



**COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION**

**National Office**

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**REQUEST FOR QUOTATIONS "RFQ"**

<b>RFQ NO:</b>	RQN00000218691		
<b>DESCRIPTION OF SERVICES REQUIRED:</b>	JOB PROFILING, JOB EVALUATION, REMUNERATION BENCHMARKING & SALARY SURVEYS FOR A PERIOD OF TWO (02) YEARS.		
<b>ISSUING DATE:</b>	01 JULY 2026		
<b>CONTRACT DURATION</b>	Two (02) years.		
<b>COMPULSORY BRIEFING SESSION</b>	<b>TIME:</b>	12H00	<b>DATE:</b> 06 JULY 2026
<b>BRIEFING SESSION LINK</b>	<p><b>Microsoft Teams meeting</b>  <b>Join: Microsoft Teams meeting</b>  <a href="https://teams.microsoft.com/meet/368592839259429?p=E5PEQVyxTLPTMAQp0J">https://teams.microsoft.com/meet/368592839259429?p=E5PEQVyxTLPTMAQp0J</a>  Meeting ID: 368 592 839 259 429  Passcode: Dt92n9gY</p> <p><b>It is the responsibility of bidders to ensure that they can access the briefing link before the briefing session.</b>  <b>FAILURE TO ATTEND THE VIRTUAL BRIEFING SESSION WILL LEAD TO DISQUALIFICATION OF THE PROPOSAL.</b></p>		
<b>CLOSING:</b>	<b>TIME:</b>	16H00	<b>DATE:</b> 10 JULY 2026
<b>PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALAUTE YOUR PRICE AND PRICE MUST INCLUDE ALL APPLICABLE TAXES</b>			
<b>QUOTATION VALIDITY PERIOD:</b>	90 days		
<b>CONTACT PERSON:</b>	<b>Thabang Kgagane</b> <b>Tel:011 377 6916</b> <b>Email: ThabangK@ccma.org.za</b> <b>Avelile Vutha 011 377 6733</b>		
<b>DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:</b>	The submissions of the quotations must be emailed to: <a href="mailto:RFQ2@ccma.org.za">RFQ2@ccma.org.za</a> <b>only</b> <b>All quotations need to be on an official letterhead (All cost included)</b>		

<b>DISQUALIFICATION</b>	Quotations not submitted to the <a href="mailto:RFQ2@ccma.org.za">RFQ2@ccma.org.za</a> will be disqualified.
<b>EVALUATION OF QUOTATIONS</b>	<ul style="list-style-type: none"> <li>• All quotations above R2000 will be evaluated on pricing and CCMA preferential points using the 80/20 system.</li> <li>• The 80 points are for requests for quotations up to the rand value of R1 million.</li> <li>• The 20 points will be allocated to promote this goal, and points will be allocated in</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>NB: Supplier must attach the following documents when responding to this RFQ:</b></li> <li>• <b>Proof of ownership must be attached in the form of:</b></li> <li>• Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc;</li> <li>• Copy of the id-document (s) of the owner (s).</li> <li>• Proof of Medical certificate confirming disability of the owner(s).</li> <li>• <b>Failure to adhere to the above will result in the non-allocation of preferential points.</b></li> </ul>

## **SPECIFICATION**

**JOB PROFILING, JOB EVALUATION, REMUNERATION BENCHMARKING & SALARY SURVEYS**

## 1. SPECIAL INSTRUCTIONS TO BIDDERS

- 1.1. Bidders shall provide full and accurate answers to the questions posed in this RFP document. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements. Failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.2. Failure to comply with Mandatory Requirements and/or providing false information will lead to the bidder being disqualified.
- 1.3. Uttering and/or provision of false information by the bidder on any of the aspects herein will result in the disqualification of the bid.

## 2. INTRODUCTION

- 2.1. The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent statutory 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 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.
- 2.2. The CCMA employs approximately eight hundred and sixty-five (865) Full-Time employees and utilises the services of approximately four hundred and eighty-four (484) Part-Time Commissioners and approximately one hundred and nine (109) Part-Time Interpreters. The CCMA National Office is in Johannesburg. Eight (08) Provincial Offices deliver services to users in the nine (09) provinces of the CCMA.

