



RFQ00000183336

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TRAINING
FOR TWENTY (20) CCMA OFFICIALS (INCLUSIVE OF
COMMISSIONERS) ON TRAIN THE TRAINER COURSE**

Bid Closing Date, time and venue:

03 August 2022 at 11H00 am

Submission to be sent to RFQ@ccma.org.za on or before the closing date and
time.

SECTION 1: GENERAL CONDITIONS OF BID

RFQ00000018336

1. Proprietary Information

CCMA considers this Request for Quotation (RFQ) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to CCMA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFQ or related information to any third party without the prior written consent of CCMA.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFQ should be channelled in writing to:

Name:	Ms Thulisa Mpumlo
Telephone Number:	+27 11 377 6823
Email address:	ThulisaM@CCMA.org.za

- 2.2 The CCMA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the CCMA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFQ received from bidders will be valid for a period of **90** days counted from the bid closing date.

4. Instructions on submission of Bids

Bids should be submitted in central email at RFQ@CCMA.org.za by no later than **11:00 AM [Telkom time]** on the **03 August 2022**.

- 4.1 The CCMA will not be held responsible for any delays of emails.
- 4.2 Proposal is to be emailed to RFQ@CCMA.org.za on time.

5. Preparation of RFQ Response

- 5.1 All the documentation submitted in response to this RFQ must be in English.

- 5.2 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bid and include in their bid a copy of their Master Registration Number (Supplier Number) in order for CCMA to verify the bidder's tax status on CSD and other Governing compliances.

6. CCMA's Rights

- 6.1 The CCMA is entitled to amend any bid conditions, bid validity period, RFQ specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the CCMA has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the CCMA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 6.2 The CCMA reserves the right not to accept the lowest priced or any quote in part or in whole. The CCMA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose proposal is functionally acceptable and/or financially advantageous to the CCMA.
- 6.3 The CCMA reserves the right to award this bid as a whole or in part.
- 6.4 The CCMA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 03 of 2017/2018: Cost Containment Measures**, where relevant.

7. Undertakings by the Bidder

- 7.1 By submitting a proposal in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the response submitted by it to the CCMA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 7.2 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the CCMA during the bid validity period indicated in the RFQ and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 7.3 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations

under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 7.4 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with CCMA, as the principal(s) liable for the due fulfilment of such contract.
- 7.5 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become CCMA property unless otherwise stated by the bidder/s at the time of submission.

8. Reasons for disqualification

- 8.1 The CCMA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 Bidders who fail to comply with the National Treasury Directives with regard to Tax Compliance Matters;
- 10.1.2 Bidders who submit incomplete information and documentation according to the requirements of this RFQ document;
- 10.1.3 Bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;

9. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 9.1 RFQ document (duly completed and signed)
- 9.2 Price / Quotation on company letterhead
- 9.3 Proposal
- 9.4 All other supporting documents
- 9.5 Annexure 1: SBD 4 (duly completed and signed);

- 9.6 Annexure 2: SBD 6.1 (duly completed and signed);
- 9.7 Annexure 3: Sworn Affidavits / BBBEE Certificate issues by CIPC or accredited SANAS Verification Agency;
- 9.8 Annexure 4: POPIA declaration (to be signed)

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SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

RFQ00000018336

SPECIFICATION/TERMS OF REFERENCE FOR THE PROVISION OF TRAINING FOR TWENTY (20) CCMA OFFICIALS (INCLUSIVE OF COMMISSIONERS) ON TRAIN THE TRAINER COURSE

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 (inclusive of Commissioners) to be trained on Train the Trainer. The training will be held virtually from 05 – 08 September 2022 for four days.

The required service will enhance the facilitators with the necessary skills to facilitate training in a coherent manner using appropriate methodologies that promote open interaction to ensure learners/participants are active participants in their own learning.

2. OVERVIEW ON RFQ

To provide facilitated and interactive virtual training to the CCMA officials.

The training and materials provided should be of high quality.

The training course will be for four **(04)** consecutive days, the **fourth** day is for portfolio building and final assessments.

The training will be provided to the CCMA officials, approximately **twenty (20)** participants.

Training will be delivered using the virtual platform.

Training will be held on **05 – 08 September 2022**.

3. RFQ SPECIAL CONDITIONS

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.

- i. A high level of expertise is expected of all personnel dealing with this project. Proof of expertise, experience and Postgraduate qualifications needs to be submitted in the form of short resumes.
- ii. Preferential Procurement Policy Framework Act (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- iii. Broad Based Black Economic Empowerment (B-BBEE) Status will be scored in accordance with the DTI Codes of Good Practice and bidders must submit their valid Tax Clearance Certificate and B-BBEE verification certificate, as issued by a SANAS accredited verification agency or Sworn Affidavit, with their submission, in order to be eligible for B-BBEE points.
- iv. The evaluation criteria will be on Quality/Functionality 100 points, Price for 80 points & B-BBEE 20 points.
- v. 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.
- vi. Submissions that are late, will not be accepted.
- vii. All quotations are to remain valid for a period of ninety days (90 days) from the closing date of the submission.
- viii. A Valid Tax Clearance Certificate (an original SARS certificate) must be submitted with the response document in order to be considered.
- ix. Failure to complete all supplementary information and the Returnable Schedules may result in the tender being deemed null and void (disqualified).

