



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 QUOTES

The National Office of the CCMA invites service providers to submit quotations based on the specification attached:

RFQ NO:	RQN00000218651			
DESCRIPTION OF SERVICES REQUIRED:	APPOINTMENT OF A SERVICE PROVIDER FOR PSYCHOMETRIC ASSESSMENT SERVICES FOR EXECUTIVE, SENIOR AND MIDDLE MANAGEMENT POSITIONS FOR THE CCMA ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS			
ISSUING DATE:	01 July 2026			
CONTRACT DURATION	THREE (3) YEARS			
COMPULSORY BRIEFING SESSION	TIME:	11H00am	DATE:	06 July 2026
BRIEFING SESSION LINK	<p>Microsoft Teams meeting Join: https://teams.microsoft.com/meet/319201511423002?p=DjKoAxFftICjOGzowz Meeting ID: 319 201 511 423 002 Passcode: Bb79BT9z</p> <p>It is the responsibility of bidders to ensure that they can access the briefing link before the briefing session. FAILURE TO ATTEND THE VIRTUAL BRIEFING SESSION WILL LEAD TO DISQUALIFICATION OF THE PROPOSAL.</p>			
CLOSING:	TIME:	16H00pm	DATE:	10 July 2026
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALAUTE YOUR PRICE AND PRICE MUST INCLUDE ALL APPLICABLE TAXES				
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	THABANG KGAGANE TEL: 011 377 6916 Email: ThabangK@ccma.org.za			

	AVELILE VUTHA TEL: 011 377 6733
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ2@ccma.org.za only. All quotations need to be on an official letterhead (All cost included)
DISQUALIFICATION	Quotations not submitted to the RFQ2@ccma.org.za will be disqualified.
EVALUATION OF QUOTATIONS	<ul style="list-style-type: none"> • All quotations above R2000 will be evaluated on pricing and CCMA preferential points using the 80/20 system. • The 80 points are for requests for quotations up to the rand value of R1 million. • The 20 points will be allocated to promote this goal, and points will be allocated in
	<ul style="list-style-type: none"> • NB: Supplier must attach the following documents when responding to this RFQ: • Proof of ownership must be attached in the form of: <ul style="list-style-type: none"> ○ Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc; ○ Copy of the id-document (s) of the owner (s). ○ Proof of Medical certificate confirming disability of the owner (s). • Failure to adhere to the above will result in the non-allocation of preferential points.

SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER FOR PSYCHOMETRIC ASSESSMENT SERVICES FOR EXECUTIVE, SENIOR AND MIDDLE MANAGEMENT POSITIONS FOR THE CCMA ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS

1. SPECIAL INSTRUCTIONS TO SERVICE PROVIDERS

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

2. INTRODUCTION

- 2.1. The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent statutory organisation that was established by the Labour Relations Act of 1995 (LRA) to deliver dispute prevention and resolution services to the people of South Africa. The core mandate of the CCMA is derived from the purpose of the LRA, which, amongst others, is to advance economic development, social justice, labour peace and the democratisation of the workplace.
- 2.2. The CCMA employs approximately eight hundred and sixty-five (865) Full-Time employees and utilises the services of approximately four hundred and eighty-four (484) Part-Time Commissioners and approximately one hundred and nine (109) Part-Time Interpreters. The CCMA National Office is in Johannesburg. Eight (08) Provincial Offices deliver services to users in the nine (09) provinces of the CCMA.

3. PURPOSE

- 3.1. The CCMA requires the services of a suitably qualified and experienced service provider to conduct psychometric assessments for management employees and candidates for management positions on an **as-and-when-required basis for a period of three (3) years**. The purpose of the appointment is to obtain objective, professional and legally compliant assessment services that support informed decision-making in recruitment, selection, promotion, placement, development and related talent management processes.
- 3.2. All assessments must be delivered in compliance with applicable South African legislation, ethical requirements and professional standards governing psychometric assessment in the workplace. In particular, the service provider must ensure that all assessments used are scientifically valid and reliable, can be applied fairly to all employees, are not biased against any employee or group, and are administered and interpreted by appropriately registered professionals. Relevant professional guidance and South African practice standards emphasise compliance with the Employment Equity Act and the use of practitioners registered with the Health Professions Council of South Africa (HPCSA) for psychological tests.

4. TERMS OF REFERENCE

- 4.1. The Human Resources Management Unit is responsible for capacitating the organisation in order that the organisation is able to deliver on its mandate; by inter alia ensuring ensure that all individuals recruited into the CCMA, whether in the capacity of Employee, Independent Consultant or any other capacity meets the stringent organisational qualification and eligibility criteria
- 4.2. The CCMA seeks to appoint a service provider that must provide psychometric assessment services for executive, senior and middle management positions for a period of three (3) years, anticipated start date 1 August 2026 to 31 July 2029.

