

TERMS OF REFERENCE

Appointment of a service Provider to provide for a Labour Consultation to represent Agreement South Africa at the CCMA for Arbitration.

RFP Number	ASA 06/01/2022
Date of issue	12 January 2022
Bid Closing date	19 January 2022 at 12:00 pm
Submissions	Mmosha@agrement.co.za

1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Nozipho Mabasa

+27 12 841 2859

NMabasa@agrement.co.za

2. SUPPLY CHAIN MANAGEMENT MAY BE DIRECTED TO:

Moloko Mosha

+27 76 9672 415

Mmosha@agrement.co.za

RE: REQUEST FOR SERVICES; TO REPRESENT AGREEMENT SOUTH AFRICA AT THE CCMA FOR ARBITRATION.

Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

Agrément South Africa is bound by its mandate to support and promote the process of integrated socio-economic development in South Africa, as it relates to the construction industry, by facilitating the introduction, application and utilisation of satisfactory innovation and technology development. The main objectives are:

- to certify non-standardised construction products or systems through technical assessment as being fit-for-purpose,
- to serve construction communities nationally, by providing specifiers, regulators, financial institutions and users with assurance that the products or systems can be used, and
- to enable the introduction of innovation into markets and minimising associated risks.

Agrément South Africa (ASA) seeks professional services of a competent Labour Consultant or Lawyer **to represent ASA at the CCMA for an arbitration.**

The scope of work includes:

1. To represent ASA at the CCMA and Labour Court.
2. To prepare for the case including the brief from the organisation.
3. To follow the provisions for Disciplinary Enquiries set out in ASA Disciplinary Policies and Procedures,
4. To provide case law regarding the case at hand.

Expertise and Experience

- The person is expected to be an expert in Labour Law
- The person is expected to have represented the organisations at the CCMA over 10 years for Senior positions
- CCMA or Bargaining Council accreditation and more than 10 years' experience Presiding over Disciplinary Enquiries/Hearings and representation at the CCMA cases

Hearing Meetings & Conclusion

- It is expected that no more than two meetings, for the briefing and preparation of the case, will be held.
- It is expected that the first meetings, per inquiry, be held by no later than 17th January 2022.

Resource Requirements

- The service provider is expected to have own administrative support, who will record the proceedings and prepare bundles.
- ASA will provide venue for the meetings.

Other

The quotation must indicate fees per attendance and for related preparation and follow up work

Submission of documents

You are expected to provide a comprehensive company or personnel profile which will include the following information:

- Company profile,
- Description of areas of expertise,
- Work experience in area of expertise, with valid references,
- Proof of registration on the Central Supplier Database (CSD).
- BBBEE Certificate or Sworn Affidavit (Copy must be certified).
- Completed and signed SBD 4, 6.1, 8 & 9.
- Signed General conditions of Contract.

PRICING SCHEDULE

The cost breakdown of the work components must be submitted with the RFP.

Work Component	Deliverable	Cost (excluding VAT)
Activity 1	Briefing session about the case	R____.
Activity 2	Preparation of the case including administration	R____.
Activity 3	Representation at the CCMA for arbitration	
Provision		15%
Sub-total (excluding VAT)		R____.
Sub-total (including VAT)		
Total		

Please provide us with your proposal and quotation, indicating the validity period.

Documents should be submitted electronically; sent to Mmosha@agreement.co.za

The deadline for submission shall be **19 January 2022 at 12:00 pm**.

No fax documents will be accepted. ASA reserves the right not to proceed with appointment of any service provider.

For any enquiries, please contact Ms Nozipho Mabasa, on :(012) 841 2859.