

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

RFQ NO:00000197237	Supply Chain Management Services Consultant			
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	Provision of Supply Chain Management Services Consultant to the CCMA			
SPEC ISSUING DATE:	08 November 2023			
EFFECTIVE CONTRACT DATE	Contract start date effective from November to 31 March 2024.			
PLEASE ENSURE THAT THE QUOTATION HAS THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO FULFIL THE THRESHOLD ALLOCATION (VAT INCLUSIVE IF APPLICABLE).				
RFQ CLOSING DATE:	TIME:	16h00	DATE:	13 November 2023
EVALUATION CRITERIA:	Price and			Price: 80 points
	B-BBEE			Specific Goal Points: 20 points
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON/S FOR ENQUIRIES RELATED TO THE SCOPE OF THE PROJECT	Ms. Thabang Kgagane (ThabangK@ccma.org.za) or Call 011 377 6916			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to the RFQ@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 preferential points using the 80/20 preference points system.The 80 points is for request for quotations up to the rand value of R1 million.The 20 points will be allocated to promote this goal and points will be allocated in terms of the CCMA Preference Goal 2: B-BBEE status level of contributor.			

1. Overview

The Commission of Conciliation, Mediation and Arbitration (CCMA) invites proposals from qualified and experienced service providers to offer Financial Services Consultants. The appointed service provider will be expected to be working closely with the in-house Financial Management unit.

The Commission for Conciliation, Mediation and Arbitration (CCMA) is a dispute resolution body established in terms of the Labour Relations Act, 66 of 1995 (LRA).. The CCMA is in pursuit of Senz'umehluko strategy to enhance workplace relations and optimising service delivery, it is therefore essential that the Financial Reporting and processes are aligned to this organisational strategy.

2. Scope

2.1 The Supply Chain Management Unit is responsible for ensuring the procurement of goods and services is fair, equitable, transparent, competitive, and cost-effective. There are several activities that the SCM Unit is tasked with to support the organisational operations towards attaining the strategic objectives. Included in these tasks is the facilitation of the procurements of goods and services, ensuring compliance with applicable laws and regulations in the procurement of goods and services, assist the end-users in managing their contracts. The organisation has an in-house SCM function, and its staff complement possess various skill sets required to execute the mandate of function. However, there is a need to enhance the current team's skill set to accommodate the execution and direction of the unit through the specialized supply chain management as an interim measure. The service provider will be expected to give reports of the deliverables and to work under the supervision of the Chief Financial Officer. The service provider will be required to deliver in accordance with the key performance areas of the Head of Supply Chain Management profile on (but not limited to) the following:

2.2.1 Business Plan Management

- a. Develop the Supply Chain Management Strategy for submission to the CFO to feed into the Strategic Plan the Finance Department and organisation
- b. Communicate the supply chain management strategy and monitor and report on implementation across the organisation
- c. Review the supply chain operational plan on a quarterly basis and ensure alignment to any changes in the organisational strategic business plan
- d. Communicate progress against the achievement of the business plan to the CFO at regular intervals

2.2.2 Supply Chain Compliance Management

- a. Monitor compliance to supply chain guidelines, systems, procedures and policies
- b. Monitor that all processes adhere to PMFA Act, PPPFA Act and BBBEE
- c. Liaise with relevant parties to address issues of non-compliance
- d. Draft and update Supply Chain policies and procedures
- e. Oversee the management of secretariat function to the Bid Committees
- f. Provide expert advice on bid specifications and evaluations

- g. Guide internal and external audit in terms of the audit process to ensure adherence to corporate governance

2.2.3 Supply Chain Process Management

- a. Perform analysis on historical procurement and spending partners / trends to inform the operational planning for the business unit
- b. Monitor that procurement spend is in line with overall BBBEE compliance
- c. Review policies and procedures developed for inventory management and asset management for submission to the appropriate governance structure for approval
- d. Review lease commitments to ensure compliance to lease agreements
- e. Monitor adherence to the minimum quotes to be obtained for any sourcing / procurement needs
- f. Monitor the enforcement of procurement guidelines as stipulated by National Treasury during the tendering processes
- g. Participate as a member of the Adjudication Committee in the awarding of contracts
- h. Oversee the timeous provision of information to the internal and external auditors

2.2.4 Tender and Contracts Management

- a. Review contracts in order to manage spend, the contract period and terms and conditions
- b. Negotiate with suppliers for critical contracts to ensure cost savings in accordance with delegation of authority
- c. Provide oversight to ensure all contracts are drafted, signed, filed, renewed etc.
- d. Provide advice and guidance to the various internal departments when Service Level Agreement (SLA) input is required.
- e. Monitor compliance of all contracts to rules and regulations within Supply Chain policies and procedures

2.2.5 Demand and Logistics Management

2.2.5.1 Demand Management:

- a. Oversee the maintenance of a Supplier Database for the entire organisation
- b. Review needs assessments to ensure that goods or services are acquired in order to deliver the agreed service
- c. Review all specifications to ensure correct goods / services are procured
- d. Review budget approvals for procurement of goods and services
- e. Keep abreast of supply chain management trends
- f. Review consolidated demand management plans for the financial year and submit for approval to National Treasury

2.2.5.2 Logistics Management:

- a. Oversee the management of lead time and delivery periods to the regions and national customers
- b. Monitor adherence to the inventory management processes
- c. Review the monthly stock count report and implement corrective action where required

- d. Review redundant and slow-moving stock report on a monthly basis and implement corrective action where required
- e. Review depreciation values received from Finance to ensure proposed items are disposed at the right value
- f. Provide guidance on methods of effective and efficient disposal of goods

2.2.6 Reporting

- a. Produce monthly supply chain reports on departmental activities for submission to the CFO
- b. Produce and submit ad hoc supply chain reports to the relevant stakeholder, as and when requested
- c. Produce quarterly supply chain reports for submission to the Finance and Risk Committee, Audit Committee and Governing Body

2.2.7 Communication

- a. Communicate openly about organisational strategy and supply chain management strategy and invite participation from employees
- b. Communicate the entire supply chain management strategy to the organisation by conducting roadshows
- c. Ensure that issues that affect employees are discussed and inputs are gathered
- d. Ensure the contribution of employees to the teams' performance is appreciated and communicated
- e. Ensure employee questions are answered promptly, openly and honestly
- f. Conduct regular team communication meetings that facilitate two-way communication

2.2.8 People Management

- a. Develop Performance Contracts for subordinates and ensure all work is completed in compliance with the performance contract and corporate processes
- b. Review performance on a formal and informal basis and ensure that subordinates have adequate resources to perform optimally
- c. Make recommendations to the CFO to recognise and reward good performance through various formal and informal mechanisms
- d. Mentor and coach team members in order to address gaps and sub-standard performance
- e. Conduct career discussions and identify opportunities for future development and continuous improvement.
- f. Identify employees with potential and develop career paths for employees in finance
- g. Obtain approval of EE plan and ensure that these targets are met within area of responsibility
- h. Evaluate training relevance and training mentors and develop in-house mentors
- i. Foster employee commitment and loyalty through active engagement with individual team members
- j. Create on-the-job opportunities which facilitate the transfer of knowledge and skill between employees
- k. Keep abreast of own development needs and actively seek opportunities to improve own management style
- l. Manage and leverage the skills of the team in allocating work

- m. Conduct regular scheduled team meetings to discuss updates, process improvements, process changes, and open issues affecting the team
- n. Build people capability through effective employee relations, hiring, training, and communication to staff

2.2.9 Financial/Budget Management

- a. Prepare a budget for the business unit for submission to the CFO
- b. Monitor expenditure against budget to ensure that expenditure remains within budgetary constraints
- c. Prepare budget variance reporting for submission to the CFO
- d. Monitor compliance with administrative controls over funds, contracts and procurements, to preclude
- e. fraud or mismanagement of funds within budget

1.10 Knowledge, Skills and Behavioural Competencies

Knowledge:

- Supply Chain Management processes and systems
- Inventory Management
- Demand Management
- Supplier Management;
- Contract Administration
- Financial Processes
- Reporting
- Compliance Orientation

Skills and Behavioural Competencies:

- Analysis, problem solving and judgement
- Decision Making
- Planning and Organising
- Accountability
- Relationship Management
- Negotiation
- Leadership
- Communication (oral and written)

3. Specification

The following are mandatory functional tender requirements for the Financial Services Consultant, bidders must indicate their compliance to the requirements by **YES/NO** in the box below. Bidders who do not comply with all the mandatory requirements will be disqualified.

Item	Description	Comply (Yes/No)
1.	The service provider must have conducted a Supply Chain Management Consulting services by executing procurement functions in the public sector. (attach evidence of a reference letter)	
2.	Consultants are registered members with a recognised supply chain management professional body (attach evidence of membership number)	
3.	Consultants of public sector supply chain management processes	

Document Description	Comply(Yes/No)
SBD 4 Declaration of interests*	
SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulations 2022*	
CSD Report from National Treasury	
Price Quotation/ breakdown	
B-BBEE Certificate accredited by SANAS/ Sworn Affidavit signed by the Commissioner of Oath	

4. Evaluation Criteria

With regards to evaluation criteria, the following criteria shall be applicable and the maximum points of each criterion are indicated in the table below:

Track record (References)		Total Score
Bidders are required to furnish contactable references by providing reference letters where Financial Accounting Consulting services have successfully been conducted. The reference letters from the clients must include: <ul style="list-style-type: none">• Company name• Company letter head• Contact person• Contact telephone numbers		30
Track record (References) : Scoring Matrix		
Number Of References	Max 20	
1 reference	4	
2 references	8	
3 references	12	
4 references	16	
5 references or more	20	
Additional points over and above the references provided will be awarded, if at least one of the references with the most recent experience, meets the criteria below		
Project Completion	Max 10	
Project completed more than 5 years ago	2	
Project completed between 4 to 5 years	4	
Project completed below 4 years but more than 3 years	6	
Project completed from above 2 up to 3 years	8	
Project completed within the last 24 months	10	

