



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

28 Harrison Street, Johannesburg, 2001

Private Bag X94 Marshalltown, 2107; Tel (011) 377-6650; Fax (011) 834-7351

Docex: DX147; Email: DLSCMEnquiries@ccma.org.za

REQUEST FOR QUOTATIONS "RFQ"

RFQ NO:	RNQ000000220934			
DESCRIPTION OF SERVICES REQUIRED:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ANONYMOUS WHISTLEBLOWING HOTLINE SERVICES FOR A PERIOD OF THREE (3) YEARS.			
ISSUING DATE:	07 October 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				
CONTRACT DURATION	3 YEARS			
CLOSING:	TIME:	16H00	DATE:	14 October 2026
DELIVERY ADDRESS	28 Harrison Street, Johannesburg, 2001			
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Khumbuzile Ndevu			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ7@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ7@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 are for requests for quotations up to the rand value of R1 million. • The 20 points will be allocated to promote the CCMA goals on ownership.			
	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. Bidders must be registered on CSD prior to submitting quotations.
<u>Specification/Scope of work</u> <u>SPECIFICATION</u>	



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**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ANONYMOUS WHISTLEBLOWING HOTLINE SERVICES
FOR A PERIOD OF THREE (3) YEARS.**

1. BACKGROUND ON THE PROJECT/REQUIREMENT

- 1.1. The Commission for Conciliation, Mediation and Arbitration (CCMA) is established in terms of Section 112 of the Labour Relations Act 66 of 1995 (LRA) as a juristic person and is defined as a schedule 3A public entity in terms of the Public Finance Management Act 1 of 1999 (PFMA). The CCMA is governed by the Governing Body, whose acts are acts of the CCMA.

2. PURPOSE AND OBJECTIVES OF THIS TENDER

- 2.1. The purpose of this bid is to appoint a service provider to provide anonymous whistleblowing services to the CCMA for a period of three (3) years.

3. SCOPE OF WORK

The scope of work will cover the following:

- 3.1. The service provider must provide a toll-free anonymous hotline service which will be active and managed for 24 hours a day to enable employees, contractors, suppliers, and other interested parties or members of the public to report any suspected, alleged or actual incidents of irregularities, corruption, fraud, theft, bribery, unethical behaviour, protected disclosure pertaining to the CCMA, its employees or independent contractors.
- 3.2. The appointed service provider must provide the following:
- Have the technological infrastructure for the operation of the whistleblowing hotline.
 - Signage and posters to publicise the reporting channels and contact details of the hotline.
 - Multi-lingual capability in (11) official spoken South African languages.
 - Multiple reporting channels such as phone (Free Call), SMS, email, fax, online chat, WhatsApp, and postal box.
 - Implement measures to ensure the anonymity and confidentiality of reporters were requested and protect the identity of whistleblowers in accordance with the Protected Disclosures Act and POPIA.
 - The Service Provider shall ensure that whistleblowing reports are managed by trained call centre agents skilled in interviewing techniques and capable of distinguishing between service delivery complaints and allegations of fraud, corruption, theft, bribery, unethical conduct, irregularities, and protected disclosures.
 - A secure case management system with unique reference numbers and anonymous follow-up functionality.

- Monthly, quarterly, and annual reports must include the number of reports received, incident categories, trend analysis, status of cases, ageing analysis, closure statistics, repeat allegations, and management dashboards with graphical analysis. The service provider must provide acknowledgement of receipt within 48 hours.
- The service provider must maintain a secure recording and data storage system capable of producing reports, audio recordings, audit trails, and case information upon request by the CCMA.
- The bidder must be accredited with The Ethics Institute as meeting the Safeline-EX Standard, or Safeline-DigEX or an equivalent regulatory body.
- Process all protected disclosure incidents in compliance with the Protected Disclosures Act 26 of 2000(PDA) and handle all personal information in its possession in compliance with the Protection of Personal Information Act 4 of 2013 (POPIA).

3.3. Upon termination of the contract, the service provider must facilitate the secure transfer of all records and data to the CCMA or a replacement service provider.

4. DURATION OF THE CONTRACT

4.1. Duration of the contract is three (3) years, commencing from 01 January 2027 to 31 December 2029.

5. APPROACH TO THE ASSIGNMENT

5.1. The bidders are required to submit a proposal in response to the invitation together with the compliance/requested documents outlined in the RFQ invitation.

6. EVALUATION CRITERIA: PROPOSALS WILL BE EVALUATED IN THREE STAGES.

6.1. Stage One (1) – Mandatory Requirements:

To be completed by the bidder.

- 6.1.1. Bidders will be assessed on their full compliance with mandatory requirements, only bidders who fully meet mandatory requirements will proceed to be evaluated to the next phase.
- 6.1.2. Bidders must indicate their full compliance with the requirements by indicating **(Yes OR No)** on the table below and attach proof / evidence required.

6.1.3. Bidders who do not fully meet the below mandatory requirements will be automatically disqualified and will not proceed to the next evaluation phase.

Item#	Description	Evidence	Yes	No
1.	The bidder must submit a proof of certification, accreditation, or recognised membership relating to ethics reporting, whistleblowing, fraud reporting, compliance, or hotline services.	Valid Certification by The Ethics Institute (TEI) as meeting the Safeline-EX Standard, or Safeline-DigEX or an equivalent regulatory body.		

