bid at any time.

4. 2 BIDDER'S OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a bid and shall:

Eligibility	1	Submit a bid only if the *bidder* complies with the *criteria* stated in the Bid Data and the *bidder,* or any of his principals, is not under any restriction to do business with the CCMA.
Cost of biding	2	Accept that the CCMA will not compensate the *bidder* for any costs incurred in the preparation and submission of a bid, including the costs of any testing necessary to demonstrate that aspects of the bid satisfy the evaluation criteria.

CCMA 06/0 IGS/SJTA

Check documents	3	Check the *bid documents* on receipt, including pages within them, and notify CCMA*'s Representative* of any discrepancy or omissions.
Confidentiality and copyright of documents	4	Treat as confidential all matters arising in connection with the bid. Use and copy the documents provided by the CCMA only for the purpose of preparing and submitting a bid in response to this invitation.
Standardised specifications and other publications	5	Obtain, as necessary for submitting a bid, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the *bid documents* by reference.
	7	Acknowledge receipt of Addenda to the *bid documents,* which CCMA*'s Representative* may issue, and if necessary, apply for an extension to the *deadline for bid submission*, in order to take the Addenda into account.
Site visit and / or clarification meeting	8	Attend a site visit and/or clarification meeting at which *bidders* may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions. Details of the meeting(s) are stated in the Bid Data.
Seek clarification	9	Request clarification of the *bid documents,* if necessary, by notifying CCMA*'s Representative* earlier than the *closing time for clarification of queries*.
Insurance	10	Be informed that the extent (if any) of insurance provided by the CCMA may not be for the full cover required in terms of the relevant category listed in Section 8 of the *conditions of contract*, the *bidder* is advised to seek qualified advice regarding insurance.
Pricing the bid	11	Include in the rates, prices, and the bidded total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful *bidder.* Such duties, taxes and levies are those applicable 14 days prior to the *deadline for bid submission*.
	12	Show Value Added Tax (VAT) payable by the CCMA separately as an addition to the bidded total of the prices.
	13	Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the *conditions of contract.*
	14	State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Bid Data.
Alterations to documents	15	Not make any alterations or additions to the *bid documents*, except to comply with instructions issued by CCMA*'s Representative* or if necessary to correct errors made by the *bidder.* All such alterations shall be initialled by all signatories to the bid. Corrections may not be made using correction fluid, correction tape or the like.

CCMA 61/GS/SITA

Alternative bids

16 Submit alternative bids only if a main bid, strictly in accordance with all the requirements of the *bid documents* is also submitted. The alternative bid is submitted with the main bid together with a schedule that compares the requirements of the *bid documents* with the alternative requirements the *bidder* proposes.

17 Accept that an alternative bid may be based only on the criteria stated in the Bid Data and as acceptable to the CCMA.

Submitting a bid

18 Bidders must submit documents strictly in accordance with the submission requirements stipulated in Section 1 of this bid document, which shall take precedence over any general provisions contained in Annexure 7.
Submit a bid for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Bid Data.

19 Return the *bid returnables* to the CCMA, completing without exception all the forms, data and schedules included therein.

20 Submit the bid as an original plus the number of copies stated in the Bid Data and provide an English translation for documentation submitted in a language other than English. Bids may not be written in pencil but must be completed in ink.

21 Sign the original and all copies of the bid where indicated. The CCMA will hold the signatory duly authorised and liable on behalf of the *bidder*.

22 Seal the original and each copy of the bid as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the CCMA's national office address and invitation to bid number stated in the Bid Data, as well as the *bidder's* name and contact address.

23 Seal original and copies together in an outer package that states on the outside only the CCMA's national office address and invitation to bid number as stated in the Bid Data. The outer package must be marked "CONFIDENTIAL"

24 Where a two-envelope system is required in terms of the bid data, place and seal the returnable documents listed in the bid data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCMA's national office address and identification details stated in the bid data, as well as the bidder's name and contact details. Make sure both parts of the bid are delivered as a single package.

25 Accept that the CCMA will not assume any responsibility for the misplacement or premature opening of the bid if the outer package is not sealed and marked as stated.

Note:

The CCMA prefers not to receive bids by post and takes no responsibility for

CCMA/2020/01/GS/SJTA

delays in the postal system or in transit within or between CCMA offices.

