



CCMA

COMMISSION FOR CONCILIATION, MEDIATION & ARBITRATION

National Office

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Docex: DX147; Email: Enquiries@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:	RQN00000198151		
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	Request for quotation for the appointment of a service provider to recommend inputs to advise and modify the CCMA office lease standard specifications for all the CCMA offices		
ISSUING DATE:	19 January 2023		
PLEASE ENSURE THAT THE QUOTATION HAVE THE TOTAL FIXED AMOUNT STATED IN ORDER FOR CCMA TO BE ABLE TO EVALUATE YOUR PRICE AND IT MUST INCLUDE ALL APPLICABLE TAXES			
RFQ CLOSING DATE:	TIME:	15H00	DATE: 02 February 2024
<u>SPECIFICATION</u> Please see the Terms of Reference attached below:			
QUOTATION VALIDITY PERIOD:	90 days		
CONTACT PERSON	Siphosenkosi Mahlangu ; Email: SiphosenkosiM@ccma.org.za ; Tel: 011 377 6949		
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.		

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RECOMMEND INPUTS TO ADVISE AND MODIFY THE CCMA OFFICE LEASE STANDARD SPECIFICATION FOR ALL CCMA OFFICES

1: INTRODUCTION AND BACKGROUND

1.1 The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent and autonomous organization that was established by the Labour Relations Act 66 of 1995 (LRA), as amended 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.

1.2 In terms of its legislative mandate, the CCMA must maintain an office in each province of the Republic of South Africa ("the Republic") and as many local offices as it considers necessary. In order for the CCMA to meet this mandate, it procures office space from various landlords across the Republic with the requirement that the landlords are to "fit-out" the premises as per the CCMA's specifications.

1.3 The CCMA currently operates in 25 leased offices across various regions, Regions are towns or cities within the province, which include:

1.3.1 National Office – Marshaltown, Johannesburg

1.3.2 Gauteng Region

i) Johannesburg (Provincial Office)

ii) Ekurhuleni

iii) Tshwane

iv) Vaal

1.3.3 North West Region

i) Klerksdorp (Provincial Office)

ii) Rustenburg

iii) Vryburg

- 1.3.4 Limpopo Region
 - i) Polokwane (Provincial Office)
 - ii) Tzaneen
- 1.3.5 Mpumalanga Region
 - i) Emalaheni (Provincial Office)
 - ii) Mbombela
 - iii) Secunda
- 1.3.6 Free State Region
 - i) Bloemfontein (Provincial Office)
 - ii) Welkom
 - iii) Kimberly (Northern Cape)
- 1.3.7 Western Cape Region
 - i) Cape Town (Provincial Office)
 - ii) George
- 1.3.8 Eastern Cape Region
 - i) Gqeberha (Provincial Office)
 - ii) East London
- 1.3.9 Kwa Zulu-Natal Region
 - i) Durban (Provincial Office)
 - ii) Richardsbay
 - iii) Port Shepstone
 - iv) Newcastle
 - v) Pietermaritzburg
- 1.3.10 Currently, the CCMA embarks on an open bid process to outsource office accommodation on a lease agreement as and when the leases expires for all its offices in the Republic.
- 1.3.11 The CCMA utilizes an existing office lease standard specification to invite potential landlords to provide office space within the respective regions. This specification and requirements are uniform across all offices. The end user customizes their office requirements into the specification for advertisement and ensures that budget is available for the procurement of the office space..
- 1.3.12 The requirements of the specification include the corporate image design for both interior and exterior. The fit out design amount is amortised into the service provider financial proposal. The

procurement process takes up to 3 months which includes compulsory briefing session for each lease. The bid committees also conducts site inspections as part of the procurement process.

- 1.3.13 Once an award is made, both parties enter into a lease agreement contract. The Landlord delivers on the corporate image design. The CCMA will take occupation once the fit out meets the compliance standards. The lease will be monitored for the duration of its tenure and renewed accordingly in line with the procurement process in place.

2: PROBLEM STATEMENT

- 2.1 All leases are renewed through a bid process as they approach their expiry dates in their respective regions. Each region sets aside an annual budget for lease administration, which is managed independently.
- 2.2 The CCMA has recently downsized its office space GLA for all the offices, including leases that are due for renewal. The organization may also consider resizing the current office furniture to align with the reduced office space, supported by the concept of working from home.
- 2.3 On several occasions, upon advertising of the lease bids, bidders are failing to provide the necessary compliance and mandatory information as part of their bids submission as required.
- 2.4 In other instances, bidders tend to deviate from the scope of work and separate other core requirements of the bid, such as:
 - 2.4.1 Partial corporate image design,
 - 2.4.2 Splitting of Tenant Installation cost instead of amortising the amount as part of their financials,
 - 2.4.3 Physical security guards grade.
 - 2.4.4 Failing to provide required proof of ownership of the buildings, mandates, resolutions, proper formulation of JVs, associated documents like consolidated Tax Certificates & BBBEE, etc.
 - 2.4.5 Neglecting to follow the instructions and details specified in the bid documents and evaluation criteria.
 - 2.4.6 Failure to ensure that some buildings are accessible and visible to the public, especially in small towns
 - 2.4.7 Incomplete submission of supporting documents, despite compulsory briefing sessions.
- 2.5 Most of the identified gaps result in nonresponsive bids, which necessitates the reinitiation of the bid process. Each repeated bid process incurs financial implications and leads to re-advertisement of the bids if the desired results were not achieved.

- 2.6 The repetition of the process adds administrative burdens and challenges to align logistics and auxiliary services.
- 2.7 The CCMA chooses to have its offices located centrally within the CBD area for easy accessibility to clients.

3: OPTION

- 3.1 The CCMA seeks recommendations from prospective bidders to modify the existing standard office lease specification.

4: SCOPE OF WORK

The bidder is expected to deliver on the below scope of work:

- 4.1 Provide inputs and recommendations to improve the lease specification, ensuring that it covers the following:
 - 4.1.1 Modernization of the specification.
 - 4.1.2 Responsiveness to the needs of the CCMA.
 - 4.1.3 Alignment with transformation objectives.
 - 4.1.4 Realism and cost-effectiveness.
- 4.2 Revise the specifications for each office:
 - 4.2.1 Provide timelines for the delivery of leases within SCM prescripts and regulations.
- 4.3 Analyze the CCMA's bid specifications and identify potential gaps and anomalies in the specification.
- 4.4 Identify areas of concern that are outside the lease specification requirements.
- 4.5 Ensure the inclusion of all applicable legislation and required necessary documentation for submission by bidders/landlords.
- 4.6 Provide inputs and recommendations to improve the lease specification in alignment with industry norms and standards, including OHS.
- 4.7 Propose inputs and recommendations for improving the Bill of Quantity submission process from different landlords, making it easy to interpret.

- 4.8 The project duration is limited to a period not exceeding 60 days from signing the SLA Agreement Contract.
- 4.9 Report to the Project Manager and provide clarity to other stakeholders.
- 4.10 Submit the 1st draft 25 days after signing the SLA and the final draft 50 days after. The 10 days are for both parties to address any outstanding issues.
- 4.11 Provide weekly progress reports and presentations to stakeholders.
- 4.12 The bidder must have five (5) years or more of experience in the lease and commercial industry.
- 4.13 The service provider must be experienced in facilities management and possess a diverse set of skills.

SECTION 5: SPECIFIC REQUIREMENTS

Bidders should consider the following specific requirements when developing their proposal:

- 5.1 The CCMA procures the leasing of office space through an open bidding process for both new leases and lease renewals.
- 5.2 The CCMA clearly outlines all the requirements in the lease bid specifications.
- 5.3 The landlord must account for the state of their building and price the CCMA TI requirements accordingly within the rental price (amortized).
- 5.4 The CCMA specifications clearly outlines the CCMA corporate branding.
- 5.5 CCMA preference is to have the Landlord carrying out the entire scope of work and amortises the price.
- 5.6 The CCMA expects the building to be renovated to make it habitable.
- 5.7 The CCMA anticipates that the building will be leased with the necessary compliance matters being in place, fire detection system, air conditioning system, lifts, etc.

