



**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](mailto:DLSCMEnquiries@ccma.org.za)

**REQUEST FOR QUOTES**

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

RFQ NO:	RQN00000185968		
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	CCMA seeks to appoint a service provider to facilitate training on <b>Basic Photography and Video Production for five (5) CCMA officials</b> . See attached detailed specification.		
SAQA US ID:	117533 and 336114 (qualifications to be accredited and certificate of competence issued under the two-unit standards)		
ISSUING DATE:	28 October 2022		
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALAUTE YOUR PRICE AND PRICE MUST INCLUDE ALL APPLICABLE TAXES			
RFQ CLOSING DATE:	TIME:	16H00	DATE: 07 November 2022
QUOTATION VALIDITY PERIOD:	90 days		
CONTACT PERSON	Thulisa Mpumlo; Email: <a href="mailto:ThulisaM@ccma.org.za">ThulisaM@ccma.org.za</a> ; Tel: 011 377 6823		
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	The submissions of the quotations must be emailed to: <a href="mailto:RFQ@CCMA.org.za">RFQ@CCMA.org.za</a> only All quotations need to be on an official letterhead (All cost included)		
DISQUALIFICATION	Quotations not submitted to the <a href="mailto:RFQ@CCMA.org.za">RFQ@CCMA.org.za</a> will be disqualified.		



**COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION**  
**REQUEST FOR QUOTATION “RFQ”**

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

<b>RFQ NO:</b>	RQN00000185968
<b>DESCRIPTION OF GOODS AND SERVICES REQUIRED:</b>	To source the services of a Service Provider who will be required to facilitate training on Basic Photography and Video Production for five (5) CCMA officials
<b>SAQA US ID:</b>	117533 and 336114 (qualifications to be accredited and certificate of competence issued under the two-unit standards)

**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.

**Five (05) CCMA officials** to receive training on Basic Photography and Video Production. The training will be held at the service provider’s premises or at one of the CCMA’s offices in Gauteng (if not the National Office) **over ten weeks at six (6) hours per week** within the last few weeks of October and the first few weeks of November 2022.

The appointed service provider must note the duration of the training required and the request to pitch the training session at the appropriate level as per below.

The training must cover the topics under overview below with consideration that most candidates have no professional photography and videography experience and have no ready access to the required equipment:

## 1.2 Overview on RFQ

It is vitally important that the service provider produces a highly effective, practical, and innovative training, which will enable the participants to demonstrate their understanding and application of the requisite methodology correctly. Participants selected to attend the training should be able to **build a portfolio** which will be used to determine their competence as per the below:

**The service provider is required to provide training as per the unit standards provided and cover the below topics:**

### 1.2.1 Video Production

1.2.1.1. Production methods and practices

1.2.1.2. Video Lighting set-ups, Camera and Sound technique (how to record good audio and clean out noisy effects)  
Mastering video techniques (tilting, panning, zooming, etc)

1.2.1.3. Introduction to video editing equipment and software, such as using Adobe Premiere but not limited to this software (the software that the service provider shall make use of for this process must be downloadable on all delegates laptops)

### 1.2.2 Basic Photography

1.2.2.1. Introduction to photography and the fundamental aspects of good photography

1.2.2.2. History and equipment

1.2.2.3. Pre-production: ideating, camera angles, research, location viewing, identifying the equipment needed and etc.

1.2.2.4. Composition and camera panels

1.2.2.5. Camera layout, controls and lens aspects

1.2.2.6. White balance and colour

1.2.2.7. Focusing and depth of field aspects, props, etc

1.2.2.8. Utilization of the flashlight and natural lighting

1.2.2.9. Photographs (stills, in motion pictures, etc) in an event, shooting in manual & automatic mode

1.2.2.10. Executive/VIP photoshoot and Studio set-up

1.2.2.11. Preventative measures for problems/mishaps that may arise during a shoot and,

1.2.2.12. Post production: retouching, editing photos, editing pics in Light room

## 1.3 RFQ special conditions

1.3.1 The successful service provider should have a proven track record of successful delivery of this service in other organizations. Proof needs to be delivered in the form of written confirmation and comments from other organizations.

1.3.2 **The training must be held** at the service provider's premises or at one of the CCMA's offices in Gauteng (if not the National Office) **and must be conducive to all in attendance.**

- 1.3.3 A high level of expertise is expected of all personnel dealing with this project. Proof of expertise, experience and qualifications needs to be submitted in the form of short resumes.
- 1.3.4 Preferential Procurement Policy Framework Act (PPPFA) principles shall apply, whereby submissions will be evaluated accordingly to the provisions of the Act.
- 1.3.5 Valid Tax Clearance Certificate and B-BBEE certificate, as issued by a SANAS accredited verification agency, with their tender, in order to be eligible for B-BBEE points.
- 1.3.6 The evaluation criteria will be on Quality/Functionality 100 points, Price for 80 points & B-BBEE 20 points.
- 1.3.7 CCMA does not bind itself to accept the lowest or any quote and reserves the right to accept any quote or portion of a quote.
- 1.3.8 Submissions which are late will not be accepted.
- 1.3.9 All quotations are to remain valid for a period of ninety days (90 days) from the closing date of the submission.
- 1.3.10 Failure to complete all supplementary information and the Returnable Schedules may result in the tender being deemed null and void.

**1.4 RFQ specifications**

- 1.4.1 The service provider should consider the following:
  - 1.4.1.1 The quotation should include a detailed training outline.
  - 1.4.1.2 The training must be delivered over ten weeks (at six hours per week)
  - 1.4.1.3 To provide facilitated, interactive and practical training to the five (05) CCMA officials.
- 1.4.2 **The service provider must submit a training report to ETD within 30 days after the training.**

**1.5 RFQ evaluation criteria**

- 1.5.1 The quotations will be evaluated using 80/20 system according to PPPFA Act regulations 2017.

**1.6 RFQ FUNCTIONAL REQUIREMENTS**

CRITERION	WEIGHT
<b>FUNCTIONALITY:</b> <b>1.1 Course outline and Accreditation Certificates.</b> The bidder is therefore required to supply CCMA with a detailed course outline. <b>30 points</b> Failure to provide a detailed course outline. <b>0 points</b>  Company Accreditation Certificates to Facilitate Training. <b>10 points</b> Failure to provide company accreditation certificates of facilitate training. <b>0 points</b>	40

<b>1.2 Company Experience in the Training Environment Indicated on the SBD6 Documents.</b>		<b>10</b>										
5 years or more experience	10 points											
4 but less than 5 years' experience	8 points											
3 but less than 4 years' experience	6 points											
2 years but less than 3 years' experience	4 points											
1 year but less than 2 years' experience	1 point											
<b>1.3 Level of expertise and Post Graduate qualifications of facilitators.</b>		<b>20</b>										
A CV of the facilitator must be attached to demonstrate the qualifications with at least 3 years of experience conducting training or workshops.												
Post graduate qualification (s)		10										
Less than post graduate qualification		0										
3 years' experience providing the same services		10										
Less than 3 years' experience		0										
<b>1.4 Referencing - Attach Attendance Registers/Reference Letters of the Implemented/Executed Trainings.</b> The bidder must provide three (3) reference letters/attendance registers, and each reference is to be based on a project of the same nature (photography and Video production). The reference letter/attendance register must include: company name, contact name, address, phone number, on a company letterhead.		<b>30</b>										
<table border="1"> <thead> <tr> <th>Number of references</th> <th>20 maximum points</th> </tr> </thead> <tbody> <tr> <td>3 reference letters</td> <td>30</td> </tr> <tr> <td>2 reference letters</td> <td>15</td> </tr> <tr> <td>1 reference letters</td> <td>5</td> </tr> <tr> <td>No reference letter</td> <td>0</td> </tr> </tbody> </table>		Number of references	20 maximum points	3 reference letters	30	2 reference letters	15	1 reference letters	5	No reference letter	0	
Number of references	20 maximum points											
3 reference letters	30											
2 reference letters	15											
1 reference letters	5											
No reference letter	0											
<b>Total points for Functionality</b>		<b>100</b>										
A minimum requirement for functionality out of 100 is		<b>70</b>										
<b>2. Price</b>												
2.1.	Points allocated for price	<b>80</b>										
<b>3. B-BBEE Status Points</b>												
3.1	Points allocated for B-BBEE	<b>20</b>										
<b>TOTAL FOR PRICE and B-BBEE PREFERENCE POINTS</b>		<b>100</b>										

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

#### 1.7 RFQ Returnable documents

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

Document Description
SBD 4 Declaration of interests
SBD 6.1 Preference points claim form in terms of the Preferential Procurement Regulations 2017
Price Quotation
B-BBEE SANAS Certificate/ Sworn Affidavit
POPIA Declaration

.....  
Respondent's signature

.....  
Date or company stamp



**COMMISSION FOR CONCILIATION,  
MEDIATION & ARBITRATION**

**TO THE CCMA**

**PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013**

By signing this 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: \_\_\_\_\_**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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



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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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:

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

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.

## 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:
- 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 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

$P_s$  = 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

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

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 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		
<b>OR</b>		
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 .....
.....
.....