COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

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REQUEST FOR QUOTATIONS "RFQ"

RFQ NO:	**RQN00000220293**			
DESCRIPTION OF SERVICES REQUIRED:	**Request for quotations for Media Monitoring and Analysis Services to the CCMA for a period of thirty-six (36) months**			
ISSUING DATE:	**29 September 2026**			
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALUATE YOUR PRICE AND PRICE MUST INCLUDE ALL APPLICABLE TAXES				
CONTRACT DURATION	**Thirty-Six (36) MONTHS**			
CLOSING:	**TIME:**	**16H00**	**DATE:**	**6 October 2026**
QUOTATION VALIDITY PERIOD:	**90 days**			
CONTACT PERSON:	Siphosenkosi Mahlangu; Email: SiphosenkosiM@ccma.org.za Tel: 011 377 6949			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	**The submissions of the quotations must be emailed to: RFQ1@CCMA.org.za only** **All quotations need to be on an official letterhead (All cost included)**			
DISQUALIFICATION	**Quotations not submitted to the RFQ1@CCMA.org.za will be disqualified.**			

SPECIFICATION

1. BACKGROUND

The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent and autonomous organisation that was established by the Labour Relations Act of 1995 (LRA) to deliver dispute 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.

2. EXECUTIVE SUMMARY

2.1. One of the strategic functions of the CCMA's Stakeholder Management Communications and Projects (SMCP) Unit under the Governance and Strategy Department, is to conduct a large-scale environmental scan across all media platforms of all CCMA and labour related matters arising within the South African labour market in order for CCMA leadership to remain abreast of all prominent issues for decision making and strategising purposes.

2.2. In addition, the CCMA, as an independent statutory dispute resolution institution, is mandated to promote fair labour practices, advance effective dispute prevention and resolution, support stable collective bargaining, and contribute to labour market stability and social justice. To effectively fulfil this mandate, the CCMA must remain informed of developments that may affect employment relations and the labour market. This includes monitoring economic conditions, labour market developments, industrial action, retrenchments and potential job losses, legislative and policy changes, social and community issues, traditional and social media discourse, political developments, and international trends that may have a direct or indirect impact on South Africa's labour relations landscape.

2.3. To support effective stakeholder engagement and media liaison, the media monitoring service must provide accurate, timely, and actionable intelligence through real-time alerts, dashboards, and analytical reports. This will enable the CCMA to proactively manage reputational risks, respond to emerging issues, and maintain public confidence in the institution. Particular emphasis must be placed on identifying, analysing, and reporting on media coverage involving the CCMA, especially adverse or potentially damaging coverage, across print, broadcast, online, and social media platforms.

3. OBJECTIVE

3.1. The CCMA requires a suitably qualified and experienced service provider to provide the CCMA with detailed and comprehensive media monitoring and analysis service, providing strategic insight through tracking and analysing media coverage and commentary on the CCMA to enable the organisation to protect, preserve and promote its integrity. This should include:

- 24/7 media monitoring;
- media clipping and distribution services;
- sentiment and reputation analysis;
- social and digital media monitoring;
- stakeholder and influencer tracking;
- early warning and crisis monitoring;
- media intelligence reporting;
- strategic communication insights and recommendations.

3.2. The service provider shall provide the CCMA with daily and ad hoc ("as and when required") media monitoring and analysis across newspapers (national, regional and community newspapers), magazines, journals, online news sites, radio (national, international, commercial and community radio stations) and television (international, community, DSTV, free to air and national broadcaster) and social media platforms. The service must monitor coverage relating to the CCMA, the Department of Employment and Labour, the International Labour Organization (ILO), NEDLAC, the Labour Court, the Labour Appeal Court, and developments affecting the South African labour market, employment relations, collective bargaining, industrial action, labour legislation, and the broader world of work.

3.3. In addition to providing comprehensive media monitoring reports and dashboards at specified times, the service provider shall produce concise monthly, quarterly, and annual analytical reports that synthesise media coverage relevant to the CCMA. Reports must prioritise content based on its strategic, operational, and reputational significance to the organisation and present key insights, trends, risks, and opportunities in a clear and actionable format. All reports and dashboards must include direct links to the original source content to facilitate verification and further analysis.

4. SCOPE OF WORK

4.1. The CCMA intends to appoint a service provider with suitable expertise and experience in offering Media monitoring and analysis services for the CCMA for a period of 36 months.

4.2. The service provider shall provide comprehensive monitoring across the following platforms:

4.2.1 Print Monitoring

- Monitoring all major daily and weekly titles, as well as regional titles, community newspapers, major national newspapers, magazines, trade journals and periodicals (Print Media). Monitoring the Print Media using a combination of keywords that the CCMA will provide, ***subject to continuous review***.

