



COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

28 Harrison Street, Johannesburg, 2001

Private Bag X94 Marshalltown, 2107; Tel (011) 377-6650; Fax (011) 834-7351

Docex: DX147; Email: DLSCMEnquiries@ccma.org.za

REQUEST FOR QUOTATIONS "RFQ"

RFQ NO:	RQN00000184088			
DESCRIPTION OF SERVICES REQUIRED	THE APPOINTMENT OF A SERVICE PROVIDER TO FULFIL THE FOLLOWING SERVICES: EDITING, PROOFREADING, REFERENCE, LAYOUT & FORMATTING FOR ORGANISATIONAL DOCUMENTS FOR A PERIOD OF 36 MONTHS			
ISSUING DATE:	22 AUGUST 2022			
CONTRACT DURATION	36 MONTHS			
CLOSING:	TIME:	16H00	DATE:	02 SEPTEMBER 2022
RETURNABLE DOCUMENTS	<p>A tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status</p> <p>SBD 4 (duly completed and signed)</p> <p>SBD 6.1 (duly completed and signed)</p> <p>Annexure 8: Sworn Affidavits / BBBEE Certificate issues by CIPC or accredited SANAS Verification Agency</p> <p>POPIA consent form</p>			
SPECIFICATION	SPECIFICATION ATTACHED BELOW			
QUOTATION VALIDITY PERIOD:	90 days			
CONTACT PERSON:	Keitumetse Molupe at KeitumetseMo@ccma or 011 377 6948			

DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: RFQ@CCMA.org.za only All quotations need to be on an official letterhead (All cost included)
DISQUALIFICATION	Quotations not submitted to the RFQ@CCMA.org.za will be disqualified.

1. INTRODUCTION

1.1. The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent organisation 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 organisations 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 democratisation of the workplace.

2. EXECUTIVE SUMMARY

2.1. One of the strategic functions of the CCMA's Communications Sub-Unit under the Governance and Strategy Department, is to effectively communicate and strategically align stakeholder engagements with fundamental tools used by organisations to remain in touch with their constituencies and stakeholders and to enable better management of potential risks to reputational damage. In this light, the overarching objective of this Strategy is to ensure that the CCMA does not lose touch with those it serves, by ensuring that the principles of the organisation are communicated effectively and efficiently and promoted at all times.

2.2. In order to ensure effective and efficient internal and external communication the above-mentioned services are deemed a priority, the Communications Sub-Unit, therefore, needs to appoint the services of an editing company to provide the aforementioned services for all organisational documents (list provided is not exhaustive) thus strengthening and promoting effective communication internally and externally.

3. OBJECTIVE

3.1 To provide the services enlisted in the aforementioned applicable sections of this RFQ in order to assist the CCMA in fine-tuning its organisational documents to ensure synergy, content creativeness, and high-quality professional documents.

4. SCOPE OF WORK

4.1 This is an RFQ for the appointment of editing, proofreading, reference, layout & formatting, and proofreading services for organisational documents document to support the objectives of CCMA's Communications Sub-Unit and organisational objectives.

4.2 The service provider will be required to edit, format, proofread, reference and restructure the layout of documents, identified and produced by the Commission for Conciliation Mediation and Arbitration (CCMA). The below is a non-exhaustive list of the documents:

- National communications in the form of directives
- Organisational publications such as quarterly newsletters, Senior Management Team (SMT) speeches, high-level presentations, media statements, conference materials, stakeholder correspondence, opinion pieces, amongst others
- Internal policies and other key governance documents such as frameworks, standard operating procedures (SOPS), manuals, amongst others
- Training material, public education and advocacy awareness campaign slides, information sheets, amongst others
- Marketing material such as flyers, brochures, leaflets, and narratives posted on the CCMA's communications platforms, etc.
- Research/Library related documents such as proposals, reports, data collection tools, publications, and articles, amongst others
- Other CCMA related material identified during the duration of the agreement.

5. SPECIFICATIONS

- Speedy and yet meticulous turnaround times either as communicated by the project lead (Communications Sub-Unit) or within 48 hours as determined by the volume of the documents submitted.
- Ability to multitask and deliver within the stipulated deadlines (no agreed upon deadlines should be missed)
- High-level expertise in business writing and professional editing skills
- Ability to consolidate various writing styles into one uniform style.
- Ability to effectively organise written material ensuring that there is a natural logical flow
- Ability to tailor-make editing and writing styles for different target audiences (e.g., EXCO written submissions will read differently to written submissions to the CCMA's Users)
- High-level expertise in referencing techniques (Harvard, APA, etc.)
- Ability to verify authenticity of work produced (originality of work) through plagiarism checks/software, where applicable

Tone detection

- Check for consistency of the writing style whilst fixing spelling and punctuation errors, grammatical errors, use of improper syntax and the affixing of CCMA terminology (Users vs Customers, etc)
- Editor to check English orthography.

The stylistic editing services

- Standardise the writing style and language style.

- Replace inappropriate words or phrases with the most appropriate ones and check the correctness of terminology used.
- Rectify issues of improper use of active or passive voice
- Formatting; paginating, indexing of the entire document in accordance with the Corporate Identity (CI) manual

Layout and Formatting

- Formatting and the overall layout of the document (margins, heading consistency, page numbers, active table of contents, footers, references, indexes, table of tables, figures, etc.

Submission format

- All edited/proofread documents must be submitted with track changes and with the clean version.
- All edited work in track changes and the clean version must be housed in the CCMA’s shared repository for record purposes and archival purposes. This will be accessible only to the project lead.

