



## **CCMA/2024/11(A)-ETD**

**ESTABLISHMENT OF A PRE-APPROVED LIST OF ACCREDITED TRAINING SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS (RE-ADVERTISEMENT)**

**A Compulsory Briefing Session will be held as follows:**

**Date 22 November 2024: at 11:00 AM Through**

**Microsoft Teams**

**(Virtual)**

**Bid Closing Date, time and venue:**

**09 December 2024 at 11:00 AM**

**at CCMA National Office, 28 Harrison Street, JCI Building, 12th Floor, Johannesburg  
(Deposit in the tender box)**

**COMPULSORY BRIEFING SESSION:**

**BELOW IS THE LINK TO ACCESS THE COMPULSORY BRIEFING SESSION**

**[Join the meeting now](#)**

**Meeting ID: 380 183 158 358**

**Passcode: pe8HLB**

**FAILURE TO ATTEND THE VIRTUAL BRIEFING SESSION WILL LEAD TO DISQUALIFICATION OF THE BID**  
**It is the responsibility of bidders to ensure that they can access the briefing link before the briefing session**

## TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID .....	3
1. Proprietary Information .....	4
2. Enquiries.....	4
3. Bid Validity Period.....	4
4. Instructions on submission of Bids.....	4
5. Preparation of Bid Response .....	5
6. Supplier Performance Management .....	6
7. Supplier Development.....	6
8. CCMA's Rights .....	6
9. Undertakings by the Bidder.....	7
10. Reasons for disqualification.....	7
11. Response Format (Returnable Schedules) .....	8
12. Bid Proposals screening .....	10
SECTION 2: INTRODUCTION AND BACKGROUND .....	11
1. SPECIAL INSTRUCTIONS TO BIDDERS .....	11
2. INTRODUCTION.....	11
3. PURPOSE.....	11
4. TERMS OF REFERENCE.....	12
5. COMMITMENTS/UNDERTAKINGS .....	13
6. TRAINING INTERVENTIONS .....	14
7. MANDATORY REQUIREMENTS (STAGE 1).....	159
8. FUNCTIONAL REQUIREMENTS (STAGE 2).....	159
9. PRICING (STAGE 3).....	162
10. COMPULSORY BRIEFING SESSION.....	162
SECTION 3: ANNEXURES .....	165
ANNEXURE 1: SBD 1 .....	166
ANNEXURE 3: SBD 4.....	171
ANNEXURE 5: SBD 7.2 .....	183
ANNEXURE 6 :CCMA'S STANDARD CONDITIONS OF BID .....	187
ANNEXURE 7 :GENERAL CONDITION OF CONTRACT.....	187
ANNEXURE 8: POPIA CONSENT FORM.....	213

**SECTION 1: GENERAL CONDITIONS OF BID**

---

## 1. Proprietary Information

---

CCMA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to CCMA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of CCMA.

## 2. Enquiries

---

- 2.1** All communication and attempts to solicit information of any kind relative to this RFP should be channeled **in writing** to:

Name:	Mr. Khumbuzile Ndevu
Telephone Number:	+27 11 377 6636
Email address:	<a href="mailto:Tenderenquiries@ccma.org.za">Tenderenquiries@ccma.org.za</a>

- 2.2** Closing date for enquiries in relation to this RFP will be **27 November 2024 at 16:00**.
- 2.3** The enquiries will be consolidated, and CCMA will issue one response and such response will be posted, within two days after the last day of enquiries, onto the CCMA website ([www.ccma.org.za](http://www.ccma.org.za)) under tenders i.e. next to the same RFP document.
- 2.4** The CCMA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the CCMA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Bid Validity Period

---

Responses to this RFP received from bidders will be valid for a period of **120** days counted from the bid closing date.

## 4. Instructions on submission of Bids

---

Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on USB) in PDF format all bound in a sealed envelope endorsed, **CCMA/2024/11(A)-ETD: ESTABLISHMENT OF A PRE-APPROVED LIST OF ACCREDITED TRAINING SERVICE PROVIDERS FOR A PERIOD OF THREE (3) YEARS (RE-ADVERTISEMENT)**

- 4.1 The sealed envelope must be placed in the bid box at the Main Reception area of the CCMA National Office, 28 Harrison Street, JCI Building, 12th Floor, Johannesburg, 2001 by no later than **11:00 AM** [Telkom time] on the 09 December 2024 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.2
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope. If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the 12<sup>th</sup> floor Reception area, JCI Building, 28 Harrison Street, Johannesburg, 2001. **The CCMA will not be held responsible for any delays where bid documents are handed to the CCMA Receptionist/ officials.**
- 4.4
- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered. Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the CCMA's policy not to consider late bids for tender evaluation.**

## **5. Preparation of Bid Response**

---

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by CCMA in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 5.5 A valid Tax Clearance Certificate with the tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.
- 5.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for CCMA to verify the bidder's tax status on CSD and other Governing compliances.

## 6. Supplier Performance Management

---

Supplier Performance Management is viewed by the CCMA as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the CCMA and all its suppliers.

The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the CCMA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value-add to CCMA's business.

## 7. Supplier Development

---

The CCMA promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the CCMA and the successful bidder.

## 8. CCMA's Rights

---

- 8.1** The CCMA is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the CCMA has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the CCMA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2** The CCMA reserves the right not to accept the lowest priced bid or any bid in part or in whole. The CCMA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the CCMA.
- 8.3** The CCMA reserves the right to award this bid as a whole or in part.
- 8.4** The CCMA will verify the submitted reference letters with the clients.
- 8.5** The CCMA reserves the right to consider the guidelines for consultants as provided in the **National Treasury Instruction 01 of 2024/2025: Cost Containment Measures**, where relevant.
- The CCMA reserves the right to request all relevant information, agreements and other documents
- 8.6** to verify information supplied in the bid response. The bidder hereby gives consent to the CCMA to

conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

## **9. Undertakings by the Bidder**

---

- 9.1** By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the CCMA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2** The bidder may be required to attend an interview should CCMA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.
- 9.3** The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the CCMA during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4** The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5** The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with CCMA, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become CCMA property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for disqualification**

---

- 10.1** The CCMA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

- 10.1.1 Bidders who fail to comply with the National Treasury Directives with regard to Tax Compliance Matters.
- 10.1.2 Bidders who submit incomplete information and documentation according to the requirements of this RFP document.
- 10.1.3 Bidders who submit information that is fraudulent, factually untrue or inaccurate.
- 10.1.4 Bidders who receive information not available to other potential bidders through fraudulent means.
- 10.1.5 Bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; and/or
- 10.1.6 Bidders who fail to attend a compulsory briefing session if stipulated in the tender advert and/or in this RFP document.

