



**COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION**  
**REQUEST FOR QUOTATION "RFQ"**

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

attached:

|  |   |         |                                |                 |
|--|---|---------|--------------------------------|-----------------|
| RFQ NO:  | 198862 – CCMA ETD   |         |                                |                 |
| DESCRIPTION OF GOODS AND SERVICES REQUIRED:  | To source a Service Provider to facilitate Virtual Training on Contract Management training for (20) CCMA Officials.  |         |                                |                 |
| ISSUING DATE:  | 18 January 2024   |         |                                |                 |
| PLEASE ENSURE THAT THE QUOTATION HAS THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO DO THE THRESHOLD ALLOCATION (VAT INCLUSIVE IF APPLICABLE). |   |         |                                |                 |
| RFQ CLOSING DATE:  | TIME:   | 11H00am | DATE:                          | 24 January 2024 |
| SAQA US ID: 377896 at NQF Level 5 worth 10 credits   | 377896 at NQF Level 5 worth 5 credits   |         |                                |                 |
| UNIT STANDARD TITLE  | Administer contracts for goods, works and services in the public sector   |         |                                |                 |
| EVALUATION CRITERIA:   | Price and   |         | Price: 80 points               |                 |
|  | Preferential Points   |         | Preferential Points: 20 points |                 |
| QUOTATION VALIDITY PERIOD:   | 90 days   |         |                                |                 |
| CONTACT PERSON FOR ENQUIRIES   | Welcome Tshabalala<br>WelcomeT@ccma.org.za<br>Tel: 011 377 6743   |         |                                |                 |
| DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:   | The submissions of the quotations must be emailed to <a href="mailto:Rfq@ccma.org.za">Rfq@ccma.org.za</a><br><br>All quotations need to be signed and on an official letterhead |         |                                |                 |

## 1. BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

### 1.1 Background of service or goods required

The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent and autonomous organization that was established by the Labour Relations Act of 1995 (LRA) to deliver dispute prevention and resolution services to the people of South Africa. The core mandate of the CCMA, as one of the organizations charged with implementing the LRA, is derived from the purpose of the LRA which, amongst others, is to advance economic development, social justice, labour peace and the democratization of the workplace.

**Twenty (20) CCMA Officials** to receive Virtual (Facilitator led) Contract Management Training. The training will be held virtually (with a facilitator leading the session throughout) from **18-20 March 2024**.

The appointed service provider must note the duration of the training required and the request to pitch the training session at the appropriate level considering the type of attendees who will be in attendance. The training/workshop must be delivered under **SAQA Unit Standard: 377896**.

### 1.2 Overview on RFQ

It is vitally important that the service provider produces a highly effective, practical, and innovative training which will enable the participants to demonstrate their understanding and application of the requisite methodology correctly.

A learner credited with this unit standard will be able to:

- Explain the legislative environment, the role-players, terminology and the role of contract documents pertaining to contract management.
- Perform contracts administration activities.
- Perform records management activities.
- Manage relationships and monitor performance on contracts.

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

- Understand the purpose of their presentation.
- Strategically plan their presentation based upon an audience analysis.
- Apply assertive verbal skills to capture and maintain audience interest.
- Apply critical listening skills and respond confidently to questions asked.
- Develop awareness of how effective non-verbal messages are communicated.
- Improve meetings through effective communication skills.
- Gather, structure, and organise a formal report using mind-mapping effectively.
- Design and use appropriate visual aids to support your presentation.
- Deliver and evaluate their presentation by reviewing a video for a more professional impact.

## 1.2 RFQ special conditions

- 1.2.1 The successful service provider should have a proven track record of successful delivery of this service in other organizations. Proof needs to be delivered in the form of written confirmation and comments from other organizations.
- 1.2.2 The training must be held virtually wherein a facilitator will present a highly effective, practical, and innovative training to all in attendance.
- 1.2.3 A high level of expertise is expected of all personnel dealing with this project. Proof of expertise, experience and Post graduate qualifications needs to be submitted in the form of short resumes'.
- 1.2.4 Preferential Procurement Policy Framework Act (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- 1.2.5 Valid B-BBEE verification certificate, as issued by a SANAS accredited verification agency / Sworn Affidavit, with their tender, in order to be eligible for preference points.
- 1.2.6 The evaluation criteria will be on Quality/Functionality 100 points, Price for 80 points & Preferential points 20.
- 1.2.7 CCMA does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of a tender.
- 1.2.8 Tenders which are late, incomplete will not be accepted.
- 1.2.9 All quotations are to remain valid for a period of ninety days (90 days) from the closing date of the submission.
- 1.2.10 A Valid Tax Clearance Certificate (an original SARS certificate) must be submitted with the response document in order to be considered.
- 1.2.11 Failure to complete all supplementary information and the Returnable Schedules may result in the tender being deemed null and void.