## 3. PURPOSE

- 3.1. The CCMA requires the services of a suitably qualified and experienced service provider to provide Job Profiling, Job Evaluation, Remuneration Benchmarking & Salary Survey services on an **as-and-when-required basis for a period of two (02) years** effective from signing of the contract. The purpose of the appointment is to obtain objective, professional and legally Job Profiling, Job Evaluation, Remuneration Benchmarking & Salary Survey services that support informed decision-making in remuneration and related processes

## 4. TERMS OF REFERENCE

- 4.1. The Human Resources Management Unit is responsible to ensure that the organisation can deliver on its mandate by inter alia ensuring the right talent is attracted and retained to the organisation and that there is consistency in the way employees are remunerated,
- 4.2. Accordingly, the Human Resources Management Unit must ensure that the CCMA has a
  - 4.2.1. Remuneration structure which will attain the Remuneration policy's overall objective, namely, to articulate and effect fair, responsible and transparent remuneration
  - 4.2.2. Remuneration structure that is similar to remuneration structures in semi-government and public institutions for similar work of equal value. and
  - 4.2.3. Remuneration structure that reflects the relative priorities and values of jobs and organisational relationships among jobs.
- 4.3. The CCMA seeks to appoint a service provider who shall provide provider to provide Job Profiling, Job Evaluation, Remuneration Benchmarking & Salary Survey services, anticipated start date 1 August 2026 to 31 July 2029.
- 4.4. The Job Profiling, Job Evaluation, Remuneration Benchmarking & Salary Survey services will be utilised on an "as and when required basis".
- 4.5. There is no guarantee that work will be allocated to the successful bidder during the term of the contract.

**5. SCOPE OF WORK**

- 5.1. At the request of the CCMA, the service provider/s will provide the following Services to the CCMA in relation Job Profiling, Job Evaluation, Remuneration Benchmarking & Salary Surveys:
- 5.1.1. Conduct job profiling as and when required for new and existing roles within the CCMA. The CCMA job profiles and job grades are based on the Peromnes system.
  - 5.1.2. Conduct job evaluation as and when required for new and existing roles within the CCMA. The CCMA job profiles and job grades are based on the Peromnes system.
  - 5.1.3. Conduct bespoke Remuneration Salary Benchmarking (General Market and Public Sector) as and when required. The benchmarks must correlate to CCMA job profiles and job grades.
  - 5.1.4. Conduct salary surveys in the public sector and/or general market (for all staff and/or Executives) as and when required. The salary surveys must correlate to CCMA job profiles and job grades.

**6. EVALUATION CRITERIA**

**6.1. This RFQ will be evaluated in two stages.**

- Stage 1 Functionality
- Stage 2 Price and Specific Goals

**7. FUNCTIONALITY/ TECHNICAL EVALUATION**

Bidders who score a minimum threshold of **70 out of 100 points** on the evaluation criteria will be considered for further evaluation on Price and Specific Goals

<b>Company Expertise, Experience and Contactable References</b>		<b>60</b>
<b>Implementation Roll-out Plan</b>		<b>40</b>
<b>Requirement</b>		<b>Weighting</b>
<p><b>Company Expertise</b></p> <p>The bidder must have at least five (5) years' demonstrable experience as a suitably qualified and experienced service provider to provide Job Profiling, Job Evaluation, Remuneration Benchmarking &amp; Salary Survey services</p>	<p>The bidder must submit a company profile detailing its areas of expertise, years in operation, and experience in rendering similar services</p> <p>Points Allocation</p> <ul style="list-style-type: none"> <li>• five (5) years' demonstrable remuneration consulting experience -<b>10 Points</b></li> <li>• Less than five (5) years' demonstrable experience- <b>0 points</b></li> </ul>	<b>10 points</b>
<p><b>Contactable References:</b></p> <ul style="list-style-type: none"> <li>• Where reference letters do not cover all four service criteria, points will be allocated on a pro-rata basis, based on the point scoring matrix below.</li> <li>• Where only some of the four (04) services are covered in a letter, the other services may be covered in</li> </ul>	<p>Prospective bidders must provide five (5) contactable reference letters from organisations with more than 500 employees. The letters must be no older than three (3) years and must confirm that the bidder provided Job Profiling, Job Evaluation, Remuneration Benchmarking and Salary Survey services. Each signed reference letter must be on the client's letterhead and clearly indicate:</p> <ul style="list-style-type: none"> <li>• Company name</li> <li>• Physical address</li> </ul>	<b>40 points</b>