Human Resource Capability (Experience and Qualifications)		Total Score
The bidders are required to provide CV's of proposed project team members as required below. CV's will be evaluated based on the below mentioned criteria		40
Qualifications (Provide Detailed Curriculum Vitae and evidence of qualification for project team members) Tertiary Qualification (Diploma or Degree) plus one Professional Accounting Qualification (such as CA, ACCA, SAIPA, CIMA etc.) –10 points (for each additional relevant type of qualification over and above the minimum , one (1) point will be awarded to an overall maximum of 15 points.	Max 15	
Financial Accounting Relevant Experience CV's of the proposed project team (25 points) 9 years and above = 25 7 – 9 years = 20 below 7 years but more than 4 years = 15 3 - 4 years = 10 below 3 years but more than 2 years = 5 2 years and below = 0 The experience of the team will be assessed collectively and will be averaged.	Max 25	

Technical / Functional Criteria		Total Score
Project plan - The prospective bidders to supply a detailed project plan for provision of provision of supply chain management advisory services to the CCMA.		30
Detailed Project plan (The project plan should address the following: <ul style="list-style-type: none"> ○ Milestone per process ○ Responsibility Matrix ○ Duration of a project limited to four months ○ Skills Transfer plan No points will be allocated if the project plan does not fully address the above.	Max 30	
If there is no project plan provided	0	

Technical / Functional Criteria	Weightings
Total technical/functional	100
Minimum threshold	70
Price	
Points allocated for price	80
B-BBEE Status Points	
Points allocated for B-BBEE	20
TOTAL FOR PRICE and B-BBEE PREFERENCE POINTS	100

Bidders who score a minimum threshold of **70 out of 100 points** on the evaluation criteria will be considered for further evaluation on Price and B-BBEE. Bidders who fail to attain the required minimum threshold will not be evaluated further.

Pricing

Pricing Schedule

Prospective bidders are required to submit an all-inclusive detailed price break down / proposal to cover the project scope for Hours and Fees, in a similar format as Table A below (as applicable).

The Consultant is to provide the following detail:

- a) An estimate of the hours to be spent on the project;
- b) Fees for completing the project in accordance with this specification;

Table A

ACTIVITIES	Hrs.	Project Manager	Senior Consultant	Junior Consultant	Additional Consultant	Cost Per Activity (R)
Charge Rate Per Hour (VAT Incl.)		0.00	0.00	0.00	0.00	
PLANNING	Hourly Allocations Per Activity Per Resource					
Pre Project Questionnaire		0.00	0.00	0.00	0.00	0.00
Proposed Client Visit Letter		0.00	0.00	0.00	0.00	0.00
Project Planning Meeting & Minutes		0.00	0.00	0.00	0.00	0.00
Engagement letter		0.00	0.00	0.00	0.00	0.00
Opening meeting and minutes		0.00	0.00	0.00	0.00	0.00
System descriptions		0.00	0.00	0.00	0.00	0.00
Risk and control matrix		0.00	0.00	0.00	0.00	0.00
Project Program		0.00	0.00	0.00	0.00	0.00
Total Planning	Hrs.	0.00	0.00	0.00	0.00	0.00
FIELD WORK						
Project Execution (WEEK ONE)		0.00	0.00	0.00	0.00	0.00
Project Execution (WEEK TWO)		0.00	0.00	0.00	0.00	0.00
Project Execution (WEEK THREE)		0.00	0.00	0.00	0.00	0.00
Total Field work	Hrs.	0.00	0.00	0.00	0.00	0.00
PROJECT COMPLETION						
Finding worksheet		0.00	0.00	0.00	0.00	0.00
Draft Report		0.00	0.00	0.00	0.00	0.00
Closing meeting & Minutes		0.00	0.00	0.00	0.00	0.00
Quality Assurance & Referenced Project File		0.00	0.00	0.00	0.00	0.00
Issued Final report & Submission		0.00	0.00	0.00	0.00	0.00
Total Completion Activities		0.00	0.00	0.00	0.00	0.00
Totals Project Hours Per Activity & Project Cost		0.00	0.00	0.00	0.00	0.00



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this referral 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 _____ 2023

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE 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 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 B-BBEE.

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**

(delete whichever is not applicable for this tender).

- 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) B-BBEE.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE	20
Total points for Price and B-BBEE	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 B-BBEE with the tender, will be interpreted to mean that preference points for B-BBEE 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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR B-BBEE

- 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 B-BBEE 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 B-BBEE for both the 90/10 and 80/20 preference point system.

Table 1: B-BBEE 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.)

The B-BBEE allocated points in terms of this tender. (B-BBEE Status Level of Contributor)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE 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 B-BBEE 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:

