



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:	RQN00000219306			
DESCRIPTION OF SERVICES REQUIRED:	RFQ to deliver Certified Compliance Practitioner (CCP) Preparation Training for designated CCMA officials: See below for detailed specification.			
ISSUING DATE:	07 August 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	Once-off			
CLOSING:	TIME:	14:00	DATE:	17 August 2026
DELIVERY ADDRESS	CCMA National Office 28 Harrison Street Johannesburg 2001			
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Welcome Tshabalala/Amukelani Mthombeni WelcomeT@ccma.org.za or AmukelaniM@ccma.org.za _Tel: 011 377 6743 / 011 377 6621			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ5@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ5@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 this goal and points will be allocated in terms of the CCMA Preference Goal 1: Ownership as specific goal
	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.

1. BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1.1 BACKGROUND OF SERVICE REQUIRED

The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent and an autonomous organization 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, as one of the organizations charged with implementing the LRA, is derived from the purpose of the LRA, which, amongst others, is to advance economic development, social justice, labour peace and the democratization of the workplace.

The CCMA seeks to appoint an accredited training service provider recognised by the Compliance Institute Southern Africa (CISA) and duly authorised to deliver Certified Compliance Practitioner (CCP) Preparation Training for designated CCMA officials. The training is intended to enhance the compliance management knowledge, skills, and competencies of officials, thereby strengthening the CCMA's compliance function and supporting sound governance and regulatory compliance. The appointed service provider will be required to provide a comprehensive training package that includes structured tuition aligned with the Certified Compliance Practitioner requirements, comprehensive learning and study materials, practical assessment and examination preparation in accordance with the requirements of the Compliance Institute Southern Africa (CISA)

Three (3) CCMA employees will undergo Certified Compliance Practitioner training through an accredited training service provider recognised by the Compliance Institute Southern Africa (CISA) and duly authorised to deliver the Certified Compliance Practitioner programme for Five (05) days, the workshop will be delivered online using MS Teams excluding the writing of the certification examination. The training will be held **in the month of October** (Facilitator-led).

The appointed service provider must note the duration of the training required and the request to pitch the training session to the appropriate level considering the type of attendees who will be in attendance. **The compliance training must be delivered in a workshop format and facilitated by a Compliance Institute Southern Africa (CISA) Certified Compliance Practitioner.**

Learners should at the end of the training, be able to:

- Compliance governance, roles and responsibilities
- The Generally Accepted Compliance Practice (GACP) Framework
- Compliance risk identification, assessment, and profiling
- Compliance with risk management plans (CRMPs)
- Regulatory universe development and monitoring
- Compliance controls, testing, and assurance
- Monitoring, reporting, and escalation of compliance issues
- Interaction with regulators and stakeholders
- Ethics, professional conduct, and accountability
- Preparation for the CISA Compliance Practitioner Board Examination

1.2 OVERVIEW ON RFQ

To provide interactive online training to three (3) CCMA employees.

- i. To provide facilitated and interactive facilitator led online (MS Teams) workshop over Five days.
- ii. The training and materials provided should be of high quality.
- iii. The training course will be for **Five (05)** days.
- iv. Training will be delivered online via MS Teams.
- v. Training to include:
 - Practical compliance case studies
 - Examination-focused guidance aligned to the Compliance Institute of South Africa (CISA) board exam, namely the practitioner examination.
 - Registration for the CISA practitioner level examination.
 - All required examination fees and examination training study classes required for the examination.
 - Application of GACP principles to public-sector compliance environments
 - A Certificate of Attendance must be issued to all participants
 - The quotation must clearly indicate that costs include training, examination fees, and access to certified compliance practitioner-approved study materials.

Examination arrangement

- The Certified Compliance Practitioner examination is administered by the Compliance Institute Southern Africa (CISA) and not by the service provider.
- The service provider is required to provide training and examination preparation only.
- Participants will be afforded a reasonable post-training period to:
 - Complete CISA registration and eligibility processes
 - Take the CISA Board Examination, in accordance with CISA rules

1.3 RFQ SPECIAL CONDITIONS

- i. The successful service provider should have a proven track record of successfully delivering this service in other organisations. Proof needs to be delivered in the form of written confirmation and comments from other organisations.
- ii. A high level of expertise is expected of all personnel dealing with this project. Proof of expertise, experience and Postgraduate qualifications needs to be submitted in the form of short resumes.
- iii. Preferential Procurement Policy Framework Act (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- iv. The evaluation criteria will be on Quality/Functionality 100 points, Price for 80 points & specific goals 20 points.
- v. CCMA does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- vi. late Tenders will not be accepted.
- vii. All quotations are to remain valid for a period of ninety days (90 days) from the closing date of the submission.
- viii. A Valid Tax Clearance Certificate (an original SARS certificate) must be submitted with the response document.

1.4 RFQ SPECIFICATIONS

- i. The quotation should include a detailed course outline and should be inclusive of the learning methodology that will be used for each section.
- ii. It is vitally important that the service provider produces a highly effective, practical, and Certified Compliance Practitioner training, which will enable the participant to demonstrate understanding and application of the methodology correctly.
- iii. The participant must immediately show improved skills associated with Certified Compliance Practitioner training.
- iv. Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework (NQF).
- v. Identify and respond to learners with special needs and barriers to learning.
- vi. Ability to enforce the learned skills to other employees.
- vii. **The service provider should note and consider the following:**
 - To provide facilitated and interactive online training to the CCMA identified officials.
 - The training and materials provided should be of high quality.
 - The training will be provided for the CCMA Risk Management Team, approximately three (3) participants.
 - Training should be virtual – instructor-led.
- viii. The online facilitated learning process should include:

- a) Interactive and participative learning sessions.
 - b) The training content should be innovative and different from the general courses available. The training material should be accurate, accessible, and user-friendly, and be accredited by relevant SETA/QCTO/CHE.
 - c) The development of the training material should be **customised** to the needs of the CCMA.
 - d) The material should include learner aids to assist with the practical implementation of what was learnt.
 - e) Formative and Summative assessments should be conducted and form part of the training.
 - f) The service provider to ensure that learner is given sufficient theoretical and practical training to ensure competence.
- ix. A detailed report compiled by the facilitator to be sent to the Skills Development Facilitator and must include detailed information on the course and learner progress.
 - x. **Certificates to be issued within sixty (60) days after the successful completion of the summative assessment.**
 - xi. **Certificates of attendance to be issued within thirty (30) days after the last day of the training/workshop.**
 - xii. Outline the main risks foreseen for this project and propose how they can be managed and mitigated.
 - xiii. The quotation should include a detailed project outline.

1.5 **EVALUATION CRITERIA**

- i. The RFQ will be evaluated in three stages:
 - Stage one: Mandatory requirements (failure to meet the mandatory requirement will not be further evaluated).
 - Stage two: Functionality (Bidders must score 70 points or more to be evaluated further)
 - Stage three: Price and specific goals (The quotations will be evaluated using the 80/20 system according to the PPPFA Act regulations 2022).

1.6 **MANDATORY REQUIREMENTS**

- The bidder must be a CISA -accredited, licensed training partner.
- Failure to provide proof of company certification or license to facilitate CISA trainings will result in disqualification.

1.7 **RFQ FUNCTIONAL REQUIREMENTS**

Bidders will be required to achieve a minimum score of 70 to be considered further for price evaluation.

CRITERION		WEIGHT
FUNCTIONALITY:		
1.1 Course Outline		40
The bidder is therefore required to supply CCMA with a detailed course outline. 40 points Failure to provide a detailed course outline. 0 points		
1.2 Company Experience in the Training Environment Indicated on the Company Profile/ Company Registration.		5
5 years or more experience 5 points 4 but less than 5 years' experience 4 points 3 but less than 4 years' experience 3 points 2 years but less than 3 years' experience 2 points 1 year but less than 2 years' experience 1 point Less than 1-year experience 0 points		
1.3 Level of expertise and postgraduate (honours) qualifications of facilitators.		25
CV of the facilitator must be attached to demonstrate the qualifications with at least 3 years of experience conducting training or workshops.		
Postgraduate (honours) qualification (s) 5 points Less than postgraduate (honours) qualification. 0 points		
3 years' experience facilitating trainings. 20 points Less than 3 years of experience 0 points		
1.4 Referencing - Attach Attendance Registers/Reference Letters of the Implemented/Executed Training. The bidder must provide three (3) reference letters/ attendance registers, and each reference is to be based on a project of the same nature. The reference letter/attendance register must include date, company name, contact name, address, phone number and company letterhead.		30
Number of references	30 maximum points	
3 reference letters	30	
2 reference letters	20	
1 reference letters	5	
No reference letter	0	
CCMA may verify the reference letters with clients.		
Total points for Functionality		100

Bidders with a total functionality score below 70 points will be disqualified.

1.8 PRICE AND SPECIFIC GOALS

PRICE AND SPECIFIC GOALS (STAGE 3 OF EVALUATION)	POINTS
Price Evaluation The proposals will be evaluated in terms of the 80/20 evaluation principle, in line with the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations (PPR) 2022, where 80 points are 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:

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

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:

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

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:	
	
	
	



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: _____