- Daily monitoring of Print Media must result in the relevant articles being electronically distributed to CCMA as they become publicly available in an Encompassing Coverage Report, at least two (2) times a day, via e-mail at 8:00, and 15:00 to a designated list of employees-details of which shall be communicated to the successful service provider and this list is ***subject to continuous review***.

- The CCMA also requires the service provider to share any media coverage via WhatsApp platform as and when there's coverage on the CCMA.

- The Encompassing Coverage Report should make provision for the following:

  - Easily accessible and fast colour JPEG or PDF-file format of articles;
  - Listing of articles under headlines as they appear in the media, accompanied by short introductory summaries;
  - Archiving all listed articles;
  - Electronic access to all content, which includes a fully searchable archive of the CCMA and other relevant articles that are provided daily via e-mail summaries, accessible to designated CCMA officials 24 hours a day (including weekends); and
  - Access to paywall articles.

4.2.2 Broadcast Monitoring

- Monitoring must include all television and radio news broadcasts, television and radio programmes including phone-in programmes, current affairs programmes, radio talk shows and podcasts which must be monitored on a daily basis.

- The Encompassing Coverage Report should make provision for the following:

  - Easily accessible video and audio clips of the relevant television and radio broadcast.
  - All video and audio clips must be made available on a secure electronic portal for download.
  - List of articles under headlines as they appear in the media, accompanied by short introductory summaries at least two (2) times a day, namely 8:00 and 15:00 to a designated list of employees-details of which shall be communicated to the successful service provider and this list is ***subject to continuous review***.
  - The successful bidder must upon request be able to provide the CCMA with copies of radio or television broadcasts on any relevant format (e.g. CD, DVD, USB or dedicated electronic portal) within 8 hours after broadcast where practical.

4.2.3 Online and Social Media Monitoring

- Daily monitoring of online and social media must include online versions of all relevant publications as stipulated for print media in paragraph 4.1 above, as well as other digital interfaces such as Facebook, X , websites, blogs, chat rooms and related online media for content that involves the work of the CCMA.

- The Encompassing Coverage Report should make provision for the following:

  - Daily reports with headlines, summaries and electronic access to content via e-mail three (2) times a day, namely at 8:00 and 15:00 of all relevant articles published on social media and online publications.
  - Coverage must include but not be limited to the following platforms: Facebook, X, Instagram, LinkedIn, Blogs search engine indexed content and digital news websites
  - Access to social media tracking dashboards including analytics, heat maps, demographic information, location, statistics and searchable archives.
  - Access to paywall articles.

4.2.4 Media Analysis and Trends

- The analysis of reports and coverage from print, broadcast and online media must be done on a, monthly, quarterly, and annual basis extensively reported issue related to the CCMA on the dates communicated to the successful service provider (for instance, the monthly reports will be due on the 5th of every month).

- The Report must include comprehensive analysis:
  - The media content analysis must include a quantitative measurement of actual coverage received per publication, as well as the estimated reach of articles per publication/platform.

- The media content analysis report must include an overview summary, qualitative analysis of the key issues covered in the media that is of relevance to the CCMA, i.e. public perception of the key issues that involve CCMA as expressed by media commentators, stakeholders and Users in the media, the nature of coverage (positive, negative or neutral), trends analysis, issue escalation indicators, reputation scoring as well the strategic and reputational impact of such coverage on the CCMA. It should also identify the key journalists and media houses covering these issues
- All reports must include a trend and comparative view, month-on-month and quarter-on-quarter and year-on-year.

4.2.5 Methodology used in analysis

- An explanation of the methodology used for analysis (guideline – this must be more than AVE)

4.3. Daily News Summary Reports

- To ensure that the CCMA leadership and management team is kept abreast of breaking news and other important news on a daily basis and to address where possible, negative and misrepresentation in the media, the service provider must provide a news summary report at 8h00 and 15:00 on a daily basis including on weekends, summarising relevant content, prioritised in terms of strategic, operational, and reputational value, with easy access to original content.

4.4. Format and timeframes for submission of reports:

- Reports and dashboards must be submitted electronically in PDF and Word format and in colour.
- The time frame for submission of the reports is as follows:
  - Daily monitoring report with media coverage update and clickable links must be submitted each morning in dashboard format at 8:00am;
  - Monthly report – within three (3) working days after month-end;
  - Quarterly report – three (3) working days after every quarter; and
  - Annual report – seven (7) working days after the end of the CCMA's financial year (March).

4.5. Online / web portal

- Provide 24-hour access to a password protected web portal which serves as depository for media coverage and analysis reports, segmented but not limited to the following: Top stories (Home), CCMA and related searched coverage (Print, Broadcast, online, social media) including PDF, HTML and JPEG of print media, link to online media coverage and social media coverage. The service provider will be required to provide for accessing news reports and analysis. All coverage and analysis reports must be available on the web portal, searchable and accessible for CCMA designated officials.

4.6. Crisis and Risk Monitoring

- The service provider shall:
  - Provide real-time alerts for high-risk, sensitive, or negative coverage;
  - Escalate crisis-related issues immediately to designated CCMA officials;
  - Maintain a 24-hour alert capability for critical incidents where required; and
  - Provide rapid response summaries and reputational assessments during crises.

4.7. **Ad Hoc Services**

- The service provider may be required to provide:
  - Special campaign monitoring
  - Event-specific media tracking
  - Stakeholder perception tracking
  - Transcription services for broadcast interviews
  - Media contact and journalist database
  - Account Management, (Unlimited training and consultation; support and assistance)

5. TECHNICAL REQUIREMENTS

5.1. The bidder must provide:

5.1.1. Web-Based Platform

Accessible through:

- Desktop;
- Mobile devices;
- Tablet devices.

5.1.2. Functional Requirements

- Unlimited user licences preferred;
- User role management;
- Custom dashboards;
- Real-time alerts;
- Export to Excel, PDF and PowerPoint;
- Automated report scheduling;
- Cloud-based hosting;
- Data backup and disaster recovery.

5.1.3. Data Management and Security

The bidder shall:

- Comply with POPIA and all applicable legislation
- Maintain secure data storage;
- Protect confidential organisational information;
- Sign confidentiality agreements;
- Ensure all user data remains the property of the CCMA.

5.1.4. Service Levels

The service provider shall:

- Ensure accuracy and completeness of monitoring
- Deliver reports within agreed timelines

- Maintain confidentiality of CCMA information
- Ensure data reliability and system uptime
- Provide dedicated account management support
- Respond to CCMA queries within agreed turnaround times

Requirement	**Minimum Standard**
System availability	99% uptime
Critical alerts	Within 1 hour
Technical support	Business hours plus emergency support
Query response	Within 4 working hours
Resolution time	Within 24 working hours

6. EVALUATION CRITERIA

RFQ will be evaluated in 2 phases as follows:

- **Phase 1**: Functionality Evaluation.
- **Phase 2**: Price and Specific Goals.
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6.1. PHASE ONE (1): FUNCTIONAL/ TECHNICAL EVALUATION

Phase 1 will consider only the following elements:

ELEMENT	WEIGHT
6.1.1. COMPANY EXPERIENCE	5
6.1.2. TRACK RECORD (CONTACTABLE REFERENCE LETTERS)	30
6.1.3. DETAILED PROJECT PLAN	25
6.1.4. HUMAN RESOURCE CAPABILITY	30
6.1.5. SAMPLE OF MEDIA MONITORING AND ANALYSIS REPORTS (MONTHLY AND QUARTERLY REPORTS)	10

Functionality Evaluation Criteria (100 points)

CRITERIA	WEIGHT	
1. COMPANY EXPERIENCE Bidders must have at least 3 or more years of demonstrated experience in media monitoring services. 7 years' experience and above = 5 points 6 years but less than 7 years' experience = 4 points 5 years but less than 6 years' experience = 3 points 4 years but less than 5 years' experience = 2 points 3 years but less than 4 years' experience = 1 point **No points will be allocated to companies with experience of less than 3 years.**	**5**	
2. TRACK RECORD (CONTACTABLE REFERENCE LETTERS) **Successful work completed in Media Monitoring and Analysis services.**	**30**	
Bidders must provide written contactable references not older than five (5) years from previous companies/clients and current companies/ clients to where similar services were rendered. Attach reference letters. The reference letters from the clients must include: ➢ **Company name** ➢ **Company letterhead** ➢ **Nature of services rendered** ➢ **Year the service was provided** ➢ **Contactable person** ➢ **Contactable telephone numbers.** ➢ **Email address** ➢ **Signed and dated** • 5 contactable positive references = 30 points • 4 contactable positive references = 24 points • 3 contactable positive references = 18 points • 2 contactable positive references = 12 points • 1 contactable positive reference = 6 points • No contactable reference = 0 point ***NB: The reference letters must be signed by authorised personnel.*** ***The CCMA reserves the right to verify references with the bidders' clients.***		