4. RFQ SPECIFICATIONS

The quotation should include a detailed course outline and should be inclusive of the learning methodology that will be used for each section.

Unit Standard ID: **117871**

Unit Standard Title: **Facilitate Learning using a variety of given methodologies**

This is a **credit-bearing course**, the number of credits and course outline should be indicated on the proposal. Indicate how the fourth day which is meant for portfolio building and final assessments will be utilized.

It is vitally important that the service provider produces a highly effective, practical and innovative training course which will enable the participants to demonstrate their understanding and application of the methodology correctly. Participants accredited with this Unit Standard should be able to:

Plan and prepare for facilitation

Facilitate learning

Evaluate learning and facilitation

Participants must immediately show improved presentation and facilitation skills.

Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework (NQF).

Identify and respond to learners with special needs and barriers to learning.

Facilitate learning using a variety of given methodologies.

Ability to enforce the learned skills to other employees.

The facilitated learning process should include:

Interactive and participative learning sessions.

The training content should be innovative and different to the general courses available.

The training material should be accurate, accessible and user friendly and be accredited by relevant SETA.

The development of the training material should be *customised* to the needs of the CCMA.

The material should include learner aids to assist with the practical implementation of what was learned

Formative and Summative assessments should be conducted and form part of the workshop.

The service provider to ensure that every learner is given sufficient theoretical and practical training to ensure competence.

The course must be SAQA accredited.

A detailed report compiled by the facilitator to be sent to the ETD Specialist which includes detailed information on the course and learner progress.

Certificates to be issued within thirty (30) days after the successful completion of the summative assessment.

Outline the main risks foreseen for this project and propose how they can be managed and mitigated.

The quotation should include a detailed project outline.

The service provider should provide a quotation indicating the number of days and contact time needed for the completion of the training/workshop which will be assessed upon completion of the training.

The service provider must submit a training report to ETD within 30 days.

1. Evaluation Criteria

CRITERION	WEIGHT
<p>1 Course outline and Accreditation Certificates.</p> <p>The bidder is therefore required to supply CCMA with a detailed course outline. 35 points Failure to provide a detailed course outline. 0 points</p> <p>Company Accreditation Certificates to Facilitate Training. 5 points Failure to provide company accreditation certificates of facilitating training. 0 points</p>	40
<p>2 Company Experience in the Training Environment Indicated on Registration Documents/SBD Forms.</p> <p>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 1 year but less than 2 years' experience 1 point Less than 1-year experience 0 point</p>	10
<p>3 Level of expertise and Postgraduate qualifications of facilitators.</p> <p>CV of the facilitator must be attached to demonstrate the qualifications with at least 3 years of experience conducting training or workshops.</p>	20
<p>3.1</p> <p>Post graduate qualification (s) 10 Less than postgraduate qualification 0</p>	10 0
<p>3.2</p> <p>3 years' experience facilitating trainings 10 Less than 3 years' experience 0</p>	10 0
<p>4 Referencing - Attach Attendance Registers/Reference Letters of the Implemented/Executed Training. The bidder must provide three (3) reference letters/ attendance registers, and each reference is to be based on a project of the</p>	30

same nature. The reference letter/attendance register must include company name, contact name, address, phone number and company letterhead.		
Number of references	30 maximum points	
3 reference letters	30	
2 reference letters	20	
1 reference letters	5	
No reference letter	0	

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

The proposals will be evaluated in terms of the 80/20 evaluation system in line with PPPFA Regulations of 2017.

Price	
Points allocated for price	80
B-BBEE Status Points	
Points allocated for B-BBEE	20
TOTAL FOR PRICE and B-BBEE PREFERENCE POINTS	100

SECTION 3: ANNEXURES

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

ANNEXURE 2:

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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; or

1.2 Points for this bid shall be awarded for:

- (a) Price; and
- (b) 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 quotations, 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:
 B-BBEE Status level certificate issued by an authorized body or person;
 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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 last 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 service provider
- Other service providers, 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) disqualify the person from the bidding 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 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
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.
.....
- 2

.....

.....

SIGNATURE(S) OF
BIDDERS(S)

RFQ00000018336

ANNEXURE 3

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & 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	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned;
 - The enterprise is _____% black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten 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)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. 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.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

RFQ00000018336

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & 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 (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
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> <p style="margin-left: 20px;">i. before 27 April 1994; or</p> <p style="margin-left: 20px;">ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>

Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul 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 under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
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3. I hereby declare under Oath that:

- The Enterprise is _____% Black 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 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 Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and 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: _____

Date: _____

Commissioner of Oaths
Signature & stamp

REQ00000018336

COMMISSION FOR CONCILIATION,
MEDIATION & ARBITRATION

ANNEXURE 4



TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this referral form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2022

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE OF THE COMPANY: _____