



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:

RFQ NO:	RQN00000193878(A)		
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	To source a Service Provider to facilitate Virtual Training on Occupational Ergonomics Risk Assessment for five (05) CCMA Officials.		
CONDITIONS OF THIS RFQ:	The training will be attended by CCMA employees		
SAQA US ID:	244523 (Conduct an Ergonomic Assessment and take Appropriate Action)		
ISSUING DATE:	10 October 2023		
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO DO THE THRESHOLD ALLOCATION (VAT INCLUSIVE IF APPLICABLE).			
RFQ CLOSING DATE:	TIME:	16H00	DATE: 18 OCTOBER 2023
QUOTATION VALIDITY PERIOD:	90 days		
CONTACT PERSON FOR ENQUIRIES	Welcome Tshabalala/Phumlani Dlongolo WelcomeT@ccma.org.za or PhumlaniD@ccma.org.za Tel: 011 377 6743 / 011 377 6742		
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 official letterhead (All cost included)		
EVALUATION OF QUOTATIONS	<ul style="list-style-type: none"> All quotations above R2000 will be evaluated on pricing and preferential points using the 80/20 preference points system. 		

	<ul style="list-style-type: none">• The 80 points is for request for quotations up to the rand value of R1 million.• The 20 points will be allocated to promote this goal and points will be allocated in terms of the CCMA Preference Goal 2: B-BBEE status level of contributor.
DISQUALIFICATION	Quotations not submitted to the RFQ@CCMA.org.za will be disqualified.

1. BACKGROUND AND OVERVIEW

The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent and an 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.

2. SCOPE OF REQUIREMENTS

Five (05) CCMA officials to be trained on Occupational Ergonomics Risk Assessment. The training will be held online for 3 days in October/November 2023.

The appointed service provider must note that the training must be offered over three (3) days and ensure that they cover everything in the chosen Unit standard: 244523. The appointed service provider will be required to provide training which will cover topics not limited to the below:

- 2.1 Explain the concepts of Ergonomics in the workplace.
- 2.2 Prepare for and conduct ergonomics assessments.
- 2.3 Perform post assessments activities.

3. OVERVIEW ON RFQ

To provide facilitated and interactive online training to CCMA employees.

(Physical facilitation required during the training)

- i. The training and materials provided should be of high quality.
- ii. The training course will be for four (03) days.
- iii. The training will be provided to Five (05) CCMA employees.
- iv. Training will be held **online via MS Teams or any other credible virtual platform.**
- v. Training will be held on a date to be confirmed.

4. RFQ SPECIAL CONDITIONS

- i. The successful service provider should have a proven track record of successfully delivering this service in other organisations. Proof needs to be delivered in the form of written confirmation and comments from other organisations.
- ii. 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.
- iii. 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.
- iv. Tenders which are late, incomplete, unsigned will not be accepted.
- v. All quotations are to remain valid for a period of ninety days (90 days) from the closing date of the submission.

5. RFQ SPECIFICATIONS

- i. The quotation should include a detailed course outline and should be inclusive of the learning methodology that will be used for each section.
- ii. Unit Standard ID: **244523**
- iii. NQF Level: 5
- iv. It is vitally important that the service provider produces a highly effective, practical, and innovative train the trainer training, which will enable the participants to demonstrate their understanding and application of the methodology correctly.
- v. Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework (NQF).
- vi. Identify and respond to learners with special needs and barriers to learning.
- vii. Facilitate learning using a variety of given methodologies.
- viii. Ability to enforce the learned skills to other employees.
- ix. The facilitated learning process should include:
 - Interactive and participative learning sessions.
 - The training content should be innovative and different from the general courses available. The training material should be accurate, accessible and user friendly and be accredited by relevant SETA/CHE.
 - 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 learnt.
 - Formative and Summative assessments should be conducted and form part of the training.

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

- x. A detailed report compiled by the facilitator to be sent to the ETD Specialist, which includes detailed information on the course and learner progress.
- xi. Certificates to be issued within thirty (30) days after the successful completion of the summative assessment.
- xii. Outline the main risks foreseen for this project and propose how they can be managed and mitigated.
- xiii. The quotation should include a detailed project outline.
- xiv. 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.
- xv. The service provider must submit a training report to ETD within 30 days.

6. EVALUATION CRITERIA (FUNCTIONALITY)

- All quotations above R2000 will be evaluated on pricing and preferential points using the 80/20 preference points system.
- The 80 points is for request for quotations up to the rand value of R1 million.
- The 20 points will be allocated to promote this goal and points will be allocated in terms of the CCMA Preference Goal 2: B-BBEE status level of contributor.
- The bidders will be required to score a **minimum of 60** points (functionality / technical) to qualify for Stage 2 of the evaluation where only points for Price and B-BBEE will be considered.

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

1.2 Bidders must provide company's experience in the training environment by indicating on the company profile or registration documents.		10
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	
1.3 Level of expertise and bachelor's degree qualification (s) and/or Licensed by Ergonomics Society of South Africa (ESSA) for facilitators A CV of the facilitator must be attached to demonstrate the qualifications with at least 3 years of experience conducting training or workshops.		20
Bachelor's degree qualification (s) and/or Licensed by Ergonomics Society of South Africa (ESSA).		10
Less than post graduate qualification		0
3 years' or more experience providing the same services.		10
Less than 3 years' experience		0
1.4 Referencing - Attach Attendance Registers/Reference Letters of the Implemented/Executed Trainings. The bidder must provide three (3) reference letters/attendance registers, and each reference is to be based on a project of the same nature (Providing training on Occupational Ergonomics Risk Assessment) . The reference letter/attendance register must include company name, contact name, address, phone number, on a company letterhead.		30
Number of references	30 maximum points	
3 reference letters	30	
2 reference letters	20	
1 reference letters	10	
No reference letter	0	

Bidders are required to achieve a minimum score of **60** out of **100** points during this stage of the evaluation process to be considered further for Price and B-BBEE Evaluation.

Bidders with a total functionality score of less than **60 points** for functionality will be disqualified.

7. **STAGE 2: PRICE AND B-BBEE EVALUATION**

The proposals will be evaluated in terms of the 80/20 evaluation system in line with PPPFA Regulations of 2022.

Technical / Functional Criteria	Weightings
Total points for Functionality	100
Minimum threshold is 60:	60 out of 100 points
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

8. **DOCUMENTS TO BE COMPLETED AND SUBMITTED BY THE BIDDER**

- SBD 4 to be completed and signed
- SBD 6.1 to be completed and signed
- POPI consent form to be completed and signed
- **Submit BEE certificate/sworn affidavit letter, Supporting required documents with price proposal.**



**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 _____ 2023

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 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 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for B-BBEE.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) B-BBEE.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE	20
Total points for Price and B-BBEE	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for B-BBEE with the tender, will be interpreted to mean that preference points for B-BBEE are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR B-BBEE

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for B-BBEE stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for B-BBEE for both the 90/10 and 80/20 preference point system.

Table 1: B-BBEE for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The B-BBEE allocated points in terms of this tender. <i>(B-BBEE Status Level of Contributor)</i>	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the B-BBEE have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
<p>SURNAME AND NAME:</p>
<p>DATE:</p>
<p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p>