CRITERIA	WEIGHT	
3. **DETAILED PROJECT PLAN:** Media Monitoring and Analysis plan: A clear outline of how the services would be carried out. • Project Timelines • Tools to be used • Resources (Breakdown of all resources required for the project to be a success). **Project plan submitted/attached and addressing all the above listed aspects (25 points).** **No points will be awarded if the submitted project plan does not address all the above-mentioned aspects (0 points).**	**25**	
4. HUMAN RESOURCE CAPABILITY Human resources capabilities are very crucial to the success of any project, below are requirements of human resources for this project. Please provide clearly marked CVs for all the personnel. The CVs provided will be used to evaluate the human resources capabilities of the bidder.	**30**	
The submitted CVs must clearly show the number of continuous years of industry experience Multiple roles per resource are strictly not allowed. The CVs provided will be used to evaluate the human resources capabilities of the bidder. **NB: Any changes to the Human Resource after the award, the appointed replacement shall fulfill all requirements applicable to the previous incumbent.**		

CRITERIA	WEIGHT	
4.1. Key Accounts Manager **Bidders must submit a detailed CV of the Key Accounts Manager responsible for the CCMA account.** **Note:** Years of experience refers to the number of years' continuous involvement in the provision of Media Monitoring and Analysis services **(15 Points)** • 5 years plus experience = 15 points • 4 years but less than 5 years' experience = 12 points • 3 years but less than 4 years' experience = 9 points • 2 years but less than 3 years' experience = 6 points • 1 year but less than 2 years' experience = 3 points • Less than one year experience = 0 point		
4.2. Media Analyst **Bidders must submit a detailed CV of the media Analysist with individual experience in Media Monitoring and Analysis related positions (15 Points)** **Note:** Years of experience refers to number of years' continuous involvement in the Media Monitoring and Analysis services. • 5 years plus experience = 15 points • 4 years but less than 5 years' experience = 12 points • 3 years but less than 4 years' experience = 9 points • 2 years but less than 3 years' experience = 6 points • 1 year but less than 2 years' experience = 3 points • Less than one year experience = 0 point		
5. SAMPLE OF MEDIA MONITORING REPORTS AND ANALYSIS REPORTS (MONTHLY AND QUARTERLY REPORTS) Bidders are requested to provide samples of Media Monitoring Reports and Analysis reports.	**10**	

CRITERIA	WEIGHT	
5.1. Monthly media coverage reports: (5 points) • 5 or more samples provided = 5 points • 4 samples provided = 4 points • 3 samples provided = 3 points • 2 samples provided = 2 points • 1 sample provided = 1 point • No sample provided = 0		
5.2. Quarterly media coverage reports: (5 points) • 5 or more samples provided = 5 points • 4 samples provided = 4 points • 3 samples provided = 3 points • 2 samples provided = 2 points • 1 sample provided = 1 point • No sample provided = 0 point		

- **Bidders will be required to meet the minimum threshold of 75 points out of 100 points to be evaluated further** for **price and specific goals.**
- **Bidders who failed to meet a minimum threshold of 75 points will be disqualified and will not proceed to the next stage of evaluation**

NB: 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.

6.2. PHASE TWO (2): PRICE AND SPECIFIC GOALS

PRICE AND SPECIFIC GOALS (PHASE 2 OF EVALUATION)	POINTS
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 (***Refer to the attached SBD 6.1 for full details)***	
Points allocated for price	**80**
Points allocated for specific goals	**20**
TOTAL FOR PRICE AND SPECIFIC GOALS	**100**

7. PRICING SCHEDULE:

Year 1	**Year 2**	**Year 3**
Grand Total		

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 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 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: ______________________________________

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

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1. GENERAL CONDITIONS

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

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

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

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

(a) Price; and

(b) Specific Goal(s).

1.4 **To be completed by the organ of state:**
The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

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**

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

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 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

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

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

where -

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

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY BLACK PEOPLE (BO)

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

% owned by black people ----------%

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

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: $\boxed{}$ $6 \times \frac{\% WO}{100} =$

proof of ownership must be attached in the form of:

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

6.3 % OWNED BY YOUTH PEOPLE (YO)

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

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

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

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 $\boxed{}$ 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
Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

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

7. DECLARATION WITH REGARD TO COMPANY/FIRM

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

7.2. Company registration number: …………………………………………………………...

7.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the Specific Goal(s) have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
………………………………………………………………………………………
………………………………………………………………………………………

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

2.3.1 If so, furnish particulars:
…………………………………………………………………………….
…………………………………………………………………………….

3 DECLARATION

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

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

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……………………………… ..……………………………………………
Signature Date

……………………………… ……………………………………………
Position Name of bidder