



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

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REQUEST FOR QUOTATIONS "RFQ"

RFQ NO:	RQN00000217929			
DESCRIPTION OF SERVICES REQUIRED:	APPOINTMENT OF PANEL OF TARGETED RECRUITMENT SERVICE PROVIDERS ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS			
ISSUING DATE:	01 July 2026			
COMPULSORY BRIEFING SESSION LINK	Microsoft Teams meeting Join: https://teams.microsoft.com/meet/39493200919422?p=BJ7GQYWVBiAPFUwNDp Meeting ID: 394 932 009 194 22 Passcode: eQ9Mc7dy			
CONTRACT DURATION	THREE (3) YEARS			
COMPULSORY BRIEFING SESSION	TIME:	11H00	DATE:	07 July 2026
CLOSING:	TIME:	16H00	DATE:	13 July 2026
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				
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Thabang Kgagane ThabangK@ccma.org.za Tel:0113776916 Avelile Vutha 011 377 6733			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ2@ccma.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ2@ccma.org.za will be disqualified.			

<p>EVALUATION OF QUOTATIONS</p>	<ul style="list-style-type: none"> • All quotations above R2000 will be evaluated on pricing and CCMA preferential points using the 80/20 system. • The 80 points are for requests for quotations up to the rand value of R1 million. • The 20 points will be allocated to promote this goal, and points will be allocated in
	<ul style="list-style-type: none"> • NB: Supplier must attach the following documents when responding to this RFQ: • Proof of ownership must be attached in the form of: • Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc; • ➤ Copy of the id-document (s) of the owner (s). • ➤ Proof of Medical certificate confirming disability of the owner (s). • Failure to adhere to the above will result in the non-allocation of preferential points.

SPECIFICATION

**APPOINTMENT OF PANEL OF TARGETED RECRUITMENT SERVICE PROVIDERS ON AN AS AND WHEN
REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS.**

1. SPECIAL INSTRUCTIONS TO SERVICE PROVIDERS

- 1.1 Service providers shall provide full and accurate answers to the questions posed in this RFP document. Service providers 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 service provider 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 service provider being disqualified.
- 1.3 Uttering and/or provision of false information by the service provider 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 purpose of this document is to request call proposals from accredited and competent targeted Recruitment Service Providers (Recruitment Agencies) to form part of a panel of preferred service providers for the CCMA's National, Provincial, and regional offices. The appointed Panel shall provide placement services through a targeted recruitment process and will be engaged on an **as-and-when-required basis for a period of three (03) years**. The utilisation of a panel of targeted recruitment service providers will benefit the CCMA by streamlining the targeted recruitment procurement, contracting, and management processes, thereby saving time typically spent on the Request for Quotes (RFQ) process each time targeted recruitment is undertaken.

3.2 Vacancies in the CCMA cover a diverse range of occupations, including Entry-Level, Skilled Professionals, Senior and Executive-Level vacancies. When there is a need to recruit externally, vacancies are typically filled through different mechanisms using resources within the CCMA. In instances where internal CCMA processes do not or are unlikely to yield suitable candidates, the services of service providers from the appointed panel may be utilised.

4. TERMS OF REFERENCE

4.1 The Human Resources Management Unit is responsible for capacitating the organisation in order that the organisation is able to deliver on its mandate; by inter alia ensuring that suitable candidates are identified to fill vacancies expediently and in a cost-effective manner.

4.2 The CCMA seeks to establish a panel of targeted recruitment service providers who will promptly respond to placement needs for a period of three (3) years, anticipated start date 1 August 2026 to 31 July 2029.

4.3 The targeted recruitment services will be utilised on an “as and when required basis” to capacitate the national, provincial, and regional offices of the CCMA.

4.4 The Targeted Recruitment Service Provider must have the capacity to deliver suitable candidates in a relatively short period.

4.5 Pricing will be requested when the Targeted Recruitment Services are required.

4.6 There is no guarantee that work will be allocated to the successful Service Provider during the term of the contract.

4.7 Work will be allocated according to the CCMA requirements, including but not limited to specialisation in respect of candidates sought.

4.8 The CCMA reserves the right to limit the size of the Panel of Targeted Recruitment Service Providers to twelve (12)*.