(Bidders who do not comply with the mandatory requirements will be automatically disqualified)

6.2. Stage (2) – FUNCTIONALITY/TECHNICAL EVALUATION (Phase 1 and Phase 2)

6.2.1. Prospective bidders are required to provide information on previous experience, key personnel/resources, certification, methodology and approach as per the table below.

6.2.2. The bidders will be required to score a **minimum of 50** points on phase 1 of the functionality / technical to qualify for the presentation and live demonstration.

EVALUATION OF FUNCTIONALITY		
NO	CRITERIA	WEIGHT
	Previous Experience Bidders must demonstrate experience in having provided work of a similar nature by submitting five contactable reference letters from clients for current and/or completed projects of a similar nature and value (must be within the last five (5) years). All reference letters must be on a client letterhead, dated and signed by the client, not older than 5 years. Letters must indicate the periods in which such services were rendered and outline the type of services rendered. Points will be allocated as follows: • 1 contactable reference Letter – 4 points • 2 contactable references Letters – 8 points • 3 contactable references Letters – 12 points • 4 contactable references Letters – 16 points • 5 contactable references Letters or more – 20 points	20
	Key Personnel/Resources Bidders must submit a comprehensive CV detailing the working experience and qualifications in Fraud Risk Management, Forensic Investigation and Ethics Management, Anti-Fraud Hotline Call Centre Management, Forensic Accounting, Internal Auditing, Investigation and Risk Management	35

	CORE TEAM COMPOSITION: Administrator: Experience Five (5) or more years' working experience = 5 Points Three (3) to four (4) years working experience = 3 Points Less than three (3) years' working experience = 0 Points Qualification NQF level 4 (matric) or equivalent = 5 points NQF level 3 or less = 0 Points Team Leader Experience Six (6) or more years' working experience = 5 Points Four (4) to five (5) years working experience = 3 Points Less than four (4) years' working experience = 0 Points Qualification NQF level 7 or higher in related fields = 5 points NQF level 6 or less = 0 Points Certifications Copy of a certificate for the team Leader who is a Certified Fraud Examiner (ACFE)/Certified Fraud Practitioner (ICFP) or Certified Ethics Officer (TEI) = 5 Points No certificate = 0 Points Project Manager: Experience Ten (10) or more years' working experience = 5 Points Nine (9) to Six (6) years working experience = 3 Points Less than six (6) years' working experience = 0 Points Qualification NQF level 8 or higher = 5 points NQF level 7 or less = 0 Points	
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	Methodology and Approach Bidders are required to provide a detailed project implementation methodology and approach in executing the project and support services in line with the scope of work. Bidder must provide a detailed methodology and project plan: 1. Methodology and approach detailing how the project will be executed, together with, 2. A copy of a Project plan outlining, project activities, and 3. timelines, from the start to the finalisation stage. Points will be allocated as follows: • Methodology and approach outline 100% of the scope of work = 25 • Methodology and approach outline 75% of the scope of work = 20 • Methodology and approach outline 50% of the scope of work = 15 • Methodology and approach outline 25% of the scope of work = 10 • Methodology and approach outline 0% of the scope of work = 0	25
	PRESENTATION AND SYSTEM DEMONSTRATION (PHASE 2) Bidders must score a minimum of 50 points on phase 1 on the evaluation functionality to be further evaluated on a presentation and system walkthrough to the evaluation committee. a) Format: Virtual (via MS Teams) b) Duration: 30 minutes (20-minute presentation + 10-minute Q&A) c) Key Areas to Cover During the Presentation: • Live System Demonstration: User interface and case management functionality, Reporting dashboard and analytics capabilities, End-to-end whistleblowing process demonstration, Anonymous reporting and case tracking functionality and Incident categorisation process and sample report template - 5 Points • Security & Data Privacy Protocols: Demonstration of data encryption, data residency, compliance with data protection laws. Evidence of secure storage and encryption-5 Points • Case Management Walkthrough: How an alert is packaged, escalated, and tracked securely by client administrators. - 5 Points • Documentary Evidence: Sample anonymous reports with identifying information removed, Examples of previous Signage and Posters, Sample monthly, quarterly and annual reports -5 Points Bidders who fail to cover all the prescribed key areas under each subheading during the presentation will score zero (0).	20

	TOTAL POINTS FOR FUNCTIONALITY	100
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Bidders are required to achieve a minimum score of 70 out of 100 points during this stage of the evaluation process to be considered further for price and specific goals.

Date of Presentation: TBC

7. Stage Three (3) – PRICE AND SPECIFIC GOALS EVALUATION

7.1.1. Price proposals will be evaluated on the 80/20 principle in line with the Preferential Procurement Regulations of 2022.

- The 80 points are for price.
- The 20 points will be allocated in terms of the CCMA Preference Goal: specific goals

Technical / Functional Criteria	Weightings
Total points for Functionality	100
Minimum threshold is 70	70 out of 100 points
Price	
Points allocated for price	80
Specific goals	
Points allocated for specific goals	20
TOTAL FOR PRICE AND SPECIFIC GOALS POINTS	100

7.1.2. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

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: _____

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:

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

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:

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

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:	
	
	
	