6. COMMMITMENTS AND UNDERTAKING

Bidders must indicate their compliance to the requirements by ticking in the applicable boxes below. Bidders who do not comply with all the mandatory requirements will be disqualified. Failure to tick the below boxes will automatically disqualify your bid.

If any **“NO” is indicated** in response to the below requirements, the bid will automatically be eliminated:

BIDDERS MUST TICK THE APPROPRIATE BOX			
Example			
	YES	NO	
	✓		
Mandatory Requirements			
1	Ability to provide high level expertise in business writing and editing	YES	NO
2	Ability to effectively organise written material ensuring that there is a natural logical flow	YES	NO
3	High level expertise referencing techniques (Harvard, APA, etc.)	YES	NO
4	Ability to verify authenticity of work produced (originality of work) through plagiarism checks, where applicable	YES	NO
6	Ability to multitask and deliver within stipulated deadlines	YES	NO

7. EVALUATION CRITERIA

CRITERION	WEIGHT
Functionality	
<p>1.1. Proposal Prospective bidders to provide proposal detailing the following;</p> <ul style="list-style-type: none"> • Scope: state and describe their understanding of the scope of work the CCMA requires; editing and proof-reading services, etc • Accuracy of corrections as assessed from at least two samples of a similar publication (Submit edited samples of work i.e. an edited or proofread document with track changes) • Ability to verify authenticity of work produced (originality of work) through plagiarism checks, where applicable (Submit a report from the systems used) <p>Solution Proposal addresses all components of the above solution in full = 35</p> <p>Nil response (no answer provided) or completely fails to address all the above solution components = 0</p>	35
<p>1.2. Track record (References)</p> <p>Note: Number of companies refers to the number of companies/organizations where the Bidder has offered formatting, editing and proofreading services. Bidders are required to furnish contactable references where they have successfully worked with or concluded similar projects in the past four (4) years. Please note that Bid Evaluation forms will not be treated as reference letters. Reference letters should also stipulate the type of work done.</p> <p>The reference letters from the clients must include:</p> <ul style="list-style-type: none"> • company name • company letter head • contact person • contact person telephone number <p>Failure to meet all of the above requirements will result in the disqualification of the specific letter</p> <ul style="list-style-type: none"> • 5 or more companies/organisations with traceable Reference Letters = 30 • 4 companies/organisations with traceable Reference Letters = 24 • 3 companies/organisations with traceable Reference Letters = 18 • 2 companies/organisations with traceable Reference Letters = 12 • 1 companies/organisations with traceable Reference Letters = 6 • 0 company/organisation with traceable Reference Letter = 0 	30
<p>1.3. Project Management (Approach and methodology of how the project will be implemented/executed)</p>	15
<p>The Project plan should incorporate the components below:</p> <ul style="list-style-type: none"> • Detailed project timeline (in line with the scope) • Project risks (if any) 	

<ul style="list-style-type: none"> Resources (break down of all resources required to make the project a success) <p>Project plan submitted addresses all of the above guidelines = 15 Project plan submitted does not address all of the above guidelines = 0</p>	
1.4. Human Resource Capability	20
<p>Please provide detailed CVs of all team members (preferably project manager, editor/proof-reader, sub-editor and layout formatting) who will be responsible for the final output to be sent to the CCMA. Please indicate their years of experience, qualifications and description of the role each team member shall fulfil.</p> <p>Note: Years of experience refers to the number of years of continuous involvement in editing and proofreading services</p>	
<p>Project Manager Curriculum Vitae = 5</p> <p>5 years plus = 5 4 years' but less than 5 years = 4 3 years but less than 4 years= 3 2 years but less than 3 years = 2 1 year but less than 2 years = 1 less than one year = 0</p>	
<p>Sub-Editor = 5</p> <p>5 years plus = 5 4 years' but less than 5 years = 4 3 years but less than 4 years= 3 2 years but less than 3 years = 2 1 year but less than 2 years = 1 less than one year = 0</p>	
<p>Editor/Proofreader = 5</p> <p>5 years plus = 5 4 years' but less than 5 years = 4 3 years but less than 4 years= 3 2 years but less than 3 years = 2 1 year but less than 2 years = 1 less than one year = 0</p>	
<p>Layout Formatting Graphics Designer = 5</p> <p>5 years plus = 5</p>	

4 years' but less than 5 years = 4 3 years but less than 4 years= 3 2 years but less than 3 years = 2 1 year but less than 2 years = 1 less than one year = 0	
Total points for functionality	100
A minimum threshold for functionality is 70 out of 100 which is required for the next evaluation phase of Price and B-BBEE.	

8. Price and BEE evaluation

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

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

Pricing Schedule

Item	Description	Price per page (Excluding VAT)	VAT Amount	Price (incl. VAT)
	Editing per page			
	Layout per page			
	Proofreading per page			
	Formatting per page			
	Reference per page			
				Year 1 total price
				R
				Year 2 total price
				R
TOTAL PRICE FOR THE THIRTY-SIX (36) MONTHS				Year 3 total price
R				

[] R

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.

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 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- 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
- b) The 80/20 preference point system will be applicable to this tender.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 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

1.5 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.

1.6 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.

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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"/>
-----	--------------------------	----	--------------------------

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 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)
DATE:
ADDRESS
.....
.....



COMMISSION FOR CONCILIATION,
MEDIATION & ARBITRATION

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: _____