



MICT SETA Head Office
Supply Chain Management
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Gallagher Convention Centre, Gallagher House
Level 3 West Wing
Tel +27 11 207 2600
E-mail: rfqs@mict.org.za

RFQ NUMBER	RFQ/MICT/76/2022
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF RESEARCH SERVICES TO CONDUCT A TRACER STUDY.
RFQ ISSUE DATE	02 November 2022
BRIEFING SESSION	N/A
CLOSING DATE & TIME	14 November 2022 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries, please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of Valid B-BBEE Certificate / Affidavit. All section of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.		

Note: This RFQ must be completed and signed by the authorised company representative



MICT SETA – QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

DETAILED TECHNICAL SPECIFICATION

1. Background & context

The Media, Information and Communication Technology Sector Education and Training Authority (“MICT SETA”) is a statutory body established through the Skills Development Act, No. 97 of 1998 section 10 (1) (a). The SETA has a mandate to facilitate skills development. Adhering to the key principles of the Skills Development Act and the National Skills Development Plan (NSDP), the SETA seeks to facilitate alignment between skills supply and demand by enhancing the linkages between institutional and workplace learning. The mandate adopted by the SETA derives from the broader plan of government, namely the NDP, which aims to put in place the framework whereby, capabilities of South African citizens are built.

The SETA was established to offer support to its stakeholders through skills development imperatives within the Advertising, Electronic Media and Film, Electronics, Information Technology and Telecommunications sub-sectors.

Within these sub-sectors, the MICT SETA is responsible for the following:

- Development of a Sector Skills Plans (SSP) within the framework of the National Skills Development Plan (NSDP).
- Implementation of the SSP.
- Development and administration of Learnerships.
- Support of the implementation of the National Qualifications Framework (NQF).
- Quality assurance of sector learning interventions.
- Disbursement of levies collected from employers in their sector; and reporting to the Minister and the South Africa Qualifications Authority (SAQA).

2. Purpose

The purpose of this request is to invite suitably qualified and experienced service providers to submit proposals to help the SETA in conducting an empirical research project on tracking learners in the following SETA-funded learning programmes:

- Learnerships
- Internships
- Skills Programmes
- Short learning Programmes
- Bursary Programmes

The project will serve to understand, explore, and document key features, trends, challenges, outcomes, and impact of skills interventions in the MICT SETA sub-sectors. Fundamentally, the research project will assist in further developing a sustainable skills development strategy for the MICT SETA.

The primary focus of the study will be to understand the effects of workplace-based learning (WBL) programmes on the lives of the general population within the MICT sector. The focus will be primarily to:

- Assess the employment status (employed, self-employed and unemployed)
- Assess the link between obtained employment and MICT SETA programmes
- Employment rates
- Link between qualifications attained and occupations
- Nature of employment in terms of employment sector or types of employment (e.g. formal or informal); tenure (Part time or full time);
- salary level; benefits (UIF, pension, medical aid, allowances)

3. Objectives

The study aims to address the following related objectives:

- To determine the destinations of learners who have completed learnerships, internships, skills programmes, short learning programmes and bursary programmes.
- To understand the factors associated with employment/unemployment.
- To understand the intricacies of the articulation of qualifications into occupations.
- To determine the nature of employment of learners who received employment.

4. Specific research questions.

The research study seeks to answer the following specific questions:

- What are destinations of students who complete WBL?
- Are they employed?
- Are they not working?
- Are they studying further?

If employed:

- Where are they employed (in which sector or Industry)?
- What is their occupation?
- Has there been a change in jobs since completing the learning programmes?
- After WBL has there been a difference in rank/ post level?
- Are they employed full-time or part time?
- What are their wages?
- What benefits and allowances are they getting?
- If not in employment, why?
- Are they studying full-time?
- Are they looking for employment?
- Are they looking after parents, siblings?

5. Scope of work

The consultancy is expected to:

1. Develop appropriate methodology for the tracer study.
2. Trace graduates funded by the MICT SETA.
3. Assess demographics, qualifications, occupational profiles.
4. Evaluate employment and income status.
5. Evaluate employer satisfaction on the performance of the graduates
6. Explore the challenges for sustainability of employment and career progression of the graduates.
7. Evaluate socio-economic changes of graduates and their families.
8. Assess relevance, effectiveness efficiency, sustainability and impact of MICT SETA programmes.
9. Provide data driven recommendations.