<p>another letter from the same or different client/referee.</p> <ul style="list-style-type: none"> <li>• The score will be pro-rated by the service area indicated in the letter, i.e. each service area indicated will earn two (02) points</li> <li>• Two (02) points X four (04) service areas X five (05) references = 40 points.</li> <li>• A letter that covers all four service areas will score 8 points</li> <li>• <b>Each bidder must provide a minimum of two (02) reference letters in respect of each of the four (04) indicated services. Failure to meet this requirement will result in the bidder being disqualified.</b></li> <li>• Where a bidder provides more than 5 reference letters for any of the 4 service criteria only 5 letters will be scored</li> <li>• No additional points will be allocated for additional references over and above the required maximum.</li> </ul>	<ul style="list-style-type: none"> <li>• Period/ date for which Job Profiling, Job Evaluation, Remuneration Benchmarking &amp; Salary Survey services rendered.</li> <li>• Authorised signatory's name, designation and contact details</li> </ul> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• ANNEXURE A must be completed to indicate the number of employees for the companies providing references, as well as the services claimed for each referee.</li> <li>• <b>Reference letters that do not fully meet the above requirements will not be considered as valid and will result in disqualification.</b></li> <li>• Where the CCMA is unable to obtain confirmation of the validity of the reference letter, for any reason from the referee, the reference letter will be disregarded</li> <li>• <b>Submission of reference letters whose authenticity is disputed by the referee will lead to disqualification of the bid.</b></li> <li>• <b>The CCMA may at its discretion conduct reference checks /verification of the reference letters at any stage of the evaluation.</b></li> </ul>	
<p><b>Relevant Industry Experience and Qualifications of Consultants assigned to the CCMA:</b></p> <ul style="list-style-type: none"> <li>• Bidder to provide evidence that they have sufficient personnel with relevant industry experience as a Reward Administrator, Reward Analyst or Reward Specialist.</li> <li>• Only experience as Reward Administrator, Analyst or Specialist will be considered and accordingly CVs that do not clearly indicate the period of such experience will not be considered for scoring purposes.</li> <li>• Bidder to provide evidence that Consultants to be assigned to the CCMA possess tertiary qualifications (Certificate/ Diploma /Degree).</li> <li>• Bidder to provide detailed CV's of their project team as well as a copy of highest qualification per project team member is required</li> <li>• <b>Should a team comprise of more than one member the experience and qualifications will be averaged.</b></li> <li>• <b>Completion of ANNEXURE A is compulsory.</b></li> </ul>		<b>20 Points</b>
<p><b><u>Experience - Scoring Matrix</u></b></p>		