## 11. Response Format (Returnable Schedules)

---

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

**11.1 Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

### 11.2 Schedule 1:

- 11.2.1 Executive Summary
- 11.2.2 RFP document (duly completed and signed)
- 11.2.3 Copy of Company Registration Documents
- 11.2.4 Copy of Identity Documents of the owner(s)
- 11.2.5 Proof of Medical Certificate confirming disability of the owner(s) (if applicable)
- 11.2.6 Latest Central Supplier Database Report

### 11.3 Schedule 2

- 11.3.1 Valid tax clearance certificate(s), A tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
- 11.3.2 Annexure 1: SBD 1 (duly completed and signed)



- 11.3.3 Annexure 3: SBD 4 (duly completed and signed);
- 11.3.4 Annexure 5: SBD 7.2 (duly completed and signed);
- 11.3.5 Annexure 6: CCMA's Standard Condition of bid and General Condition of Contract (signed)
- 11.3.6 Annexure 7: POPIA consent form (duly completed and signed)
- 11.3.7 Financial Statements for the latest financial year signed by an independent registered Accountant.
- 11.3.10 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

**Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (11.3.1-11.3.5) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).**

**11.4 Schedule 3:**

- 11.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

## **12. Bid Proposals screening**

---

Bids shall be screened in terms of the following process and conditions:

**12.1**     Initial Screening: During this phase, bid responses will be reviewed for the purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate with a tax compliance status PIN.
- Submission of Company Registration Documents.
- Submission of copy of Identity Document(s).
- Submission of latest Central Supplier Database report.
- Medical certificate confirming disability of the owner (s) (If applicable).
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP.

## **SECTION 2: INTRODUCTION AND BACKGROUND**

## **1 SPECIAL INSTRUCTIONS TO BIDDERS**

- 1.1 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state “Comply/Non-Compliance” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.2 Failure to comply with Mandatory Requirements will lead to the bidder being disqualified.

## **2. INTRODUCTION**

- 2.1 The Commission for Conciliation, Mediation and Arbitration (CCMA) is an independent statutory 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 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.
- 2.2 The CCMA is also committed to investing in the training and development opportunities for the workforce as required by the Skills Development Act 97 of 1998 (as amended). As per this Act, the CCMA provides training opportunities for the workforce (employees and independent contractors) to promote skills development, create prospects of work and labour mobility, acquire new skills set, create space for new entrants to the labour market and gain work experience (experiential learning).

## **3. PURPOSE**

- 3.1 The purpose of this document is to call for proposals from accredited and competent training service providers to form part of a panel of preferred training providers for the CCMA's National, Provincial and Regional offices over a period of three (3) years. The appointed panel of training service providers shall provide various training programmes and will be engaged on an “as and when required basis”. The availability of a panel of training service providers will benefit the CCMA in that it will streamline the procurement, contracting and management processes and save time spent on the Request for Quotes (RFQ) process.
- 3.2 The CCMA conducts the organisational training needs analysis on an annual basis, which are, consolidated into an annual training plan for implementation. Training interventions are categorised according to the skills requirements and levels, which determine whether training will be credit or non-credit bearing, and the training intervention is outsourced as per the annual training plan and the

quarterly training schedule. The numbers involved in requested training varies and can only be provided at the time the training is required.

#### **4. TERMS OF REFERENCE**

- 4.1 The Education Training and Development Unit is responsible for providing internal capacity building to develop skills of CCMA employees and independent contractors so that they are able to meet the expected efficiencies of the organisation.
- 4.2 The CCMA seeks to establish a panel of training service providers who will promptly respond to the training needs for a period of three (3) years from 1 February 2025 to 31 January 2028. There is no guarantee that the training provider will be requested to provide training.
- 4.3 The training will be provided on an “as and when required basis” to the National, Provincial and Regional offices of the CCMA and within the prescribed turnaround dates and times.
- 4.4 The training provider must have capacity to deliver hybrid training: via MS Teams and in person training (physical attendance). Be able to provide training materials in the form of learner and facilitator workbooks, which caters for a diverse group of people including people living with disabilities.
- 4.5 The training provider must provide all relevant training logistics which include but not limited to training registers, learner and facilitator evaluations, training reports, registration of learners with the relevant SETA assessment, moderation and certification of assessment- based training and be able to provide support should it be required by learners.
- 4.6 Pricing will be requested when the actual training is required.

5. **COMMITMENTS/UNDERTAKINGS**

To be completed by the bidder.

The bidder must confirm compliance to the below requirements by indicating Yes/No:

<b><u>COMMITMENTS/UNDERTAKING</u></b>	<b><u>YES/NO</u></b>
5.1 Bidders must commit and undertake to provide hybrid (virtual and in-person) training services.	
5.2 Bidders must commit and undertake to facilitate training to diverse groups of people including people living with disabilities.	

## 6. TRAINING INTERVENTIONS

- 6.1 Below is a list of training interventions, training service providers must tick those that they have accreditation for and add any other training intervention/s they provide with their Unit Standards.

**TABLE A: LIST OF TRAINING INTERVENTIONS**

CATEGORY	TRAINING INTERVENTION	UNIT STANDARD (S)	SPECIFIC OUTCOMES	PLEASE TICK (✓)	CREDIT BEARING
<b>Management and Leadership</b>	Emerging Management Development Programme	As per Higher Education Institutions (HEI) accreditation	<ul style="list-style-type: none"> <li>Contextualizing the Management Role in the Public Service, Customer Service, Communication and Quality Assurance. The Complete Supervisor.</li> </ul>		Yes

	Middle Management Development Programme	As per Higher Education Institutions (HEI) accreditation	<ul style="list-style-type: none"> <li>• Execute strategic management principles.</li> <li>• Apply problem solving skills.</li> <li>• Explore advanced learning strategies.</li> <li>• Apply research skills.</li> <li>• Communicate effectively.</li> </ul>		Yes
	Advance Management Development Programme	As per Higher Education Institutions (HEI) accreditation	<ul style="list-style-type: none"> <li>• Strategic Management</li> <li>• Mastering Management</li> <li>• Integrating the People Factor.</li> </ul>		Yes