- 4.3. The psychometric assessment services for executive, senior and middle management positions will be utilised on an “as and when required basis”.
- 4.4. The assessments will be conducted virtually or at the request of the candidate, at the Service Provider’s premises. Travel cost to the service provider premises will be at the candidate’s expense.
- 4.5. The service provider shall provide psychometric assessment services for executive, senior and middle management positions and must have capacity to deliver reports within three (03) working days of the candidate undergoing the assessment.
- 4.6. There is no guarantee that work will be allocated to the successful service provider during the term of the contract.

5. SCOPE OF WORK

- 5.1. The appointed service provider will be required to render psychometric assessment services for management positions, as outlined below, which may include junior management, middle management, senior management and executive management, as required by the organisation.
 - 5.1.1. The design and recommendation of assessment batteries appropriate to the level, role requirements and purpose of the assessment.
 - 5.1.2. The assessment of relevant competencies and attributes, which may include cognitive ability, problem-solving ability, leadership potential, personality, emotional intelligence, judgement, work style, values alignment, integrity, and other role-related dimensions relevant to management effectiveness.
 - 5.1.3. The interpretation and integration of assessment results by suitably qualified and registered professionals.
 - 5.1.4. The preparation of comprehensive written assessment reports with clear findings, risk indicators, strengths, development areas and role fit conclusions.
 - 5.1.5. The provision of verbal and written feedback to the organisation’s authorised representatives and, where required, to assessed individuals.
 - 5.1.6. The maintenance of confidentiality, secure handling of assessment data, and proper record keeping.
 - 5.1.7. The adherence to turnaround times that support recruitment and management decision-making processes.
 - 5.1.8. The ability to conduct assessments in virtual, hybrid and/or in-person formats, where required.
 - 5.1.9. The provision of advisory support to the organisation on the interpretation and responsible use of assessment outcomes.
 - 5.1.10. Assessment instruments proposed by the service provider must be appropriate for the South African context and must demonstrate scientific validity, reliability, fairness and relevance to the intended purpose. The service provider must ensure that the use of assessments aligns with applicable legal and ethical requirements and recognised South African good practice for workplace testing.

6. DELIVERABLES

- 6.1. For each service request, the following will be required
 - 6.1.1. An inception discussion, where required, to confirm the assessment requirement and role profile.
 - 6.1.2. Agree a suitable assessment battery and assessment schedule for each assignment.
 - 6.1.3. Administration of the relevant assessments.
 - 6.1.4. A professional integrated assessment report for each assessed individual signed by a suitably qualified professional who is registered with the HPCSA.
 - 6.1.5. A summary recommendation indicating suitability, developmental considerations and/or risk factors, where applicable.

- 6.1.6. Feedback sessions with authorised organisational representatives, as required.
- 6.1.7. Secure storage and management of assessment records in accordance with legal and professional requirements.
- 6.1.8. Monthly or assignment-based invoicing supported by clear records of services rendered.

7. The proposal will be evaluated in two (02) stages

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

7.1. The service providers will be required to score a **minimum** of **70** out of 100 points on the Functionality Evaluation to qualify for Stage 2 of the evaluation, where only Price and Specific Goals points will be considered.

Functionality/ Technical Evaluation (Stage1)

REQUIREMENTS		WEIGHTING
<p>Company Experience and Expertise</p> <p>The service provider must have at least five (5) years' demonstrable experience in the provision of psychometric assessment services, for management, senior management and executive roles.</p>	<p>The service provider must submit a company profile detailing its areas of expertise, years in operation, and experience in rendering similar services</p> <p>Points Allocation</p> <ul style="list-style-type: none"> • five (5) years' demonstratable experience -10 Points • Less than five (5) years' demonstrable experience- 0 points 	<p>10 points</p>

REQUIREMENTS	WEIGHTING	
<p>Contactable References:</p> <p>Each letter will be assessed and allocated points as set out below:</p> <ul style="list-style-type: none"> • No reference letter or did not provide the required information = 0 points • 1 valid letter = 10 points • 2 valid letters = 20 points • 3 valid letters = 30 points • 4 valid letters = 40 points • 5 valid letters = 50 points <p>No additional points will be allocated for additional reference letters over and above the required maximum.</p>	<p>Contactable References</p> <p>Service providers must provide five (05) written contactable reference letters not older than 3 years attesting to the psychometric assessment services rendered. The signed reference letters must be on a company letterhead clearly indicating:</p> <ul style="list-style-type: none"> • Company name • Physical address • Period/ date for which psychometric assessment services were rendered • Type of psychometric assessment services provided • Authorised signatory's name, designation and contact details <p>NB:</p> <ul style="list-style-type: none"> • Reference letters that do not fully meet the above requirements will not be considered as valid and will result in disqualification. • The CCMA may at its discretion conduct reference checks /verification of the reference letters at any stage of the evaluation. • Submission of reference letters whose authenticity/validity is disputed by the referee will lead to disqualification of the bid. 	<p>50 points</p>
<p>Implementation roll-out plan</p> <p>The plan will be assessed and allocated points as set out below</p> <p>5 – Excellent: Fully meets and exceeds requirements with a detailed, clear, and practical approach.</p> <p>4 – Very Good: Meets all requirements with minor gaps.</p> <p>3 – Good: Meets most requirements but lacks depth or clarity.</p> <p>2 – Poor: Meets some requirements but significant gaps exist.</p> <p>0 – Very Poor: Does not adequately meet requirements.</p>	<p>The service provider must provide a practical and comprehensive implementation roll-out plan for execution psychometric assessment services for executive, senior and middle management positions. The service provider must demonstrate an understanding of all the requirements by addressing all aspects of the Scope of Work and Deliverables and outlining how the service provider plans to execute the services required. The implementation roll-out plan, with detailed and clear timelines, must demonstrate the ability to provide the required assessments within the required timelines.</p>	<p>40 points</p>