4.9 Service Providers who score a minimum threshold of 70 out of 100 on functionality will be evaluated further on points for specific goals. Service Providers with the highest score on specific goals will be appointed in descending order (with top scorers prioritised). See Table 2.

***This is based on the estimate of the amount of work and available budget for the recruitment services.**

5. DELIVERABLES

5.1 Below is a list of targeted recruitment activities that Service Providers must tick to confirm that they are capacitated to execute. Service Providers may indicate any additional activities not covered in Table “A” below.

5.2 Failure to indicate “Yes” on any of the targeted recruitment activities in **Table A** below **will result in disqualification.**

TABLE A: LIST OF TARGETED RECRUITMENT DELIVERABLES		
Activity	Deliverable	PLEASE TICK (Yes ✓ or No X)
Searching and Headhunting	The service provider shall source prospective candidates from its database, other sources, and/or by headhunting to match the skills and qualifications required as specified on the job profile and job advert. To achieve this, the service provider may be required to undertake labour market analysis, tap networks of professional affiliations, and/or leverage social media and other non-traditional methods of targeted recruitment.	
Identifying suitable candidates	The service provider will analyse profiles of applicants received through applications or other means; and identify candidates who best match the job requirements.	
Shortlisting	The service provider will select three (03) of the most qualified candidates and share their curriculum vitae with the CCMA’s Human Resources Management to commence with the selection process. If any of the shortlisted candidates do not meet the CCMA’s expectations, the CCMA may request for additional candidates to be added to the shortlist.	

TABLE A: LIST OF TARGETED RECRUITMENT DELIVERABLES

Activity	Deliverable	PLEASE TICK (Yes ✓ or No X)
Assessments (Where required)	The service provider will arrange for the shortlisted candidates to undergo assessments and/or other selection processes, as directed by the CCMA Human Resources Management team.	
Reference Checking	The service provider will conduct reference checks on three (3) referees provided by the prospective candidate. Additionally, Personal Credential Verification (Vetting) of all presented shortlisted candidates (where required) will be conducted by the service provider prior to submission of candidates to the CCMA. These must include ID, Qualification, Citizenship, criminal, credit checks, reference checks, professional memberships and other checks e.g. social media scanning.	
Offer of Contract and Payment	The service provider will present the contract of employment prepared by the CCMA to the successful candidate. Following commencement of employment with the CCMA by the successful candidate, the service provider will present an invoice for services rendered to the CCMA for payment.	
POPIA Compliance	At all times, the service provider must comply with the Protection of Personal Information Act (POPIA) and provide proof thereof, e.g. Consent/indemnity form completed and signed by candidates.	

5.3 All checks and verifications conducted on referred candidates, such as probity checks etc; will be for the account of the service provider and must therefore be consideration for Service Providers when quoting. The CCMA will pay for suitability assessments arranged for and facilitated through the CCMA Human Resources Management team.

5.4 THE PROPOSAL WILL BE EVALUATED IN THREE (03) STAGES:

- Mandatory Requirements (Stage 1)
- Functionality Evaluation (Stage 2)
- Price and Specific Goals (Stage 3)

6. MANDATORY REQUIREMENTS (STAGE 1)

To be completed by the Service Provider.

Service Providers must comply to the requirements by indicating YES/NO in the box provided below:

If "NO" is indicated for the minimum requirement in the table below, the bid will be disqualified			
DESCRIPTION	COMPLIANT	NON-COMPLIANT	REFERENCE PAGE NUMBER IN PROPOSAL
Service Providers must indicate by ticking (✓) in the correct box, indicating that they Comply or Do Not Comply:			
<p>6.1 Affiliation with a Professional Body.</p> <p>The Service Provider, as an entity, or at least one (01) of its key personnel, must be affiliated to a professional body in relation to recruitment services, e.g. APSO (Association of Personnel Services Organisation) or any other relevant professional body which governs the business and conduct of recruitment service providers.</p> <p>Provide a copy of a membership certificate from a professional body as indicated above, either for the Service Provider as an entity or at least one of its key personnel (of being a member of a professional body regulating the recruitment industry e.g. APSO)</p> <p>The CCMA may verify the certificate from the regulating body.</p>			
<p>6.2 Agreement with a Verification Agency</p> <p>The Service Provider must have an account/agreement with a verification agency e.g. MIE, LexisNexis etc., and attach a copy of a letter from verification agency attesting to a valid, current agreement between the Service Provider and the verification agency.</p> <p>The CCMA may verify the certificate from the verification agency.</p>			