	Women Leadership and Development Programme	120031	<ul style="list-style-type: none"> <li>• Analyse the role of women's organisations in contributing to transformation in South Africa.</li> <li>• Contribute to the development of policy, legislation and/or structures that promote gender equality and women's empowerment.</li> <li>• Identify and apply different methods to promote the voice of women through advocacy and mobilisation activities.</li> <li>• Promote women's visibility in</li> </ul>		Yes
--	--	--------	---	--	-----

	Power speaking and Presentation skills	242840	<p>authority, decision-making and leadership roles.</p> <ul style="list-style-type: none"> <li>• Using verbal/oral communication skills to make an effective presentation.</li> <li>• Using non-verbal communication effectively to reach audience.</li> <li>• Using and maintaining a good poise during a presentation.</li> <li>• Handling questions and overcoming any</li> </ul>		Yes
--	---	--------	--	--	-----

			objections effectively.		
	Executive Leadership Programme	120300	<ul style="list-style-type: none"> <li>• Explain the concept of leadership.</li> <li>• Differentiate between leadership and management.</li> <li>• Analyse leadership theories.</li> <li>• Apply the different roles and qualities of leadership in a work context.</li> </ul>		Yes
	Strategic Leadership	243116	<ul style="list-style-type: none"> <li>• Participate in formulation and communication of organizational vision, purpose,</li> </ul>		Yes

			<p>principles, and values.</p> <ul style="list-style-type: none"> <li>• Examine and clarify concepts and issues in relation to overall government strategy, objectives, and priorities.</li> <li>• Identify priorities and initiate actions to achieve objectives.</li> <li>• Initiate actions to position the public sector organisation to Respond to changes in the environment.</li> </ul>		
--	--	--	--	--	--

	Leading Remote Teams	Workshop	<ul style="list-style-type: none"> <li>• Create a virtual team environment based on relationships and camaraderie.</li> <li>• Establish clear team expectations based on mutual trust and respect.</li> <li>• Communicate effectively and use technology that fits the situation.</li> <li>• Identify ways to foster an environment of virtual teamwork, group effort, and cooperation.</li> <li>• Use the right tools to manage processes and projects remotely.</li> </ul>		No
--	----------------------	----------	--	--	----

			<ul style="list-style-type: none"> <li>• Build an online team culture.</li> </ul>		
	Project Management	120372	<ul style="list-style-type: none"> <li>• Explain the nature of a project.</li> <li>• Explain the Nature and application of project management.</li> <li>• Explain the Types of structures that are found in a project environment.</li> <li>• Explain the application of handling structures</li> </ul>		Yes

			<p>in a project environment.</p> <ul style="list-style-type: none"> <li>• Explain the major processes and activities required to Manage a project.</li> </ul>		
	Finance for Non-Finance Managers	242861	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the basic financial requirements and contribution within own unit.</li> <li>• Identify and apply the basic Principles of budgeting in own work context.</li> <li>• Process quotations according to</li> </ul>		Yes

			<p>Public sector policies and procedures.</p> <ul style="list-style-type: none"> <li>• Handle basic financial queries relating to own work context.</li> </ul>		
	Policy Development and Management	230448	<ul style="list-style-type: none"> <li>• Explain current legislation and policies applicable to organisations.</li> <li>• Describe the processes that contribute to the development of policies.</li> <li>• Identify gaps in policies that impact in specific contexts.</li> <li>• Prepare and use techniques that Contribute to</li> </ul>		Yes



			policy development in organisations.		
<b>ETDP Skills Development Programmes</b>	Train the Trainer: Facilitator	117871	<ul style="list-style-type: none"> <li>• Plan and prepare for facilitation.</li> <li>• Facilitate learning.</li> <li>• Evaluate learning and facilitation.</li> </ul>		Yes
	Assessor	115753	<ul style="list-style-type: none"> <li>• Demonstrate understanding of outcomes-based assessment.</li> <li>• Prepare for assessments.</li> <li>• Conduct assessments.</li> <li>• Provide feedback on assessments.</li> <li>• Review assessments.</li> </ul>		Yes

	Moderator	115759	<ul style="list-style-type: none"> <li>• Demonstrate understanding of moderation within the context of an outcomes-based assessment system.</li> <li>• Plan and prepare for moderation.</li> <li>• Conduct moderation.</li> <li>• Advise and support assessors.</li> <li>• Report, record, and administer moderation and,</li> <li>• Review moderation systems and processes.</li> </ul>		Yes
--	-----------	--------	--	--	-----

	Coaching	114215	<ul style="list-style-type: none"> <li>• Explain the concept of mentoring.</li> <li>• Describe the characteristics of a good mentor.</li> <li>• Explain the importance of knowledge in mentoring.</li> <li>• Apply the skills and techniques required of a mentor.</li> </ul>		Yes
--	----------	--------	---	--	-----

	Mentoring	113909	<ul style="list-style-type: none"> <li>• Explain the concept of coaching in a business environment.</li> <li>• Demonstrate skills and techniques required of a coach.</li> <li>• Develop an action plan to coach two team members.</li> <li>• Gather evidence and monitor progress.</li> </ul>		Yes
	Material Development	123394	<ul style="list-style-type: none"> <li>• Plan and prepare for development.</li> <li>• Develop learning materials.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Develop learning facilitation guidelines.</li> <li>• Pilot and evaluate the development.</li> </ul>		
	Skills Development Facilitator	15232	<ul style="list-style-type: none"> <li>• Identify and prioritise learners' learning requirements.</li> <li>• Plan and organise learning interventions.</li> <li>• Coordinate learning interventions.</li> <li>• Review and report on learning interventions.</li> </ul>		Yes

Office Administration and employee support programmes	MS Suite	Ms Excel 116943	<ul style="list-style-type: none"> <li>• Create and edit a graph.</li> <li>• Load data from an external data source to produce a given spreadsheet result.</li> <li>• Insert and edit objects in a spreadsheet.</li> </ul>		Yes
	Excel	116937	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the principles of spreadsheets.</li> <li>• Create, open, and save spreadsheets.</li> <li>• Produce a spreadsheet from a given specification.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Edit a spreadsheet.</li> <li>• Format a spreadsheet.</li> <li>• Check spelling in a spreadsheet.</li> <li>• Print a spreadsheet using features specific to spreadsheets.</li> <li>• Create and edit a table.</li> </ul>		
	Ms Word	119078	<ul style="list-style-type: none"> <li>• Create and edit a table.</li> <li>• Format a table according to given requirements.</li> <li>• Create and edit columns in a document.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Format columns in a document.</li> </ul>		
	Ms PowerPoint	117923	<ul style="list-style-type: none"> <li>• Prepare and produce a presentation according to a specified brief.</li> <li>• Adjust settings to customise the view and preferences of the presentation application.</li> <li>• Work with multiple presentations.</li> <li>• Format a presentation according to given specifications.</li> <li>• Use special presentation effects.</li> </ul>		Yes