6. Methodology and approach

The required composition of the sample size should represent not less than 25% of the overall cohort (learnerships, internships, skills programmes, bursary, and short learning programmes), proportionately randomly selected to represent all the geographical and development regions where MICT SETA implements its learning programmes. Mixed methods of both quantitative and qualitative approaches will have to be employed:

1. Make use of (telephonic interviews and an online survey)
2. The service provider is expected to follow the sampling guidelines that ensure a stratified random sample of completers.
3. Deliver interview data in excel format approved by the SETA.
4. Deliver a report on key Outcome indicators.

7. Competency and expertise requirements

The consulting firm must have at least 3-5 years' experience in conducting similar national level research preferably, for TVET or higher education training institutions. The consultancy should also have the capacity to mobilize a team of relevant experts and enumerators meeting the below stated qualifications and professional requirements and evidence of high level analytical, qualitative and quantitative research ability. The expert team to be involved in the study should be composed as follows:

7.1. Team Leader

A master's degree in the disciplines of Development Studies, Statistics, Research, monitoring and evaluation, and Social Sciences. A doctoral degree in any one of the above disciplines will be added as an advantage, as well as a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research, development, monitoring and evaluation. Experience in project cycle management is also preferred.

7.2. Supporting Staff

Diploma/Degree in any discipline related to education and training, statistics, commerce, previous experience as enumerator/data collector for social science, demographic, or similar surveys, as well as user level skills in Microsoft office suites.

8. Timelines of the project

The research should be initiated on the 21st of November 2022, be completed and delivered to the MICT SETA by no later than 28 February 2023.

9. Quality and reporting requirements

The service provider will report directly to the Senior Manager: Sector Skills Planning. However, the quality management of the service and performance must be overseen by the service provider.

10. Experience in the requested services

Service providers (Professionals/Companies) should be able to demonstrate prior experience of similar projects undertaken and successfully completed for them to qualify.

11. Proposed Methodology

The service provider must provide a detailed proposal, articulating, amongst other things, the following:

- Methodology/approach to be used to carry out the assignment as per ToR.
- The service provider's proposal must clearly and separately deal with the immediate scope and ad hoc services.
- Proposed timelines of delivering on the immediate scope; and indicative response times for attending and delivering on ad hoc services.

12. PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

Bid shall remain valid for acceptance for a period of **90 days** counted from the closing date.

No:	Description	Quantity	Unit price	Total price
1.	APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF RESEARCH SERVICES TO CONDUCT A			
Total Costs				R
VAT @15%				R
Grand Total				R

Complete below:

1. Delivery Address: **MICT SETA Head Office, Midrand, Halfway House, 1685**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/ No**
4. Is the price(s) fixed? **Yes/ No**
5. Is the quote strictly to specification? **Yes/ No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

13. EVALUATION CRITERIA

EVALUATION CRITERIA

RFQ's received will be evaluated on Functionality criteria and Price & BBBEE comparison.

Bids submitted will be evaluated on technical functionality criteria out of a maximum of **100 points**. A threshold of **70 points** out of the **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify to be evaluated for price preference

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below:

Category	Criteria	Weight Score
Methodology	<p>The service provider must submit a detailed methodology demonstrating:</p> <ul style="list-style-type: none"> • Understanding of the appropriate methodology for the tracer study. • The approach to data collection • Approach to determining the right sample size, and project plan. <p>Points for submitting detailed methodology will be allocated as follows:</p> <p>0= Methodology provided only meets one of the elements stated above</p> <p>15= Methodology provided partially meets expectation, only meets two elements as stated above.</p> <p>20= Methodology provided meets all expectations/elements stated above</p>	35
Research Reports (Samples)	<p>The bidder must attach research reports (signed samples by the client where services were rendered) of previous work completed for similar research projects conducted, specifically for Tracer/Impact study (i.e. a portfolio of evidence).</p>	30