Where bids are sent per fax (where applicable), the CCMA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where bids are sent via courier, the CCMA takes no responsibility for bids delivered to any other site than the bid office.

CCMA employees are not permitted to deposit a bid into the CCMA's bid box on behalf of a bidder, except those lodged by post or courier.

Closing time

26 Ensure that the CCMA has received the bid at the address and in the bid box no later than the *deadline for bid submission*. Proof of posting will not be taken by the CCMA as proof of delivery. The CCMA will not accept a bid submitted telephonically, e-mail or by telegraph unless stated otherwise in the Bid Data.

27 Accept that, if the CCMA extends the *deadline for bid submission* for any reason, the requirements of these Conditions of Bid apply equally to the extended deadline.

Bid validity

28 Hold the bid(s) valid for acceptance by the CCMA at any time within the *validity period* after the *deadline for bid submission*.

29 Extend the *validity period* for a specified additional period if the CCMA requests the *bidder* to extend it. A *bidder* agreeing to the request will not be required or permitted to modify a bid, except to the extent the CCMA may allow for the effects of inflation over the additional period.

Clarification of bid after submission

30 Provide, on request from the CCMA's *Representative* during the evaluation of bids, any other material that has a bearing on the bid, the bidder's commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by the CCMA for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the bid is sought, offered, or permitted except as required by the CCMA's *Representative* to confirm the correction of arithmetical errors discovered in the evaluation of bids. The total of the Prices stated by the *bidder* as corrected by the CCMA's *Representative* with the concurrence of the *bidder*, shall be binding upon the *bidder*

Submit bonds, policies etc.

31 If instructed by the CCMA's *Representative* (before the formation of a contract), submit for the CCMA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful *bidder* in terms of the *conditions of contract*.

32 Undertake to check the final draft of the contract provided by CCMA's *Representative and* sign the Form of Agreement all within the time required by these Conditions of Bid.

33 Where an agent on behalf of a principal submits a bid, an authenticated copy

CCMA26/21/GS/STA

of the authority to act as an agent must be submitted with the bid.

Fulfil BEE requirements	34	Comply with CCMA's requirements regarding BBBEE.

5. 3 THE CCMA'S UNDERTAKINGS

CCMA's *Representative*, shall:

Respond to clarification	1	Respond to a request for clarification received earlier than the *closing time for clarification of queries.* The response is notified to all *bidders*.
Issue Addenda	2	If necessary, issue Addenda that may amend, amplify, or add to the *bid documents,* to each *bidder.* If a *bidder* applies for an extension to the *deadline for bid submission*, in order to take Addenda into account in preparing a bid, the CCMA may grant such an extension and CCMA's *Representative* shall notify the extension to all *bidders*.
Return late bids	3	Return bids received after the *deadline for bid submission* unopened to the *bidder* submitting a late bid. Bids will be deemed late if they are not on the designated fax or in the designated bid box at the date and time stipulated as the deadline for bid submission.
Bid opening	4	Open the bids in the presence of the *bidders'* representatives who choose to attend at the time and place stated in the Bid Data. Bids for which an acceptable notice of withdrawal has been submitted will not be opened.
	5	Announce at the opening the name of each *bidder* only. Die unsuccessful bidder may request a debriefing meeting with the Supply Chain Manager on request.
Two-envelope system	6	Where stated in the bid data that a two-envelope system is to be followed, open only the technical proposals in the presence of bidder's representatives and announce the name of each bid.
	7	Evaluate the quality of the technical proposals, then advise bidders who remain in contention for the award of the contract. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum criteria.
Non-disclosure	8	Not disclose to *bidders*, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of bids and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
Grounds for rejection	9	Consider rejecting a bid if there is any effort by a *bidder* to influence the processing of bids or contract award.
Disqualificatio	10	Instantly disqualify a *bidder* (and his bid) if it is established that the *bidder*