## 1.3 RFQ specifications

- 1.3.1 The service provider should consider the following:
  - 1.3.1.1 The quotation should include a detailed training outline.
  - 1.3.1.2 The training must be delivered over two (02) days starting from 10:00 – 16h30.
  - 1.3.1.3 To provide facilitated and interactive virtual training to the CCMA officials.
  - 1.3.1.4 The training and the accompanying manuals/materials must be practical to the CCMA and must be of high quality.
- 1.3.2 **The training must be accredited as per SAQA Unit Standard provided. The service provider must submit a training report to ETD within 30 days after the workshop.**
- 1.3.3 Training/workshop will be held virtually from **18-20 March 2024..**
- 1.3.4 The training material must be made available before the session to allow ample time for preparation and same (material) must show an understanding of the CCMA and the environment that it functions within.

## 1.4 RFQ evaluation criteria

- 1.4.1 The quotations will be evaluated using 80/20 system according to PPPFA Act regulations 2022.

## 1.5 RFQ FUNCTIONAL REQUIREMENTS

| CRITERION  |                          | WEIGHT     |
|--|--------------------------|------------|
| <b>FUNCTIONALITY:</b>  |                          | <b>40</b>  |
| <b>1.1 Course outline and Accreditation Certificates.</b>  |                          |            |
| The bidder is therefore required to supply CCMA with detailed course outline. <b>30 points</b>   |                          |            |
| Failure to provide a detailed course outline. <b>0 points</b>  |                          |            |
| Company Accreditation Certificates to Facilitate Training. <b>10 points</b>  |                          |            |
| Failure to provide company accreditation certificates of facilitate training. <b>0 points</b>  |                          |            |
| <b>1.2 Company Experience in the Training Environment Indicated on the Company Profile or Registration Documents.</b>  |                          | <b>10</b>  |
| 5 years or more experience   | 10 points                |            |
| 4 but less than 5 years' experience  | 8 points                 |            |
| 3 but less than 4 years' experience  | 6 points                 |            |
| 2 years but less than 3 years' experience  | 4 points                 |            |
| <b>1.3 Level of expertise and Post Graduate qualifications of facilitators.</b>  |                          | <b>20</b>  |
| A CV of the facilitator must be attached to demonstrate the qualifications with at least 3 years of experience conducting training or workshops.   |                          |            |
| Post graduate qualification (s)  |                          | 10         |
| Less than post graduate qualification  |                          | 0          |
| 3 years' experience providing the same services  |                          | 10         |
| Less than 3 years' experience  |                          | 0          |
| <b>1.4 Referencing - Attach Attendance Registers/Reference Letters of the Implemented/Executed Trainings.</b> The bidder must provide three (3) reference letters/attendance registers, and each reference is to be based on a project of the same nature (Effective Presentation Skills, Presentation and Communication Skills). The reference letter/attendance register must include: company name, contact name, address, phone number, on a company letterhead. |                          | <b>30</b>  |
| <b>Number of references</b>  | <b>30 maximum points</b> |            |
| 3 reference letters  | 30                       |            |
| 2 reference letters  | 15                       |            |
| 1 reference letters  | 5                        |            |
| <b>Total points for Functionality</b>  |                          | <b>100</b> |
| <b>A minimum requirement for functionality out of 100 is</b>   |                          | <b>70</b>  |

|   |                             |            |
|---|-----------------------------|------------|
| <b>2.</b>   | <b>Price</b>                |            |
| 2.1.  | Points allocated for price  | 80         |
| <b>3.</b>   | <b>B-BBEE Status Points</b> |            |
| 3.1   | Points allocated for B-BBEE | 20         |
| <b>TOTAL FOR PRICE and B-BBEE PREFERENCE POINTS</b> |                             | <b>100</b> |

Bidders with a total functionality score of less than 70 points for functionality will be disqualified.

#### 1.6 RFQ Returnable documents

Respondents are required to submit the following returnable documents with their responses

| Document Description  |
|---|
| SBD 4 Declaration of interests*   |
| SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulations 2022* |
| Price Quotation   |
| B-BBEE Certificate/ Sworn Affidavit   |
| Popia Act Consent form  |

.....  
Respondent's signature

.....  
Date or company stamp



## 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 \_\_\_\_\_ 2024**

**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 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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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.

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 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.

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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.



- 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 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         |
| <b>Total points for Price and B-BBEE</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 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration  
P<sub>t</sub> = Price of tender under consideration  
P<sub>min</sub> = 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:

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

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 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.<br><i>(B-BBEE Status Level of Contributor)</i> | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br>(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.

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