SECTION 6: REQUIRED QUALIFICATION/S

- 6.1 The CCMA seeks to appoint a service provider with the necessary qualifications, skills, knowledge, and experience in the lease and commercial industry. The following qualifications and documents are mandatory and must be submitted with the proposal:

6.1.1 An NQF7 or higher qualification in Lease & Commercial Studies, Real Estate related studies, Construction, or related qualification.

SECTION 7: FUNCTIONALITY EVALUATION PROCESS

STAGE 1 – Functionality Evaluation Criteria

7.1 All proposals submitted will be evaluated in accordance with the **80/20** preference point system, in line with PPPFA Regulations of 2022.

7.2 The evaluation will be carried out in two (2) stages, as follows;

7.3 **Stage 1 evaluation criteria:** The bidders will be required to score a minimum of **60** points out of 100 points (functionality / technical) to qualify for Stage 2 of the evaluation where only points for Price and Preference points will be considered. Bidders who fail to attain the required minimum threshold will not be evaluated further on Price and preference points.

7.4 The following functionality evaluation criteria shall be applicable; the maximum points of each criterion are indicated in the table below:

GUIDELINES AND CRITERION	MAXIMUM POINTS TO BE AWARDED	SCORING
<p>1) Company Track record (Reference letters)</p> <p>Note: Bidders must demonstrate previous successful work done by submitting contactable reference letters for conducting similar work successfully within the last five (5) years and each reference letter must be from an unbroken period of one (1) year.</p> <p>Service providers must provide a minimum of 2 valid contactable reference letters meeting the criteria below:</p>	<p>50</p>	<ul style="list-style-type: none"> ● 0 Points – non submission ● 25 Points – submitted Two (2) valid reference letter ● 35 Points – submitted Three (3) valid reference letters ● 50 Points - submitted Four (4) or more valid reference letters <p>NB: Failure to submit and address the evaluation criteria requirements, the bidder will not be allocated points.</p>

GUIDELINES AND CRITERION	MAXIMUM POINTS TO BE AWARDED	SCORING
<p>NB: The reference letters will be considered valid if they meet all the below mentioned requirements:</p> <ul style="list-style-type: none"> • company name • company letter head • contact person • contactable telephone numbers • description of goods/services rendered <p>Failure to provide the reference letters with all the above mentioned requirements will result in the bidder scoring a zero (0).</p>		
<p>4. Human Resource Capability</p>	<p>50</p>	
<p>The service provider will be expected to provide a dedicated experienced personnel.</p> <p>Note: Years of experience refers to years of involvement in modernizing office lease specification and building fit outs. Bidders must attach (1) comprehensive Curriculum Vitae (CV).</p> <p>Note: Failure to comply with the above requirements will result in the bidder scoring a zero (0).</p>		<ul style="list-style-type: none"> • with 15 years' experience and more in the related field = 50 Points • with more than 10 to 15 years' experience in the related field = 35 Points • with less than 5 to 10 years' experience in the related field = 25 Points

GUIDELINES AND CRITERION	MAXIMUM POINTS TO BE AWARDED	SCORING
		<ul style="list-style-type: none"> • with less than 5 - 0 years' experience in the related field = 15 Points • with "0" years' experience in the field = 0 Points
Total	100	

STAGE 2 – Price and Preference Points

PRICE AND PREFERENCE POINTS	MAXIMUM POINTS TO BE AWARDED
1. Price Relative competitiveness of proposed price	80
2. Preference Points Status Level of Contribution	20
TOTAL FOR PRICE AND PREFERENCE POINTS	100

SECTION 6: FINANCIAL PROPOSAL

Once off Grand total Including VAT:

Name of bidder:

NB: A detailed price breakdown of the grand total must be provided separately.

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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
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		

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.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

ANNEXURE 6: POPIA DECLARATION



TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this 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: _____