			<ul style="list-style-type: none"> <li>• Apply special formatting to a presentation according to given specifications, to enhance the presentation.</li> <li>• Customise a presentation for a specified purpose.</li> </ul>		
	Business and report writing Skills	12153	<ul style="list-style-type: none"> <li>• Use textual features and conventions specific to business texts for effective writing.</li> <li>• Identify and collect information needed to write a text specific to a particular function.</li> <li>• Compose a text using plain</li> </ul>		Yes

			<p>Language for a specific function.</p> <ul style="list-style-type: none"> <li>• Organise and structure a text appropriately for a business function.</li> <li>• Present a written text for a particular function in a business environment.</li> </ul>		
	Records Management	242866	<ul style="list-style-type: none"> <li>• Identify legislative policy and procedure requirements that determine records management in a public sector organisation.</li> <li>• Explain the purpose of a records management</li> </ul>		Yes

			<p>system in the context of a public sector organisation.</p> <ul style="list-style-type: none"> <li>• Operate a records storage and retrieval system in a public sector organisation.</li> <li>• Maintain a records storage and retrieval system in a public sector organisation.</li> </ul>		
	Asset management	243265 (generic management/ link to industry you are in)	<ul style="list-style-type: none"> <li>• Review the current status and condition of the assets of the business unit and identify opportunities for</li> </ul>		Yes

			<p>improvement, or problems.</p> <ul style="list-style-type: none"> <li>• Develop and implement action plans to improve the efficiency of, or to correct problems in, the use of the assets of the business unit.</li> <li>• Manage and monitor the use of motor retail Business unit assets.</li> <li>• Analyse and interpret reports and present them to relevant stakeholders.</li> <li>• Discuss and Explain issues</li> </ul>		
--	--	--	--	--	--

			Related to Managing the assets of a motor retail department.		
	Effective Communication Skills	120394	<ul style="list-style-type: none"> <li>• Explain communication processes and the role of the leader in this process.</li> <li>• Identify and utilize appropriate communication tools and strategies.</li> <li>• Utilize information technology to enhance communications.</li> <li>• Develop strategies to overcome barriers to communication.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Apply the theories, principles, and models of communication to a leadership role within a specific context.</li> <li>• Apply the principles of effective communications in media relations.</li> </ul>		
<b>Interpersonal skills and Time management</b>	Interpersonal skills	10622	<ul style="list-style-type: none"> <li>• Identify, explain and describe the purpose and Process of scheduling activities in own business.</li> </ul>		No

			<ul style="list-style-type: none"> <li>• Organise and prepare business activities and Estimate their duration.</li> <li>• Develop strategies to deal with interruptions.</li> <li>• Develop an effective business schedule.</li> </ul>		
	Time management	114589	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of communication channels in Business and everyday life.</li> <li>• Conduct written and verbal communication within the</li> </ul>		No

			<p>business environment.</p> <ul style="list-style-type: none"> <li>• Use communication in a business environment.</li> <li>• Maximise the use of time.</li> </ul>		
	Anger Management	14776	<ul style="list-style-type: none"> <li>• Manage anger to enhance personal effectiveness.</li> <li>• Organise oneself for work.</li> <li>• Apply stress management techniques.</li> </ul>		No
	Conflict Management	114226	<ul style="list-style-type: none"> <li>• Describe the main sources of conflict.</li> <li>• Explain appropriate techniques in</li> </ul>		No



			<p>conflict management.</p> <ul style="list-style-type: none"> <li>Describe the appropriate action plan and Strategies to manage conflict.</li> <li>Explain the attributes of an effective conflict manager.</li> </ul>		
	Emotional Intelligence	252031	<ul style="list-style-type: none"> <li>Demonstrate knowledge and understanding of the principles and concepts of emotional intelligence in respect of life and work relations.</li> <li>Analyse the role of emotional intelligence in</li> </ul>		No

			<p>interpersonal and intrapersonal relationships in life and work situations.</p> <ul style="list-style-type: none"> <li>Analyse the Impact of emotional intelligence on life and work interactions.</li> <li>Evaluate own level of emotional intelligence in order to determine development areas.</li> </ul>		
	Managing Generation "Y"	Workshop	<ul style="list-style-type: none"> <li>Recognising Current Generation 'Y' strengths and challenges.</li> </ul>		No

			<ul style="list-style-type: none"> <li>• How to Tap into Generation 'Y' Energy.</li> <li>• How to Motivate Generation 'Y'.</li> <li>• Recognising Generational Differences.</li> </ul>		
	Change Management	115407	<ul style="list-style-type: none"> <li>• Explain why change management is an important process for organisations to achieve trading results.</li> <li>• Identify examples of planned change and reactive change in an organisation.</li> </ul>		No

			<ul style="list-style-type: none"> <li>• Describe a model for effective change management and its management.</li> <li>• Identify reasons for resistance to change and indicate ways to overcome them.</li> <li>• Identify the risks inherent in any change management programme and indicate ways to manage them.</li> <li>• Identify and apply the competencies of an effective change agent.</li> </ul>		
--	--	--	--	--	--

	Meeting and Minutes Taking	13934	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the agenda of meetings.</li> <li>• Explain the purpose and objective of minutes of meetings.</li> <li>• Take minutes of meetings.</li> </ul>		Yes
	Stress Management	15096	<ul style="list-style-type: none"> <li>• Describe stress in personal life and work situations.</li> <li>• Analyse the causes of stress in personal life and work situations.</li> <li>• Describe typical reactions to stress.</li> </ul>		No

			<ul style="list-style-type: none"> <li>• Apply strategies to manage stress in personal life and work situations.</li> </ul>		
OHS: First Aid and Firefighting	First Aid	119567	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of emergency scene management.</li> <li>• Demonstrate an understanding of elementary anatomy and physiology.</li> <li>• Assess an emergency situation.</li> <li>• Apply First Aid procedures to the life-threatening situation.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Treat common injuries.</li> </ul>		
	Firefighting	12484	<ul style="list-style-type: none"> <li>• Discuss and explain procedures for dealing with fires in the workplace.</li> <li>• Identify the type of fire, its context and select the appropriate firefighting procedure.</li> <li>• Identify, select, and check appropriate firefighting and safety equipment.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Fight containable /extinguishable fires.</li> <li>• Retreat from fire site and hand over to appropriate personnel.</li> <li>• Report/record status of fire and equipment.</li> </ul>		
	Executive Secretarial Training	110531	<ul style="list-style-type: none"> <li>• Analyse administrative functions and structures, and assess systems needed.</li> <li>• Research and develop plans for the establishment and improvement of administration systems.</li> </ul>		Yes



			<ul style="list-style-type: none"> <li>• Implement administrative systems.</li> <li>• Provide monitoring, control and evaluation of administration systems.</li> </ul>		
	Creative / Narrative writing	119459	<ul style="list-style-type: none"> <li>• Write/sign effectively and creatively on a range of topics.</li> <li>• Choose language structures and features to suit communicative purposes.</li> <li>• Edit writing/signing for fluency and unity.</li> </ul>		Yes
	Archiving system	14340	<ul style="list-style-type: none"> <li>• Store information using an existing storage system.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Retrieve information from an existing storage system.</li> <li>• Store valuable documentation and reference materials securely.</li> </ul>		
	Maintaining Work Life Balance Workshop	113907	<ul style="list-style-type: none"> <li>• Explain the Concept of wellness.</li> <li>• Identify factors that influence wellness and the effects of wellness over time.</li> <li>• Investigate the effect of wellness on people in a group or team.</li> <li>• Discuss ways to improve the</li> </ul>		No

			Wellness of a group or team.		
	Sage	113911	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of the kind of information stored.</li> <li>• Manage data in an electronic system.</li> <li>• Use information in an electronic system to manage client relationships.</li> <li>• Demonstrate knowledge and understanding of potential</li> </ul>		Yes

			integration of the system with other systems.		
	Office Administration	110531	<ul style="list-style-type: none"> <li>Analyse administrative functions and structures, and assess systems needed.</li> <li>Research and develop plans for the establishment and improvement of administration systems.</li> <li>Implement administrative systems.</li> <li>Provide monitoring, control</li> </ul>		Yes

			and evaluation of administration systems.		
	Self-Management	14048	<ul style="list-style-type: none"> <li>• Take conscious decision to improve towards excellence through the use of self-analysis.</li> <li>• Believe in one's personal capabilities through positive self-esteem.</li> <li>• Neutralize stressful influences and to maintain effectiveness</li> </ul>		No

			<p>Through stress tolerance.</p> <ul style="list-style-type: none"> <li>• Apply conscious decision to succeed through resiliency.</li> </ul>		
<b>Other training interventions</b>	Sign Language Training	115079	<ul style="list-style-type: none"> <li>• Ask permission of a Deaf person using South African Sign Language (SASL).</li> <li>• Offer thanks and apologies involving a Deaf person using South African Sign Language (SASL).</li> <li>• Make a request of a Deaf person using South African Sign Language (SASL).</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Offer assistance to a Deaf person, using South African Sign Language (SASL).</li> </ul>		
	Corporate Governance and Ethics Workshop	264400	<ul style="list-style-type: none"> <li>• Determine own accountability in respect of corporate governance.</li> <li>• Develop processes for operationalising the corporate governance policy of the entity within the function.</li> <li>• Determine own accountability in respect of</li> </ul>		No

			<p>corporate governance.</p> <ul style="list-style-type: none"> <li>• Develop processes for operationalising the corporate governance policy of the entity within the function.</li> <li>• Assess and apply the key issues critical for Compliance with corporate governance principles.</li> <li>• Assess key procurement concepts to Determine their Impact on corporate governance and</li> </ul>		
--	--	--	--	--	--



			<p>social responsibility.</p> <ul style="list-style-type: none"> <li>• Evaluate the legislative environment influencing corporate governance and social responsibility.</li> </ul>		
	Interpreting Financial Statements	117156	<ul style="list-style-type: none"> <li>• Analyse the basic elements of an income and expenditure statement.</li> <li>• Analyse the basic elements of a balance sheet.</li> <li>• Compile a personal assets and liabilities statement.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Use the evidence in financial statements to make a financial decision.</li> </ul>		
	Best Practices for managing Accounts Payable	119350	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of accounting principles and reporting requirements and nature of functions in the public sector.</li> <li>• Use accounting techniques and approaches to process financial information.</li> <li>• Apply end of period accounting procedures in the</li> </ul>		Yes

			<p>Preparation of financial statements.</p> <ul style="list-style-type: none"> <li>• Apply procedures necessary for control over cash transactions and balances.</li> <li>• Utilise procedures for reporting and recording accounts receivables.</li> <li>• Utilise procedures for recording and reporting on liabilities in the public sector.</li> </ul>		
--	--	--	--	--	--

	Supply Chain Management	119345	<ul style="list-style-type: none"> <li>• Identify and apply the principles of Supply Chain Management.</li> <li>• Apply Supply Chain Management policies and procedures within the public sector.</li> <li>• Utilise supply chain management systems and resources to fulfil the function effectively.</li> <li>• Secure and manage supplier contracts.</li> </ul>		Yes
--	-------------------------	--------	--	--	-----

	Understanding the Elements of King IV	12885	<ul style="list-style-type: none"> <li>• Explain the responsibilities of the different role players.</li> <li>• Prepare information concerning practical aspects of corporate governance and accountability.</li> <li>• Demonstrate knowledge of risk management elements related to corporate governance.</li> </ul>		Yes
	Monitoring and Evaluation	337059	<ul style="list-style-type: none"> <li>• Contextualise different approaches to and theories of Monitoring and evaluation in a</li> </ul>		Yes

			<p>particular organisation.</p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of research design and methodology for monitoring and evaluation an organisation or programme in a specific context.</li> <li>• Design a monitoring and evaluation plan for a specific context.</li> <li>• Collect appropriate data aligned to specific indicators in a monitoring and evaluation plan.</li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>• Analyse and interpret collated data.</li> <li>• Present the Findings and recommendations of a monitoring and evaluation project or plan.</li> </ul>		
	End to end Supply Chain	119345	<ul style="list-style-type: none"> <li>• Identify and apply the principles of supply chain management.</li> <li>• Apply supply chain management policies and procedures within the public sector.</li> <li>• Utilise supply chain management systems and</li> </ul>		Yes

