



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

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REQUEST FOR QUOTATIONS "RFQ"

RFQ NO	00000220991			
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	Request for quotation for professional photography, videography, live-feed production and related media services for the CCMA. See the detailed specifications below.			
ISSUING DATE:	23 September 2026			
RFQ CLOSING DATE:	TIME:	14:00	DATE:	02 October 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				
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON	Phathutshedzo Mulandana; Email: PhathutshedzoM@ccma.org.za Tel: 011 377 6717			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ4@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ4@CCMA.org.za will be disqualified.			
EVALUATION OF QUOTATIONS	- All quotations above R2000 will be evaluated on pricing and CCMA preferential points using the 80/20 system. - The 80 points is for request for quotations up to the rand value of R1 million. - The 20 points will be allocated to promote the CCMA goals on ownership.			
	Supplier must attach the following documents when sending an email to RFQ4@CCMA.org.za 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 Bidders must be registered on CSD prior to submitting quotations.			

1. SPECIFICATION

Item No	Specification	Quantity												
1.	EVENT ONE CCMA 30th Anniversary Commemoration Service Schedule <table><thead><tr><th>Requirement</th><th>Details</th></tr></thead><tbody><tr><td>Setup & Testing</td><td>07h00 or the day before the event</td></tr><tr><td>Event Coverage</td><td>08h00 - 17h00</td></tr><tr><td>Date</td><td>11 November 2026</td></tr><tr><td>Venue</td><td>CSIR International Convention Centre</td></tr><tr><td>Attendance</td><td>Approximately 200 delegates</td></tr></tbody></table> Photography Services The service provider shall: Capture comprehensive event coverage from setup through to event closure. Capture key moments including: Registration and guest arrivals Opening proceedings Keynote addresses Presentations Panel discussions Audience engagement Networking sessions Award presentations (if applicable) Group and individual photographs Deliverables Minimum of 100 professionally edited high-resolution digital photographs Images to be supplied electronically Images optimised for: Print media Social media Website publication Videography Services The service provider shall provide: Multi-camera professional event coverage Live video feed to venue screens	Requirement	Details	Setup & Testing	07h00 or the day before the event	Event Coverage	08h00 - 17h00	Date	11 November 2026	Venue	CSIR International Convention Centre	Attendance	Approximately 200 delegates	1 Day
Requirement	Details													
Setup & Testing	07h00 or the day before the event													
Event Coverage	08h00 - 17h00													
Date	11 November 2026													
Venue	CSIR International Convention Centre													
Attendance	Approximately 200 delegates													

	- Recording of all formal proceedings Minimum Resource Requirements - Four (4) professional 4K video cameras or equivalent production solution capable of delivering the required outputs. - Four (4) experienced camera operators - One (1) vision mixer / video switch operator - One (1) technical director - Professional audio capture equipment - Tripods, stabilisers, memory media and backup equipment - Adequate battery backup and redundancy equipment Video Deliverables Highlight Video - Professionally edited - Approximately 10 minutes - Include key event moments and stakeholder interviews - Delivery within five (5) working days Full Event Video - Professionally edited - Includes opening, speeches, presentations and proceedings - Delivery within ten (10) working days													
2.	EVENT TWO CCMA Service Excellence and Employee Recognition Awards Gala Dinner Service Schedule <table><tr><th>Requirement</th><th>Details</th></tr><tr><td>Setup & Testing</td><td>16h00 or the day before the event</td></tr><tr><td>Event Coverage</td><td>18h00 - 00h00</td></tr><tr><td>Date</td><td>27 November 2026</td></tr><tr><td>Venue</td><td>Montecasino Hotel, Johannesburg</td></tr><tr><td>Attendance</td><td>Approximately 250 delegates</td></tr></table> Photography Services Coverage must include: - Red carpet arrivals - Official proceedings - Award presentations - Commissioner Oath Taking	Requirement	Details	Setup & Testing	16h00 or the day before the event	Event Coverage	18h00 - 00h00	Date	27 November 2026	Venue	Montecasino Hotel, Johannesburg	Attendance	Approximately 250 delegates	1 Day
Requirement	Details													
Setup & Testing	16h00 or the day before the event													
Event Coverage	18h00 - 00h00													
Date	27 November 2026													
Venue	Montecasino Hotel, Johannesburg													
Attendance	Approximately 250 delegates													

- Entertainment programme
- Formal stage photographs
- Individual and group photographs
- Guest interactions
- Venue ambience and décor

Deliverables

- Minimum of **150 professionally edited high-resolution digital photographs**
- Electronic delivery of all edited photographs

Videography Services

The service provider shall provide:

- Multi-camera event coverage
- Live-feed production
- Recording of all proceedings

Video Deliverables

Highlight Video

- Professionally edited
- Approximately 10 minutes
- Include interviews with award recipients, speakers and guests
- Delivery within five (5) working days

Full Event Video

- Professionally edited
- Complete recording of proceedings
- Delivery within ten (10) working days

Technical Requirements

Minimum resources:

- Four (4) professional 4K video cameras or equivalent production solution capable of delivering the required outputs
- Four (4) experienced camera operators
- One (1) video switch operator
- One (1) technical director
- Live-feed integration with venue screens
- Professional lighting equipment
- All accessories required to execute the service

	Additional Requirements Stage Lighting Provision of professional event lighting to enhance stage visibility for both attendees and filming. 360° Photo Booth One (1) 360-degree photo booth including: • Motorised rotating platform • LED lighting • Video capture system • Instant sharing functionality • Operational period: 17h00 to 23h00 Magazine Cover Photo Booth One (1) branded magazine-cover activation including: • Dimensions approximately 2.2m (H) x 1.8m (W) x 1m (D) • Full CCMA branding • Professional-quality printed structure • Operational period: 17h00 to 23h00	
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2. EVALUATION CRITERIA:

RFQ will be evaluated in 2 phases as follows:

- **Phase 1:** Functionality/ Technical Evaluation.
- **Phase 2:** Price and Specific Goals.