Amount of Experience	Points	10 Points
Less than 5 years	0	
Above 5 years, up to 10 years	5	
Above 10 years	10	
<b>Qualifications of relevant personnel: Scoring Matrix</b>		
Amount of References	Points	10 Points
Certificate (NQF 5)	2	
Diploma (NQF 6)	4	
Bachelor's degree or equivalent (NQF 7)	6	
Honour's or equivalent degree (NQF 8)	8	
Master's degree or equivalent and above (NQF 9 and above)	10	
<b>Should a team comprise of more than one member the qualifications will be averaged.</b>		
*The resources/ consultants indicated in the proposal (Annexure A), must be ones that will be providing the services, any deviation approved by the CCMA before any replacement may be implemented		
<b>Implementation roll-out plan</b> The plan will be assessed and allocated points as set out below <b>5 – Excellent:</b> Fully meets and exceeds requirements with a detailed, clear, and practical approach. <b>4 – Very Good:</b> Meets all requirements with minor gaps. <b>3 – Good:</b> Meets most requirements but lacks depth or clarity. <b>2 – Poor:</b> Meets some requirements but significant gaps exist. <b>0 – Very Poor:</b> Does not adequately meet requirements.	The service provider must provide a practical and comprehensive implementation roll-out plan for Job Profiling, Job Evaluation, Remuneration Benchmarking and Salary Survey services. . The service provider must demonstrate an understanding of all the requirements by addressing all aspects of the Scope of Work and Deliverables and outlining how the service provider plans to execute the services required. The implementation roll-out plan, with detailed and clear timelines, must demonstrate the ability to provide the required services within the required timelines. Points will be allocated as set out below <b>5 (Excellent)</b> 5/5 - 30 =30 <b>4 (Very Good)</b> 4/5 - 30 =24 <b>3 (Good)</b> 3/5 -40=18 <b>2 (Poor)</b> 1/5 - 40 =6 <b>1 (Poor)</b> 0/5 - 40 =0	<b>30 points</b>
<b>TOTAL POINTS FOR FUNCTIONALITY</b>		<b>100</b>
<b>Minimum threshold</b>		<b>70</b>
<b>Price</b>		
Points allocated for price		<b>80</b>
<b>Specific goals</b>		
20 points specific goals.		<b>20</b>
<b>TOTAL POINTS FOR PRICE</b>		<b>100</b>



**A. COMPULSORY BRIEFING SESSION (VIRTUAL SESSION)**

A virtual **Compulsory Briefing Session** will be held as follows:

Date: 06 July 2026

Time: 12H00

Please use the link below to connect the session

**Microsoft Teams meeting**

<https://teams.microsoft.com/meet/368592839259429?p=E5PEQVyxTLPTMAQp0J>

**Meeting ID: 368 592 839 259 429**

**Passcode: Dt92n9gY**





**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:

	<b>POINTS</b>
<b>Price</b>	<b>80</b>
<b>Specific Goal(s)</b>	<b>20</b>
<b>Total points for Price and Specific Goals</b>	<b>100</b>

- 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:

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

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:

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

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
<b>Price</b>	<b>80</b>	<b>90</b>
<i>Black Owned Entities</i>	<i>08</i>	<i>04</i>
<i>Women Owned Entities</i>	<i>06</i>	<i>03</i>
<i>Youth Owned Entities</i>	<i>04</i>	<i>02</i>
<i>PWD Owned Entities</i>	<i>02</i>	<i>01</i>
<b>Total points for Price and Specific Goals</b>	<b>100</b>	<b>100</b>

**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	}
iii. Women Owned Entities	:	06 points	
iv. Youth Owned Entities	:	04 points	
v. Persons with Disability Owned Entities	:	02 points	
<b>Total</b>	:	<b>100 points</b>	

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

**5 TENDER PRICE**

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

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

where -

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

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

## 6 SPECIFIC GOALS

### 6.1 % OWNED BY BLACK PEOPLE (BO)

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

% owned by black people -----%

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

**proof of ownership must be attached in the form of:**

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

### 6.2 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

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

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

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

**proof of ownership must be attached in the form of:**

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

### 6.3 % OWNED BY YOUTH PEOPLE (YO)

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

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

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

**Proof of ownership must be attached in the form of:**

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

### 6.4 % OWNED BY PERSONS WITH DISABILITY (PWD)

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

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

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

**proof of ownership must be attached in the form of:**

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

(To be completed by bidder)

**TABLE B: OWNERSHIP**

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

(To be completed by bidder)

**TABLE- C: SPECIFIC GOALS**

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

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## 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 interest<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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



**COMMISSION FOR CONCILIATION,  
MEDIATION & ARBITRATION**

**TO THE CCMA**

**PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

By signing this form;

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

**SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026**

**COMPANY NAME: \_\_\_\_\_**

**INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**

**SIGNATURE OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**