	<p>Points for submitting signed Research Reports (Samples) will be allocated as follows</p> <p>0= no evidence</p> <p>15= provision of 2 samples</p> <p>30= provision of 3 or more samples</p>	
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<p>Project Team Capacity</p>	<p>The bidder must attach curriculum Vitae(s) of the individual project incumbent(s):</p> <p>Team leader: Must have a masters degree in any of the following disciplines: Development Studies, Statistics, Research, monitoring and evaluation, and Social Sciences. A doctoral degree in any one of the above disciplines will be added as an advantage,</p> <p>The bidder must submit Team leader's certified copies of qualifications and resume clearly indicating a proven track record in leading research projects for educational institutions or purposes, and/or lecturing in disciplines involving research, development, monitoring and evaluation. Experience in project cycle management is also preferred. the projects, project duration, and names of clients. (10)</p> <p>Points for submitting team leader's certified copies of qualifications and cv/resume will be allocated as follows:</p> <ul style="list-style-type: none"> • 5 years and above experience in the relevant field = 10 Points • 3 – 4 years' experience in the relevant field = 07 Points • 1 – 2 years' experience in the relevant field = 03 Points <p>Non submission of certified copies of qualification and resume = 0 Points</p> <p>Supporting staff:</p> <p>Diploma/Degree in any of the following disciplines: education and training, statistics, commerce.</p> <p>The bidder must submit Supporting staff's certified copies of qualifications and resume clearly indicating previous experience as enumerator/data collector for social science, demographic, or similar surveys, as well as user level skills in Microsoft office suites. (05)</p> <p>Points for submitting supporting staff's certified copies of qualifications and cv/resume will be allocated as follows</p> <ul style="list-style-type: none"> • 5 years and above experience in the relevant field = 05 Points • 3 – 4 years' experience in the relevant field = 03 Points • 1 – 2 years' experience in the relevant field = 02 Points <p>Non submission of certified copies of qualification and resume = 0 Points</p>	<p style="text-align: center;">15</p>
<p>Project team Organogram</p>	<p>Bidder must provide composition of the project team Organogram with clearly articulated roles and responsibilities for each member.</p> <p>Points for submitting project team organogram will be allocated as follows</p>	<p style="text-align: center;">05</p>

	<ul style="list-style-type: none"> Project team Organogram with member roles and areas of responsibility presented = 05 Points No Project team Organogram with member roles and areas of responsibility presented = 0 Points 	
Company Experience	<p>Company Profile and Experience</p> <p>The service provider must submit its business profile demonstrating 3-5 years' experience in conducting similar provincial and national level research, not limited to, but preferably for SETAs, Stats SA, higher education training institutions.</p> <p>The company profile must be accompanied by list of related projects undertaken and contactable references, the supporting signed letters must be in a client's letter head, advocating for good performance as per relevant project implemented.</p> <p>Points for submitting company profile and experience will be allocated as follows</p> <p>0= Profile does not demonstrate experience on similar research conducted, there is no list of related projects undertaken, contactable references, as well as reference letters from clients indicating good performance as per relevant project implemented.</p> <p>10 = The profile of the submitting company demonstrates similar research conducted, there is a list of related projects undertaken, in support, there are 2 reference letters submitted in a client's letter head indicating good performance as per relevant project implemented.</p> <p>15 = The profile of the submitting company demonstrates similar research conducted, there is a list of related projects undertaken, in support, there are 3 reference letters submitted in a client's letter head indicating good performance as per relevant project implemented.</p>	15
	Total	100
	Qualifying Threshold	70

Bidder must submit a valid proof of BBBEE contributor status (BBBEE verification certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned) for points allocation. **All sections of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.**

BIDDER'S DICLOSURE

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

2.1.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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.

2.2.1 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 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.

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.

3.6 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

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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).

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.2 Points for this bid shall be awarded for:

Price; and B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2 DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a

code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price Bid, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3 POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5 BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8 DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium One person business/sole propriety
 - Close corporation Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer Supplier
 - Professional Bidder Other Bidders, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of

contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (b) 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;
 - (c) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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 forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
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<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p>
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Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd,	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <ol style="list-style-type: none"> i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ol style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. (b) Black people who are youth as defined in the National Youth Commission Act of 1996. (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. (d) Black people living in rural and underdeveloped areas. (e) Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011".

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%

- Black Disabled % = ___%
- Black Unemployed % = _____%
- Black People living in Rural areas % = __%
- Black Military Veterans % = ___%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY the annual Total revenue did not exceed R10,000,000.00 (Ten Million Rends)
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....
Commissioner of Oaths
Signature & stamp

Date:

Sworn Affidavit – B-BBEE Qualifying Small Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd,	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ol style="list-style-type: none"> a. who are citizens of the Republic of South Africa by birth or descent; or b. who became citizens of the Republic of South Africa by naturalisation- <ol style="list-style-type: none"> iii. before 27 April 1994; or iv. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ol style="list-style-type: none"> a. unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution. b. Black people who are youth as defined in the National Youth Commission Act of 1996. c. Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act. d. Black people living in rural and underdeveloped areas. e. Black military veterans who qualify to be called a military veteran in terms of the Military Veterans Act 18 of 2011".

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY, the annual Total Revenue did not exceed R50,000,000.00 (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
 5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....
 Commissioner of Oaths
 Signature & stamp

Date: