



## COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

### National Office

28 Harrison Street, Johannesburg, 2001  
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### REQUEST FOR QUOTES

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

RFQ NO	RQN00000208255			
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN ELECTRONIC BOARD PACK SOLUTION FOR A PERIOD OF THREE (3) YEARS  PLEASE SEE THE SPECIFICATIONS BELOW			
ISSUING DATE:	05 MARCH 2025			
Delivery Address: CCMA National Office, 28 Harrison Street, JCI Building, Marshalltown Johannesburg				
RFQ CLOSING DATE:	TIME:	11:00 AM	DATE:	18 March 2025
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALUATE YOUR PRICE, AND PRICE MUST INCLUDE ALL APPLICABLE TAXES				
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON	Phathutshedzo Mulandana; Email: <a href="mailto:PhathutshedzoM@ccma.org.za">PhathutshedzoM@ccma.org.za</a> Tel: 011 377 6717			
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: <a href="mailto:RFQ4@CCMA.org.za">RFQ4@CCMA.org.za</a> only All quotations need to be on an official letterhead (All cost included)			
DISQUALIFICATION	Quotations not submitted to <a href="mailto:RFQ4@CCMA.org.za">RFQ4@CCMA.org.za</a> will be disqualified.			
EVALUATION OF QUOTATIONS	<ul style="list-style-type: none"><li>All quotations above R2000 will be evaluated on pricing and CCMA preferential points using the 80/20 system.</li><li>The 80 points are for requests for quotations up to the rand value of R1 million.</li><li>The 20 points will be allocated to promote this goal, and points will be allocated in terms of the CCMA Preference Goal 1: Ownership as a specific Goal</li></ul>			
	<b><u>NB: Supplier must attach the following documents when responding to this RFQ:</u></b>  Proof of ownership must be attached in the form of:			

	<ul style="list-style-type: none"> <li>➤ Copy of the founding documentation of the company with which the ownership is listed i.e. CIPC etc;</li> <li>➤ Copy of the id-document (s) of the owner (s).</li> <li>➤ Proof of Medical certificate confirming disability of the owner (s).</li> </ul> <p><b>Failure to adhere to the above will result in the non-allocation of preferential points.</b></p>
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**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN ELECTRONIC BOARD PACK SOLUTION FOR A  
PERIOD OF THREE YEARS**

## **1. BACKGROUND ON THE PROJECT/REQUIREMENT**

- 1.1 The Commission for Conciliation, Mediation and Arbitration (CCMA) is established in terms of Section 112 of the Labour Relations, 1995 (Act 66 of 1995) (the LRA) as a juristic person, and is defined as a schedule 3A public entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (the PFMA). The CCMA is governed by the Governing Body, whose acts are acts of the CCMA.
- 1.2 The Governing Body and its Committees has in place Charters that set out principles by which they would discharge their statutory obligations and fiduciary duties. Also contained in their respective Charters is the operating procedures which outlines amongst others, the frequency of the meetings of the Governing Body and its Committees and meeting documentation required for preparation for each meeting.

## **2. PURPOSE AND OBJECTIVES OF THIS RFQ**

- 2.1 The purpose of this RFQ is to source and appoint a service provider who will provide an interactive user friendly electronic board pack software for a period of three (3) years for a total of fifty (50) licences, forty members of the Governing Body and Committees, as well as the Executive Committee, and ten (10) administrator/secretariat licences.

## **3. APPROACH**

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

## **4. SCOPE**

### **4.1 Prospective bidders are required to submit proposals as per the below requirements:**

#### **4.1.1 Technical Requirements:**

- (a) Private cloud hosting Solution;
- (b) Smart device compatible;(currently the CCMA is using iPads);
- (c) Multivendor operating systems compatibility;
- (d) Full offline access to information;
- (e) Annotation ability;
- (f) Saving capability of annotations;
- (g) Synchronisation of notifications and document changes;
- (h) Data protection/restrictions (disabling of printing and sharing of documents/information);
- (i) Security of information (encryption);

- (j) Remote wiping of information;
- (k) Security of access (Complex passwords);
- (l) Round-robin voting capability;
- (m) Training immediately after deployment for users and administrators;
- (n) 24/7 Ongoing operational support for the duration of the contract;
- (o) Multiple board/committee membership capability;
- (p) Collaboration capability between members on notes, annotations;
- (q) Solutions should adapt to incorporate online and archived search capabilities for the duration of the contract;
- (r) Data migration or offloading from the application to the new service provider;
- (s) Data uptake (from current service provider to new service provider);
- (t) Automatic conversion of Office 365 documents uploaded into the system;
- (u) Customization menus;
- (v) Cyber security measures, including ransomware insurance cover;
- (w) Decision tracker;
- (x) Integration of MS Teams into the application; and
- (y) Any other relevant requirements and new innovations.

## **5. LEGISLATIVE REQUIREMENTS**

### **5.1 The prospective bidders are required to comply with the following legislation:**

- 5.1.1 Protection of personal information Act (POPI);
- 5.1.2 Promotion of access to information Act (PAIA);
- 5.1.3 Interception of electronic communications Act; and
- 5.1.4 Cybercrimes and Cybersecurity Bill

## **6. EVALUATION OF PROPOSALS - RFQ WILL BE EVALUATED IN THREE PHASES**

### **6.1 Phase One (1) - Mandatory Compliance and Requirements:**

- 6.1.1 Bidders will be assessed on their full compliance with mandatory requirements, only bidders who fully meet mandatory requirements will proceed to be evaluated to the next phase. Bidders who do not fully meet mandatory requirements will be automatically eliminated.
- 6.1.2 Bidders must submit a comprehensive technical proposal where they demonstrate an understanding of how the required solution will be provisioned in line with the scope of work below.

Bidders must however still indicate “**Yes**” in the fields in order to proceed to the next evaluation stage.

Where bidders have indicated “**No**” they shall be disqualified from the evaluation process.

Item	Description	Yes	No
1.	Private cloud hosting Solution		
2.	Smart device compatible;(currently the CCMA is using iPads)		
3.	Multivendor operating systems compatibility		
4.	Full offline access to information		
5.	Annotation ability		
6.	Saving capability of annotations		
7.	Synchronisation of notifications and document changes		
8.	Data protection/restrictions (disabling of printing and sharing of documents/information)		
9.	Security of information (encryption)		
10.	Remote wiping of information		
11.	Security of access (Complex passwords)		
12.	Round-robin voting capability		
13.	Training immediately after deployment for users and administrators		
14.	24/7 Ongoing operational support for the duration of the contract		
15.	Multiple board/committee membership capability		
16.	Collaboration capability between members on notes, annotations		
17.	Solutions should adapt to incorporate online and archived search capabilities for the duration of the contract		
18.	Data migration or offloading from the application to the new service provider		
19.	Data uptake (from current service provider to new service provider)		
20.	Automatic conversion of Office 365 documents uploaded into the system		
21.	Customization menus		
22.	Cyber security measures, including ransomware insurance cover		
23.	Integration of MS Teams into the application		

## 6.2 Phase Two (2) - Technical / Functionality Evaluation

6.2.1 Bidders who met the minimum threshold of 65 points will proceed to the next phase of evaluation which is price and specific goals.

Evaluation of Functionality	
Criteria	Weighting
<b>1. Experience in providing the service/solution</b> <ul style="list-style-type: none"><li>➤ Note: Number of companies refers to the number of companies/organisations of similar magnitude as the CCMA where the Bidder has successfully deployed Electronic Boardpack solutions in the last 5 years.</li><li>➤ The reference letters from the clients must be on a company letter head and include:<ul style="list-style-type: none"><li>• Company name</li><li>• Contact person</li><li>• Contact telephone numbers</li><li>• Period of contract / date</li></ul></li><li>➤ 5 or more companies/organisations with positive reference letters = 20</li><li>➤ 4 companies/organisations with positive reference Letters = 16</li><li>➤ 3 companies/organisations with positive reference Letters = 12</li><li>➤ 2 companies/organisations with positive reference Letter = 8</li><li>➤ 1 company/organisation with positive reference Letter = 4</li><li>➤ 0 company/organisation with positive reference Letter = 0</li></ul>	<b>20</b>
<b>2. Human Resource Capability.</b> <p>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 detailed CV for each role, multiple roles per resource is strictly not allowed. The CVs provided will be used to evaluate the human resources capabilities of the Bidder.</p> <p><b>Note:</b> The CCMA reserves the right to interview the resources whose CVs are submitted.</p>	<b>20</b>

<p><b>Project Manager (10 points)</b></p> <p><b>Note:</b> Years of experience refers to number of year's continuous involvement in provisioning of electronic boardpack solutions.</p> <p>Project Manager 5 years more experience = 10</p> <p>Project Manager 4 years' but less than 5 years' experience = 8</p> <p>Project Manager 3 years but less than 4 years' experience = 6</p> <p>Project Manager 2 years but less than 3 years' experience = 4</p> <p>Project Manager 1 year but less than 2 years' experience = 2</p> <p>Project Manager less than one year experience = 0</p>	
<p><b>Implementation Engineer (10 points)</b></p> <p>The resource should have experience in working with Windows, IOS devices and networking concepts. Note: Years of experience refers to number of year's continuous involvement in the provision and support of boardpack solutions (10 points).</p> <p>Engineer 5 years or more experience = 10</p> <p>Engineer 4 years' but less than 5 years' experience = 8</p> <p>Engineer 3 years but less than 4 years' experience = 6</p> <p>Engineer 2 years but less than 3 years' experience = 4</p> <p>Engineer 1 year but less than 2 years experiences = 2</p> <p>Engineer less than one year experience = 0</p>	
<p><b>3. PROJECT PROPOSAL</b></p> <p>Fitness for purpose and the quality of the project proposal</p> <ul style="list-style-type: none"> <li>• <b><u>Project management methodology</u></b> – Submit a four (4) week project plan with timelines, key tasks that serve the highest purpose and have the largest impact on the deployment. (10 points)</li> <li>• <b><u>Risk management analysis</u></b> – Provide a report on five (5) major top risks involved during deployment and how could we avoid or mitigate them. Each risk and mitigation plan weighs two (2) points. (10 points)</li> <li>• <b><u>Knowledge and skills transfer</u></b> – Submit a comprehensive post deployment one month's observable skills and knowledge transfer plan, which connects directly to the boardpack solution's continuous use, maintenance and support immediately after deployment to CCMA end users and Super users. (10 points)</li> </ul>	<p><b>40</b></p>



<b><u>Proactive monitoring methodology</u></b> – Provide how to have a view into the health and status of resources & services within the electronic boardpack solution. <b>(10 points)</b>	
<b>4. SYSTEM DEMONSTRATION</b>  The service provider will be required to demonstrate the system covering the below features on request at a separate session: <ul style="list-style-type: none"> <li>• System user interfaces (5)</li> <li>• Security architecture to safeguard the CCMA's data from cyber-attacks i.e. Ransomware. (5)</li> <li>• Integration of the system with MS Teams. (5)</li> <li>• Usage statistics. (5)</li> </ul>	<b>20</b>
<b>Failure to address any of the above key performance areas will result in zero score for that particular point</b>	

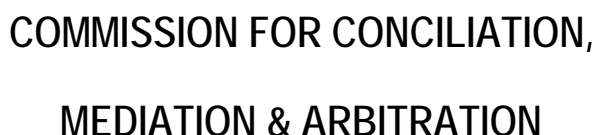
### 6.3 Phase Three (3) – Price and Specific Goals (Stage 3)

<b>PRICE AND SPECIFIC GOALS (STAGE 3 OF EVALUATION)</b>	<b>POINTS</b>
<b>Price Evaluation</b> The proposals will be evaluated in terms of the 80/20 evaluation principle, in line with Preferential Procurement Policy Framework Act and Preferential Procurement Regulations (PPR) 2022, where 80 points is allocated for price and the 20 points will be allocated to promote the CCMA preference Goal 1: Ownership as per Specific goals contributor <b>(Refer to the attached SBD 6.1 for full details)</b>	
Points allocated for price	<b>80</b>
Points allocated for specific goals	<b>20</b>
<b>TOTAL FOR PRICE and SPECIFIC GOALS</b>	<b>100</b>

## 7. PRICING SCHEDULE

**Bidder Name:**.....

Description	Price
Annual License fees applicable for the proposed solution for a total of fifty (50) licenses with forty (40) members and ten (10) for administrator/secretariat users for a three (3) years period	
Once off Software installation and configuration	
Once off Training which will be staggered for forty (40) End users and ten (10) Administrators) broken down as follows: <ul style="list-style-type: none"><li>• Provide unit training costs per each end user and costs total costs of end users; and</li><li>• Provide unit training costs per each administrator and costs total costs of administrators</li></ul>	
Provide all costs for 24/7 monitoring, hosting, support, and maintenance across the contract period	
Cost of data migration or offloading from the application to the new service provider; and	
Cost of data uptake (from current service provider to new service provider).	
VAT	
Grand Total for three (3) years	



## PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

- 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.

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 interest<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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

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

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

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

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

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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for Specific Goal(s).

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goal(s).

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

The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific Goal(s)	20
<b>Total points for Price and Specific Goals</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration



Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOAL(S)

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

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

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

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

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

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

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

Ownership verification will be conducted in line with the Central Suppliers Database by National Treasury. Ownership verification will also be verified through the BBBEE scorecard/ sworn affidavits attributes	<b>80/20 Preference points system</b>	<b>90/10 Preference Points system</b>
<b>Price</b>	<b>80</b>	<b>90</b>
<i>Women Owned Entities</i>	<i>08</i>	<i>04</i>
<i>Youth Owned Entities</i>	<i>06</i>	<i>03</i>
<i>Black Owned Entities</i>	<i>04</i>	<i>02</i>
<i>PWD Owned Entities</i>	<i>02</i>	<i>01</i>
<b>Total points for Price and Specific Goals</b>	<b>100</b>	<b>100</b>

**TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:**

**The points must be allocated and awarded as follows:**

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

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.

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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 PEOPLE WHO ARE WOMEN (WO)

A maximum of eight (08) 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:   $8 \times \frac{\% WO}{100} =$

**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.

### 6.2 % OWNED BY YOUTH PEOPLE (YO)

A maximum of six (06) 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:   $6 \times \frac{\% YO}{100} =$

**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.

### 6.3 % OWNED BY BLACK PEOPLE (BO)

A maximum of four (4) points will be awarded to a tenderer who is black people % of enterprise.

% owned by black people -----%

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

**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.

### 6.4 % 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
<b>Total</b>						

(To be completed by bidder)

**TABLE- C: SPECIFIC GOALS**

OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Woman ownership- WO		
Black Ownership- BO		
Youth Ownership- YO		
Persons with Disability-PWD		
<b>Total</b>		

**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 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....