			<p>resources to fulfil the function effectively.</p> <ul style="list-style-type: none"> <li>Secure and manage supplier contracts.</li> </ul>		
	<p>ISO9001</p> <p>ISO14001</p> <p>ISO45001</p>		<ul style="list-style-type: none"> <li>Needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements, and</li> <li>Aims to enhance customer satisfaction through the effective application of the system,</li> </ul>		No



	ISO 14001: 2015		<p>including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.</p> <ul style="list-style-type: none"> <li>• Responds to the latest trends, such as an increasing recognition by companies to factor in both external and internal elements that influence their impact, including climate volatility.</li> </ul>		
--	-----------------	--	--	--	--

			<ul style="list-style-type: none"> <li>• Other key improvements in the new version include:</li> <li>• A greater commitment from leadership.</li> <li>• An increased alignment with strategic direction</li> <li>• Greater protection for the environment, with a focus on proactive initiatives.</li> <li>• More effective communication, driven through a communication strategy.</li> <li>• Life cycle thinking, considering each</li> </ul>		
--	--	--	---	--	--

	ISO 45001: 2018		<p>stage of a product or service, from development to end-of-life.</p> <p>Promotes a safe and healthy working environment by providing a framework that helps organizations to:</p> <ul style="list-style-type: none"> <li>• Identify and control health and safety risks.</li> <li>• Reduce the potential for accidents.</li> <li>• Aid legal compliance.</li> <li>• Improve overall performance.</li> </ul>		
--	-----------------	--	---	--	--

<b>Business Research Intelligence and Communications Unit (BRICS) Training</b>	Social media - Content creation and marketing	114583	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of marketing concepts applicable to a new venture operation.</li> <li>• Analyse the product/service requirements of the target market of a new venture.</li> <li>• Demonstrate an understanding of the market research process.</li> <li>• Develop a marketing plan for a new venture.</li> <li>• Evaluate and Modify the marketing plan.</li> </ul>		Yes
--	--	--------	---	--	-----

	Digital Marketing / digital content and copywriting	244612	<ul style="list-style-type: none"> <li>• Assessing media/channels for creative application.</li> <li>• Describe the impact of target market characteristics on creative options.</li> <li>• Adapt writing to given mediums.</li> <li>• Adapt writing to specific categories and markets.</li> <li>• Evaluate copy Against given specifications.</li> </ul>		Yes
	Brand Communication/Management	10048	<ul style="list-style-type: none"> <li>• Describe factors influencing branding.</li> <li>• Explain brand familiarity.</li> </ul>		Yes

	Introduction to desktop publishing	117666	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of Desktop Publishing.</li> <li>• Apply Desktop Publishing processes.</li> <li>• Test the completed work against objectives.</li> <li>• Present the results.</li> </ul>		Yes
	Advanced Graphic Designing	117635	<ul style="list-style-type: none"> <li>• Define the essence and scope of graphic design.</li> <li>• Explain the principles of graphic design.</li> </ul>		Yes
	Statistical Package for the Social Sciences (SPSS) Data Analysis	258741	<ul style="list-style-type: none"> <li>• Understand and construct frequency bar charts.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Understand scatterplots.</li> <li>• Understand and interpret Stem and Leaf displays.</li> <li>• Understand and explain Box Plots.</li> </ul>		
	Power BI	119351	<ul style="list-style-type: none"> <li>• Describe the basic elements of a computer-based information system.</li> <li>• Utilise computer applications commonly found in the publicsector environment.</li> <li>• Identify opportunities to use the computer as a management tool.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Monitor and control information to prevent technology risks.</li> </ul>		
	Public Relations Management	115410	<ul style="list-style-type: none"> <li>• Explain the nature and purpose of PR.</li> <li>• Explain the role of PR in the organisation.</li> <li>• Assist with PR operations related to open -days.</li> <li>• Assist with PR operations related to exhibitions.</li> <li>• Assist with PR operations related to conferences, seminars and special events.</li> </ul>		Yes



	Data/ Digital Analytics	10056	<ul style="list-style-type: none"> <li>Analyse data and marketing information.</li> <li>Interpret data and marketing information.</li> </ul>		Yes
<b>RISK AND COMPLIANCE</b>	Remote Barn Owl Risk Management Sessions 1&2– (target Free refresher training)	N/A	<ul style="list-style-type: none"> <li>Training on Power BI.</li> <li>Refresher training for the new module on Barnowl.</li> </ul>		Yes
	Public Sector Enterprise Risk Management (ERM): Aligning Risk, Strategy, and Performance	N/A	<ul style="list-style-type: none"> <li>Public Sector ERM.</li> <li>SWOT analysis.</li> <li>Risk registers.</li> <li>Historical data analysis.</li> <li>Risk governance and board.</li> <li>The risk universe.</li> <li>King IV</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>▮ Understanding COSO and ISO 31000:2018</li> <li>▮ Regulatory regime and its impact.</li> <li>▮ Public Legal and compliance considerations in the public sector.</li> <li>▮ Establish key risk indicators (KRIs).</li> <li>▮ Create risk dashboards and reports.</li> <li>▮ Escalation procedures for high-risk</li> </ul>		
--	--	--	---	--	--

			<p>situations sector view of ERM.</p>		
	Business Resiliency and Risk	N/A	<ul style="list-style-type: none"> <li>• Training on Business Resiliency and Risk on how to develop and enhance organisational resilience.</li> <li>• Design and deliver effective exercises for crisis, emergency and business continuity management programmes.</li> </ul>		Yes

			<ul style="list-style-type: none"> <li>• Conducting effective Business Impact Analysis.</li> </ul>		
	Risk Appetite and Tolerance	N/A	<ul style="list-style-type: none"> <li>• Practical Implementation of Risk Appetite and Tolerance.</li> <li>• Explain the difference between risk appetite, risk tolerance and thresholds.</li> <li>• Develop a risk appetite framework and supporting governance processes.</li> <li>• Develop risk appetite metrics</li> </ul>		Yes

			<p>and trigger levels for action.</p> <ul style="list-style-type: none"> <li>• Customise and use risk appetite within your organisations ERM framework.</li> <li>• Establish Key Risk and control indicators based on the risk appetite metrics.</li> </ul>		
	Compliance Risk Management Plan training	N/A	<ul style="list-style-type: none"> <li>• Understand the compliance management process, a basic functional understanding of key compliance principles &amp; activities.</li> </ul>		Yes