REQUIREMENTS	WEIGHTING	
<p>No additional points will be allocated for additional reference letters over and above the required maximum.</p>	<ul style="list-style-type: none"> • Period/ date for which targeted recruitment services were rendered • Position/Occupational Level in which a candidate/s was/were confirming placement • Authorised signatory's name, designation, and contact details <p>NB:</p> <ul style="list-style-type: none"> • Reference letters that do not fully meet the above requirements will not be considered as valid and will result in disqualification. • The CCMA may at its discretion conduct reference checks /verification of the reference letters at any stage of the evaluation. • Submission of reference letters whose authenticity/validity is disputed by the referee will lead to disqualification of the bid. 	
<p>Implementation roll-out plan</p> <p>The plan will be assessed and allocated points as set out below</p> <p>5 – Excellent: Fully meets and exceeds requirements with a detailed, clear, and practical approach.</p> <p>4 – Very Good: Meets all requirements with minor gaps.</p> <p>3 – Good: Meets most requirements but lacks depth or clarity.</p> <p>2 – Poor: Meets some requirements but significant gaps exist.</p> <p>0 – Very Poor: Does not</p>	<p>The Service Provider must provide a practical and comprehensive implementation roll-out plan for the execution of targeted recruitment services, with a structured end-to-end recruitment process for sourcing and placing candidates at Executive, Senior, and Middle Management levels. 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 assessments within the required timelines.</p> <p>Points will be allocated as set out below</p> <p>5 (Excellent) 5/5 - 40 =40</p>	<p>40 points</p>

REQUIREMENTS		WEIGHTING
adequately meet requirements.	4 (Very Good) 4/5 - 40 =32 3 (Good) 3/5 -40=24 2 (Poor) 1/5 - 40 =8 1 (Poor) 0/5 - 40 =0	
Total		100

Service Providers who score a minimum threshold of **70 out of 100 points** on the functionality evaluation criteria will be considered for appointment to the panel of targeted recruitment service providers, subject to the provisions of 4.7 above, on an as-and-when-required basis for a period of three (3) years.

NB: The award will be on an as-and-when-required basis and quotations will be requested from the appointed panel.

8. PRICING AND SEPCIFIC GOALS (STAGE 3)

7.1 For the purpose of appointing the panel of targeted recruitment service providers, bidders do not need to quote for pricing. The 80/20 will be applicable when the actual procurement to appoint a targeted recruitment service provider on a specific targeted recruitment intervention takes place.

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 preference Goal	
Points allocated for price	80
Points allocated for specific goals	20
TOTAL FOR PRICE and SPECIFIC GOALS	100

8.1 PRICE AND SPECIFIC GOALS

Note: The 80/20 will be applied when a specific targeted recruitment service is procured from the appointed panel.

a) The applicable preference point system for this tender is the 80/20 preference point system, in line with PPPFA Regulations 2022, where 80 points is allocated for price and the 20 points will be allocated to promote the CCMA Preference Goal. 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.

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

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

8.3 The maximum points for this tender are allocated as follows:

Table 1:

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

Table 2:

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

- 8.4 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.
- 8.5 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.

9. COMPULSORY BRIEFING SESSION (VIRTUAL SESSION)

- 9.1 A virtual Compulsory Briefing Session will be held as follows:
- 9.2 Date 07 July 2026
- 9.3 Time: 11H00

Please use the below link to connect the session

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/39493200919422?p=BJ7GQYWVBiAPFUwNDp>

Meeting ID: 394 932 009 194 22

Passcode: eQ9Mc7dy

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

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
Price	80	90
<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>
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	}
iii. Women Owned Entities	:	06 points	
iv. Youth Owned Entities	:	04 points	
v. Persons with Disability Owned Entities	:	02 points	
Total	:	100 points	

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

5 TENDER PRICE

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

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

where -

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

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY BLACK PEOPLE (BO)

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

% owned by black people -----%

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

proof of ownership must be attached in the form of:

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

6.2 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

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

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

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

proof of ownership must be attached in the form of:

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

6.3 % OWNED BY YOUTH PEOPLE (YO)

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

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

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

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
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



**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: _____