CCMA

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION
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REQUEST FOR INFORMATION (RFQ):

RFQ NO:	219090 CLOUD-BASED INFORMATION TECHNOLOGY SERVICE MANAGEMENT (ITSM)			
DESCRIPTION OF SERVICES REQUIRED:	CCMA invites suitably qualified and experienced service providers to submit proposals for the supply, implementation, support, maintenance, training, and licensing of a cloud-based Information Technology Service Management (ITSM) solution aligned to Information Technology Infrastructure Library ITIL best practices for a period of 24 months.(01 Sep 2026-31 August 2028) The solution shall be delivered as a Software-as-a-Service (SaaS) platform within the borders of South Africa. **DETAILED SPECIFICATION ATTACHED BELOW**			
ISSUING DATE:	15 July 2026			
Non-Compulsory Briefing Session	10H00am 20 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				
CLOSING:	**TIME:**	16H00pm	**DATE:**	27July 2026
DELIVERY ADDRESS	**CCMA National Office, JCI Building, 28 Harrison Street Marshalltown**			
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Granny Motsie 011 377 6649			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFI:	The submissions of the quotations must be emailed to: RFQ6@CCMA.org.za **only** **All quotations need to be on an official letterhead (All cost included)**			
DISQUALIFICATION	Quotations not submitted to the RFQ6@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
	• **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.**

Kindly use the link below to join the non-compulsory briefing session

Join:
https://teams.microsoft.com/meet/373209799360645?p=xDJcoi8KWW87Jq7IyH
Meeting ID: 373 209 799 360 645
Passcode: ju3gK9eN

RFQ Specification

Provisioning, Support and Maintenance of an ITIL-Aligned Service Desk Solution

1. **Introduction**

   CCMA invites suitably qualified and experienced service providers to submit proposals for the supply, implementation, support, maintenance, training, and licensing of a cloud-based Information Technology Service Management (ITSM) solution aligned to ITIL best practices for a period of 24 months. The solution must be delivered as a Software-as-a-Service (SaaS) platform within the borders of South Africa.

2. **Objectives**
   - Establish a Single Point of Contact (SPOC) for ICT services.
   - Align ICT service delivery with ITIL best practices.
   - Improve incident response and resolution times.
   - Facilitate automation of service management processes.
   - Improve user experience and service quality.
   - Provide management reporting and analytics.
   - Support ICT governance, risk management, and compliance requirements.

3. **SCOPE OF WORK**
4. The solution must support the following ITIL practices:

Process	Requirement
Incident Management	Logging through multiple channels (i.e. Email, Web portal), categorisation, prioritisation, escalation, resolution, and Queue management
Service Request and Catalogue Management	Standard request fulfilment workflow, Service request tracking, Service offerings and request forms
Problem Management	Root cause analysis and known error database
Change Enablement	Change request workflow, approvals and CAB support
Service Level Management	SLA tracking, escalations, and Satisfaction surveys
Knowledge Management	Searchable knowledge base, create knowledge articles, Maintain Frequently Asked Questions (FAQs)
Assets and Configuration Management	Configuration Management Database(CMDB) and asset relationships mapping for 1500 Assets, Hardware and software Asset management, ICT Asset Lifecycle management, Asset discovery capabilities
Solution integration	Active Directory (AD)
Availability Management	Service availability monitoring
Capacity Management	Resource utilisation tracking
IT Service Continuity Management	Disaster recovery support

Information Security Management	Security-related workflow management, support role-based access control (RBAC), provide audit logging, encrypt data in transit and at rest, support Single Sign On (SSO), and comply with POPIA requirements
Release Management	Planning and deployment of releases
Event Management	Event and alert integration
Reporting and Analytics	Interactive dashboard, SLA performance reports, Incident trends, Problem trends, Agent performance reports, user satisfaction reporting, and Executive management reports
Virtual Training	Administrator training, Service Desk Agent training, End-user awareness training, and Training manuals
Data Ownership	Data remains the property of CCMA, provide data export capability at contract termination, Data migration support must be provided upon termination or replacement

5. Deliverables

The successful bidder shall deliver:

i. Implemented ITSM solution.
ii. Configured ITIL processes.
iii. CMDB.
iv. Knowledge base.
v. User portal.
vi. Training and documentation.
vii. Support and maintenance services

6. EVALUATION CRITERIA

Bids will be evaluated on three stages:

- **Mandatory Requirements**
- **Functionality Evaluation (minimum threshold of 75)**
- **Price and Specific Goals**

7. MANDATORY REQUIREMENTS

Bidders must attach the below requirement as part of their submission:
The bidder must prove that the software solution product is ITIL-certified in South Africa,

Note: Failure to attach this mandatory requirement, the bid will be automatically eliminated and not evaluated further