	Compliance Monitoring training	N/A	<ul style="list-style-type: none"> <li>The practical application of the CRMP process, and principles, methods, tools and options.</li> </ul>		Yes
	Compliance Policy and Framework training	N/A	<ul style="list-style-type: none"> <li>The effectiveness of the Management of compliance risks and identify areas of weakness that need to be Improved or enhanced.</li> </ul>		Yes
	Professional Evaluation and Certification Board (PECB) high level Management training for Executive Management for BCM and BCM Champions	N/A	<ul style="list-style-type: none"> <li>Introduction to Business continuity</li> <li>Benefits of Business Continuity.</li> </ul>		No

			<ul style="list-style-type: none"> <li>▢ What is Business Continuity Management?</li> <li>▢ BCM Key Functional Elements.</li> <li>▢ Business Continuity Management Objectives.</li> <li>▢ Drivers of Business Continuity Management.</li> <li>▢ Key Concepts</li> <li>▢ Business Continuity Terminology.</li> </ul>		
--	--	--	---	--	--

Supply Chain Management	Contract Management and Negotiations	377896	<ul style="list-style-type: none"> <li>▮ Explain the Legislative Environment, the role players, terminology and the role of contract documents pertaining to contract management.</li> <li>▮ Perform Contracts Administration activities.</li> <li>▮ Perform Records Management activities.</li> <li>▮ Manage Relationships and Monitor Performance on Contracts.</li> </ul>		Yes
-------------------------	--------------------------------------	--------	--	--	-----



	Supplier Relationship Management	336719	<ul style="list-style-type: none"> <li>• Interpret the organisational strategy and identify the issues and focuses to be included in relationship management strategies.</li> <li>• Analyse the relationship between supply chain partners and effective contract management.</li> <li>• Build and maintain good customer relationships.</li> <li>• Analyse ethical and professional issues relating to</li> </ul>		Yes
--	----------------------------------	--------	--	--	-----

			supplier and customer relations.		
	BBBEE Training (Intermediate Training on the Procurement, Socio-Economic, Enterprise & Supplier Development Scorecards and Calculating Total Measured Procurement Spend)	N/A	<ul style="list-style-type: none"> <li>▮ Introduction to BBBEE</li> <li>▮ Foundational knowledge about BBBEE, historical context, objectives, and principles of BBBEE within the South African business landscape.</li> <li>▮ Levels of BBBEE: Levels or Categories of BBBEE, the</li> </ul>		No

			<p>scorecard system used to measure empowerment levels, ownership, management control, skills development, and</p> <ul style="list-style-type: none"> <li>• Verification and Accreditation</li> <li>• Process for BBBEE compliance.</li> </ul> <p>Ethics and Legal Considerations</p> <ul style="list-style-type: none"> <li>• frameworks related to BBBEE, anti-fronting legislation, fraudulent practices, and the importance of transparency and</li> </ul>		
--	--	--	--	--	--

			<p>integrity in BBBEE initiatives.</p> <ul style="list-style-type: none"> <li>• BBBEE Compliance and Scorecards.</li> </ul>		
	PFMA & Treasury Regulations	114873	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the Public Finance Management Act (PFMA).</li> <li>• Apply rules and regulations to administration of office finance.</li> <li>• Describe the elements of an income and expenditure statement.</li> <li>• Assist in planning and preparing a</li> </ul>		Yes

			budget for own section. <ul style="list-style-type: none"> <li>Analyse a basic balance sheet.</li> </ul>		
<b>Human Resources (HR)</b>	Developing and Aligning HR Policies to Human Resource (HR) Standards and a Post - Pandemic world of work	N/A	<ul style="list-style-type: none"> <li>Embrace Flexible Work Arrangements.</li> <li>Redefine Company Culture.</li> <li>Prioritize Employee Well-being The blurring boundaries between work and personal life.</li> <li>Digital Transformation of HR.</li> </ul>		Yes

	Risk Management for Human Resource (HR) Professionals Workshop	252025	<ul style="list-style-type: none"> <li>• What is HR risk management?</li> <li>• What are the key risk areas?</li> <li>• Why is HR risk management important?</li> <li>• Creating risk management plan.</li> </ul>		Yes
	Service Delivery Best Practices Impacting Human Resources (HR) Effectiveness Workshop	N/A	<ul style="list-style-type: none"> <li>▮ HR operating model.</li> <li>▮ Channels through which HR presents itself to its internal customers (employees, managers, etc.) to deliver services.</li> <li>▮ Structure, roles, processes, and technology used</li> </ul>		No

			<p>by HR to provide support.</p> <ul style="list-style-type: none"> <li>• Components of an HR Service Delivery Model.</li> <li>• Roles and Structure: The model defines the roles within HR, such as HR business partners, specialists, and shared services. It also outlines the organizational structure.</li> <li>• Capabilities include the skills and competencies required for each role.</li> <li>• Processes, the processes</li> </ul>		
--	--	--	--	--	--

			<p>Involved in Delivering HR services, such as talent acquisition, on boarding, benefits administration, performance management, and employee relations.</p> <ul style="list-style-type: none"> <li>• Enablers, Factors that support service delivery, such as technology, governance, and measurement.</li> <li>• Customer-Centric Approach, adopting a “customer-centric” approach, HR</li> </ul>		
--	--	--	---	--	--



			<p>Focuses on meeting the needs of its internal customers.</p> <ul style="list-style-type: none"> <li>• Customer satisfaction is measured, and continuous improvement is implemented.</li> <li>• Drivers for Change in Service Delivery Models:</li> <li>• Workforce Shifts, Changes in workforce demographics, remote work, and gig economy dynamics impact how HR services are delivered.</li> </ul>		
--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>Technological Advances, Automation, self-service portals, And AI-driven Tools influence service delivery.</li> <li>Business Strategy: Aligning HR service delivery with organizational goals and priorities.</li> <li>Benefits of Effective HR Service Delivery Models Efficiency: Streamlined processes reduce administrative burden. Employee Experience:</li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>Improved services enhance employee satisfaction. Cost Savings: Efficient models lead to cost savings. Strategic Impact: Effective service delivery supports organizational success.</li> </ul>		
	Human Resources (HR) Standards Workshop	N/A	<p>Purpose and Governance Mechanism and Sound HR practice.</p> <ul style="list-style-type: none"> <li>Minimum set of good HR practices that organizations should implement.</li> </ul>		No