REQUIREMENTS		WEIGHTING
	Points will be allocated as set out below 5 (Excellent) 5/5 - 40 =40 4 (Very Good) 4/5 - 40 =32 3 (Good) 3/5 -40=24 2 (Poor) 1/5 - 40 =8 1 (Poor) 0/5 - 40 =0	
Total		100

Service providers who score a minimum threshold of **70 out of 100 points** on the functionality evaluation criteria will progress to the next stage of the evaluation. The successful service provider will be required to provide psychometric assessment services, on an as and when required basis for a period of three (3) years.

8. PRICE AND SPECIFIC GOALS (STAGE 2)

8.1. The applicable preference point system for this tender is the 80/20 preference point system, in line with PPPFA Regulations 2022, where 80 points are allocated for price and the 20 points will be allocated to promote the CCMA Preference Goal The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

8.2.1. Price; and

8.2.2. Specific Goal(s).

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

Table 1:

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

Table 2

Ownership verification will be conducted in line with the Central Suppliers Database by National Treasury. Company Registration Documents and the owner/s identity documents	80/20 Preference points system	90/10 Preference Points system
Price	80	90
<i>Black Owned Entities</i>	<i>08</i>	<i>04</i>
<i>Women Owned Entities</i>	<i>06</i>	<i>03</i>
<i>Youth Owned Entities</i>	<i>04</i>	<i>02</i>

<i>PWD Owned Entities</i>	<i>02</i>	<i>01</i>
Total points for Price and Specific Goals	100	100

8.4. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.

8.5. The Organ of State reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the Organ of State.

9. Pricing Schedule

Level	Price per candidate (incl. VAT) – all-inclusive Y 1	Price per candidate (incl. VAT) – all-inclusive Y 12	Price per candidate (incl. VAT) – all-inclusive Y3
Executive Management	R	R	R
Senior Management	R	R	R
Middle Management	R	R	R

The table above to be completed by the Service providers with total price per candidate, per level for the three-year period.

COMPULSORY BRIEFING SESSION (VIRTUAL SESSION)

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

Date: 06 July 2026

Time: 11H00

Please use the link below to connect the session

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/319201511423002?p=DjKoAxFftlCjOGzowz>

Meeting ID: 319 201 511 423 002

Passcode: Bb79BT9z

**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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOAL(S)

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for SPECIFIC GOAL(S) stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for Specific goal(s) for both the 90/10 and 80/20 preference point system.

Table 1: Specific Goal(s) for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Ownership verification will be conducted in line with the Central Suppliers Database by National Treasury. Company Registration Documents and the owner/s identity documents	80/20 Preference points system	90/10 Preference Points system
Price	80	90
<i>Black Owned Entities</i>	<i>08</i>	<i>04</i>
<i>Women Owned Entities</i>	<i>06</i>	<i>03</i>
<i>Youth Owned Entities</i>	<i>04</i>	<i>02</i>
<i>PWD Owned Entities</i>	<i>02</i>	<i>01</i>
Total points for Price and Specific Goals	100	100

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

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

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

5 TENDER PRICE

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

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

where -

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

Pt = price of tender under consideration; and

Pmin = price of the lowest acceptable tender

6 SPECIFIC GOALS

6.1 % OWNED BY BLACK PEOPLE (BO)

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

% owned by black people -----%

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

proof of ownership must be attached in the form of:

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

6.2 % OWNED BY PEOPLE WHO ARE WOMEN (WO)

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

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

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

proof of ownership must be attached in the form of:

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

6.3 % OWNED BY YOUTH PEOPLE (YO)

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

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

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

Proof of ownership must be attached in the form of:

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

6.4 % OWNED BY PERSONS WITH DISABILITY (PWD)

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

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

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

proof of ownership must be attached in the form of:

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

(To be completed by bidder)

TABLE B: OWNERSHIP

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

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

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

7. DECLARATION WITH REGARD TO COMPANY/FIRM

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

7.2. Company registration number:

7.3. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder



**COMMISSION FOR CONCILIATION,
MEDIATION & ARBITRATION**

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this form;

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

SIGNED AT _____ ON THIS _____ DAY OF _____ 2026

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE OF THE COMPANY: _____