8. FUNCTIONALITY EVALUAITON

The following evaluation criteria will be applicable; the maximum points of each criterion are indicated in the table below:

Criteria	Weight
8.1 Fitness for purpose and the quality of the solution proposal The proposal will be evaluated based on guidelines below:	35
SOLUTION PROPOSAL Fitness for purpose and the quality of the solution proposal • Solution Components in relation to the Scope of work (reference to Section 4) - bidders to address the entire solution components in full. **All components addressed = 35 points** **Failure to address all components will result in a zero scoring.** • Incident Management • Service Request and Catalogue Management • Problem Management • Change Enablement • Service Level Management • Knowledge Management • Configuration Management and Asset Management • Availability Management • Capacity Management • IT Service Continuity Management • Information Security Management • Release Management • Event Management • Solution integration • Reporting and Analytics • Virtual Training • Data ownership	
8.2 Fitness for purpose and the quality of the project proposal The proposal will be evaluated based on guidelines below:	25
PROJECT PROPOSAL Fitness for purpose and the quality of the project proposal • Project management methodology – Submit a 4 week project plan with timelines, key tasks that serve the highest purpose and have the largest impact on the deployment. (15 points) • Risk management analysis – Provide a report on what are the risks involved during deployment and how could we avoid or mitigate them. (5 points) • Virtual Training plan – Submit a comprehensive training plan (5) Failure to address any of the above key performance areas will result in zero score for that component.	

8.3 Track record (Contactable, traceable reference letters)	
Bidders must provide contactable, traceable reference letters. Note: Number of companies refers to the number of companies/organizations where the bidder has successfully provisioned a cloud-based Information Technology Service Management (ITSM) solution within the last 10 years The contactable reference letters from the clients must include: • company name • company letterhead • contact person • Contact telephone numbers. • Service commencement (month and year) 2 companies/organisations with traceable Reference Letter = 20 1 company/organisation with traceable Reference Letter = 10 0 company/organisation with traceable Reference Letter = 0 **The CCMA reserves the right to verify references with the bidders' clients.**	20
8.4 Human Resource Capability. Human resources capabilities are very crucial to the success of any project, below are some of the human resources minimum requirements for this project. Please provide a clearly marked CV. The CV provided will be used to evaluate the human resources capabilities of the bidder. Note: The CCMA reserves the right to interview the resources whose CV is submitted. ITSM Consultant Note: Years of experience refers to number of years continuous involvement in the provision and support of cloud-based Information Technology Service Management (ITSM) solutions). ITSM Consultant 5 years plus = 20 ITSM Consultant 4 years' but less than 5 years = 16 ITSM Consultant 3 years but less than 4years= 12 ITSM Consultant 2 years but less than 3 years = 8 ITSM Consultant 1 year but less than 2 years =4 ITSM Consultant less than one year = 0 NB: Any changes to the Human Resource after the award, the appointed replacement shall fulfill all requirements applicable to the previous incumbent.	20

Weighting

Technical / Functional Criteria	Weightings
Total technical/functional	100
Minimum threshold	75
Price	
Points allocated for price	80
Preference Points	
Points allocated for preference points	20
TOTAL FOR PRICE and PREFERENCE POINTS	100

Bidders who score a minimum threshold of 75 out of 100 points on the evaluation criteria will be considered for further evaluation on Price and preference points. Bidders who fail to attain the required minimum threshold will not be evaluated further.

9. Pricing

9.1 Pricing Schedule

For this section please provide an Appendix with the pricing schedule. The pricing needs to be transparent so that the CCMA understands the pricing per component.

Description	Qty	Unit Cost	Year 1	Year 2
Implementation (once-off)	1			
Remote Support and Maintenance	1			
Licenses	25			
Total			R	R
VAT			R	R
Grand Total (Inc. VAT)			R	R

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 REPRESENATIVE OF THE COMPANY: ______________________________

SIGNATURE OF REPRESENATIVE OF THE COMPANY: ______________________________________

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 interest[1] 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**

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.

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

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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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

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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:

80/20 **or** **90/10**

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

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:

80/20 **or** **90/10**

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

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**
Black Owned Entities	*08*	*04*
Women Owned Entities	*06*	*03*
Youth Owned Entities	*04*	*02*
PWD Owned Entities	*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	
iii.	Women Owned Entities	:	06 points	**Specific Goals (Maximum 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: $8 \times \frac{\% BO}{100} =$ $\boxed{}$

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: $6 \times \frac{\% WO}{100} =$ $\boxed{}$

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: $\boxed{}$ $4 \times \frac{\%\,\text{yo}}{100} =$

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 $\boxed{}$ 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:	………………………………………………………
	………………………………………………………
	………………………………………………………
	………………………………………………………