2.1 PHASE ONE (1): FUNCTIONALITY/ TECHNICAL EVALUATION

Phase 1 will consider only the following elements:

ELEMENT	WEIGHT
Company experience	10
Portfolio of previous projects	30
Reference letters for similar projects completed within the last five (5) years	30
Human Resource capabilities	30

Functionality/Technical Evaluation Criteria (100 points)

CRITERIA	WEIGHT	
2.1.1 COMPANY EXPERIENCE Bidders must submit a Company Profile clearly indicating the number of years the company has been operating in the provision of photography and videography services. (10 Points) • 5 years plus experience = 10 points • 4 years but less than 5 years' experience = 8 points • 3 years but less than 4 years' experience = 6 points • 2 years but less than 3 years' experience = 4 points • 1 year but less than 2 years' experience = 2 points • Less than one year experience = 0 point	10	
2.1.2 PORTFOLIO OF PREVIOUS PROJECTS Bidders must submit a portfolio demonstrating completed photography and videography assignments. Bidders submitting online links of portfolio must ensure that the links are active, accessible, and available to the CCMA for at least ninety (90) days from the RFQ closing date. Failure to provide accessible and functional links may result in the evidence not being evaluated and no points being awarded. Portfolio assessment should focus on: - Quality of photography - Quality of video production - Event coverage experience - Corporate event experience - Creativity and storytelling - Production and editing quality Portfolio assessment and points • Excellent portfolio demonstrating extensive corporate event experience and outstanding quality = 30 points • Very good portfolio with strong evidence of similar projects = 24 points • Good portfolio with adequate evidence of relevant experience = 18 points	30	

CRITERIA	WEIGHT	
- Limited portfolio with some relevant experience = 12 points - Poor portfolio with insufficient evidence = 6 points - No portfolio submitted = 0 point		
2.1.3 TRACK RECORD (CONTACTABLE REFERENCE LETTERS) Successful work completed in Photography and video 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 for similar corporate events = 30 points 4 contactable positive references for similar corporate events = 24 points 3 contactable positive references for similar corporate events = 18 points 2 contactable positive references for similar corporate events = 12 points 1 contactable positive reference for similar corporate events = 6 points - No contactable reference = 0 point <i>NB: The reference letters must be signed by authorised personnel.</i> <i>The CCMA reserves the right to verify references with the bidders' clients.</i>		
2.1.4 HUMAN RESOURCE CAPABILITIES Bidders to provide a detailed, clearly marked CV for each role; 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 fulfil all requirements applicable to the previous incumbent.	30	

CRITERIA	WEIGHT	
Assessment Criteria:		
2.1.4.1 PHOTOGRAPHER • 5 years plus experience = 10 points • 4 years but less than 5 years' experience = 8 points • 3 years but less than 4 years' experience = 6 points • 2 years but less than 3 years' experience = 4 points • 1 year but less than 2 years' experience = 2 points • Less than one year experience = 0 point		
2.1.4.2 VIDEOGRAPHER • 5 years plus experience = 10 points • 4 years but less than 5 years' experience = 8 points • 3 years but less than 4 years' experience = 6 points • 2 years but less than 3 years' experience = 4 points • 1 year but less than 2 years' experience = 2 points • Less than one year experience = 0 point		
2.1.4.3 EDITOR • 5 years plus experience = 10 points • 4 years but less than 5 years' experience = 8 points • 3 years but less than 4 years' experience = 6 points • 2 years but less than 3 years' experience = 4 points • 1 year but less than 2 years' experience = 2 points • Less than one year experience = 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.

2.2 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 (<i>Refer to the attached SBD 6.1 for full details</i>)	
Points allocated for price	80
Points allocated for specific goals	20
TOTAL FOR PRICE AND SPECIFIC GOALS	100

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

**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:

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

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

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

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

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

5 TENDER PRICE

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

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

where -

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

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY BLACK PEOPLE (BO)

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

% owned by black people -----%

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

proof of ownership must be attached in the form of:

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

6.2 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

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

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

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

proof of ownership must be attached in the form of:

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

6.3 % OWNED BY YOUTH PEOPLE (YO)

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

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

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

Proof of ownership must be attached in the form of:

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

6.4 % OWNED BY PERSONS WITH DISABILITY (PWD)

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

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

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

proof of ownership must be attached in the form of:

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

(To be completed by bidder)

TABLE B: OWNERSHIP

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

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

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

7. DECLARATION WITH REGARD TO COMPANY/FIRM

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

7.2. Company registration number:

7.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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



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: _____