CCMA/2020/01/GS/SITA

n		offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to bid.
Test for responsiveness	11	Determine before detailed evaluation, whether each bid properly received. • meets the requirements of these Conditions of Bid, • has been properly signed, and • is responsive to the requirements of the *bid documents*.
	12	Judge a *responsive bid* as one which conforms to all the terms, conditions, and specifications of the *bid documents* without material deviation or qualification. A material deviation or qualification is one which, in the CCMA*'s* opinion would. • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data*,* • change the CCMA*'s* or the *bidder's* risks and responsibilities under the contract, or • affect the competitive position of other *bidders* presenting responsive bids, if it were to be rectified.
Non-responsive bids	13	Reject a non-responsive bid, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
Arithmetical errors	14	Check responsive bids for arithmetical errors, correcting them as follows: • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line-item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line-item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the *bidder's* addition of prices, the total of the Prices, if any, will be corrected. • The corrected price will be communicated to the bidder. The bidder may withdraw the bid but may not change the bid price.
	15	Reject a bid if the *bidder* does not accept the corrected total of the Prices (if any).
Evaluating the bid	16	Evaluate responsive bids in accordance with the *procedure and criteria* stated in the Bid Data. The evaluated bid price will be disclosed only to the relevant CCMA bid committee and will not be disclosed to *bidders* or any other person.
Clarification of a bid	17	Obtain from a *bidder* clarification of any matter in the bid which may not be clear or could give rise to ambiguity in a contract arising from this bid if the matter were not to be clarified.
Acceptance of bid	18	Notify CCMA's acceptance to the successful *bidder* before the expiry of the *validity period* or agreed additional period. Providing the notice of acceptance

CCMA/2022/01/GS/SJTA

		does not contain any qualifying statements, it will constitute the formation of a contract between the CCMA and the successful *bidder*.
Notice to unsuccessful bidders	19	After the successful *bidder* has acknowledged the CCMA's notice of acceptance, notify other *bidders* that their bids have not been accepted, following the CCMA's current procedures.
Prepare contract documents	20	Revise the contract documents issued by the CCMA as part of the *bid documents* to take account of • Addenda issued during the bid period, • inclusion of some of the *bid returnables*, and • other revisions agreed between the CCMA and the successful *bidder,* before the issue of the CCMA's notice of acceptance (of the bid). • The schedule of deviations attached to the form of offer and acceptance, if any.
Issue final contract	21	Issue the final contract documents to the successful *bidder* for acceptance within one week of the date of the CCMA's notice of acceptance.
Sign Form of Agreement	22	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of the CCMA's notice of acceptance of the bid. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
Complete Adjudicator's Contract	23	Unless alternative arrangements have been agreed, arrange for both parties to complete and sign the Form of Agreement and Contract Data with the selected adjudicator.
Provide copies of the contracts	24	Provide to the successful *bidder* the number of copies stated in the Bid Data of the signed copy of the contracts within three weeks of the date of the CCMA's acceptance of the bid.

In the event of any inconsistency between the provisions of this bid document and Annexure 7 (CCMA Standard Conditions of Bid), the provisions of this bid document shall prevail

CCMA2026/01 ICS/S ITA

CCMA/2026/0 SJTA

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

COMA/2026/01/GS/SJTA

General Conditions of Contract

1. Definitions 1. The following terms shall be interpreted as indicated:

1.1. “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2. “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3. “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4. “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6. “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7. “Day” means calendar day.

1.8. “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9. “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10. “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12. ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the

CCMA/2026/01/GS/SJTA

detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14. "GCC" means the General Conditions of Contract.

1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20. "Project site," where applicable, means the place indicated in bidding documents.

1.21. "Purchaser" means the organization purchasing the goods.

1.22. "Republic" means the Republic of South Africa.

1.23. "SCC" means the Special Conditions of Contract.

1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

CCMA/2020/GS/RFP

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

CCMA 2026/01/GBSJTA

7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1. All pre-bidding testing will be for the account of the bidder.

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith,

CCMA/026/01/ESR/ITA

the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

CCMA/2025/01/GS/SITA

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

CCMA2025/01/GIS/RFTA

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its

CCMA/2021/01/GS/SITA

cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

CCMA2025/01/GS/SITA

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from

CCMA/2025/01/GSB ITA

doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the

CCMA/025/01/GSITA

contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5. Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

COMM2026/01/GS/SITA

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

CCMA/2R/01/GS/SJTA

ANNEXURE 8

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 REPRESENATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENATIVE OF THE COMPANY: _____

CCMA/2026/NGS/SJTA