			<ul style="list-style-type: none"> <li>HR Professional Practice Standards, operations/tactical processes within specific areas of HR management.</li> </ul>		
	Strategic HR Business Partnering Workshop	N/A	<ul style="list-style-type: none"> <li>This workshop is designed to Elevate HR professionals into strategic business partners. Participants will Enhance their strategic thinking, leadership capabilities, and business acumen within the dynamic field of Human Resources.</li> </ul>		No

			<ul style="list-style-type: none"> <li>• The workshop Goes beyond traditional HR functions, focusing on Aligning HR Strategies with overall business objectives.</li> <li>• Attendees will gain insights into crafting HR Initiatives that drive organizational success.</li> <li>• Understand the evolution and Importance of Strategic HR management.</li> <li>• Explore HR's role As a strategic</li> </ul>		
--	--	--	--	--	--

			<p>Partner in organizational success.</p> <ul style="list-style-type: none"> <li>• Learn techniques to align HR strategies with overall business goals.</li> <li>• Conduct a strategic analysis of the business environment.</li> <li>• Enhance leadership and communication skills for effective engagement with organizational leaders.</li> <li>• Develop strategic thinking and problem-solving</li> </ul>		
--	--	--	--	--	--

			<p>capabilities within an HR context.</p> <ul style="list-style-type: none"> <li>• Explore the role of emotional intelligence in HR leadership.</li> <li>• Understand the importance of workforce planning in achieving organizational objectives.</li> <li>• Identify and Develop key talents within the organization.</li> <li>• Develop Key Performance Indicators (KPIs) to measure HR's impact on</li> </ul>		
--	--	--	---	--	--

			<p>organizational success.</p> <ul style="list-style-type: none"> <li>• Evaluate HR Programs and Initiatives using effective measurement methods.</li> <li>• Identify current trends and challenges in the HR landscape and explore continuous improvement strategies for Enhancing HR effectiveness.</li> </ul>		
--	--	--	--	--	--



	Job Evaluation	337064	<ul style="list-style-type: none"> <li>• Explain the role and responsibilities of a job evaluation panellist.</li> <li>• Explain a job evaluation process and the implications for panel recommendation.</li> <li>• Apply knowledge of a business environment to make an informed recommendation.</li> </ul>		Yes
<b>Information Communications Technology (ICT)</b>	Azure for Data Engineer	N/A	<ul style="list-style-type: none"> <li>• Introduction to Data Engineering on Azure</li> <li>• Exam DP-203: Data Engineering on Microsoft Azure is a</li> </ul>		No

			comprehensive certification that covers various aspects of data engineering in Azure.		
--	--	--	--	--	--

	Azure for Data Scientist	N/A	<b>Certification Exam Preparation:</b> <ul style="list-style-type: none"> <li>▮ The certification exam for Azure Data Scientist Associate is DP-100: Designing and Implementing a Data Science Solution on Azure.</li> <li>▮ The exam objectives and skills measured are: Design and prepare a machine learning solution. Explore data and train models. Prepare a model for deployment.</li> </ul>		No
--	--------------------------	-----	---	--	----

			Deploy and retrain a model.		
	Azure DevOps Engineer	N/A	<b>Certification:</b> <ul style="list-style-type: none"> <li>• Earn the Microsoft Certified: DevOps Engineer Expert certification.</li> <li>• To qualify, one must hold at least one of the following certifications: <ul style="list-style-type: none"> <li>• Microsoft Certified: Azure Administrator Associate</li> <li>• Microsoft Certified: Azure</li> </ul> </li> </ul>		No

			<p>Developer Associate</p> <ul style="list-style-type: none"> <li>certification validates expertise in enabling continuous delivery using Azure DevOps.</li> </ul>		
	Azure solution Architect	N/A	<p><b>AZ-300 Exam</b></p> <p>1. Here are the topics covered in the <a href="#">AZ-300 exam</a> and the relative weight of each section:</p> <ul style="list-style-type: none"> <li>Deploy and Configure Infrastructure (25-30%).</li> <li>Implement Workloads and</li> </ul>		No

			<p>Security (20-25%).</p> <ul style="list-style-type: none"> <li>• Create and Deploy Apps (5-10%).</li> <li>• Implement Authentication and Secure Data (5-10%).</li> <li>• Develop for the Cloud and for Azure Storage (20-25%).</li> </ul>		
	Oracle Linus System administration 1 & 2	N/A	<p>This course covers essential skills for Oracle Linux administrators.</p> <ul style="list-style-type: none"> <li>• Installation: <b>Install Oracle Linux 7.</b></li> <li>• Kernel Configuration: Understand and</li> </ul>		No

			<p>Use the Unbreakable Enterprise Kernel (UEK).</p> <ul style="list-style-type: none"> <li>• Software Management: Install packages from Unbreakable Linux Network and other repositories.</li> <li>• Ksplice: Learn to update the kernel without rebooting.</li> <li>• User and Group Administration: Set up users and groups.</li> <li>• Networking: Configure network settings.</li> </ul>		
--	--	--	--	--	--

			<p>-Security: Manage firewall, iptables, and other security features.</p> <p>-Oracle Database Preparation: Prepare the system for Oracle Database.</p> <p>-Monitoring and Troubleshooting: Utilize Linux monitoring tools and troubleshoot issues.</p> <ul style="list-style-type: none"> <li>• Oracle Linux System Administration II:</li> </ul> <p>-This advanced course builds on the skills from the first course. Topics include:</p>		
--	--	--	--	--	--



			<p>-Storage and File Systems: Learn about partitions, file systems, and swap.</p> <p>-IPv6 Configuration: Understand IPv6 networking.</p> <p>-OpenSSH Tools: Master ssh, scp, sftp, and ssh-keygen.</p> <p>-System Logging: Configure system logs.</p> <p>-Oracle on Oracle: Explore Oracle's comprehensive solution.</p> <ul style="list-style-type: none"> <li>• Troubleshooting: Learn how to troubleshoot problems effectively.</li> </ul> <p>Pre-requisites:</p>		
--	--	--	---	--	--

			-Familiarity with UNIX and Linux basics is helpful. If needed, consider reviewing the UNIX and Linux Essentials course.		
	TOGAF 9.2 Foundation	N/A	<p>The TOGAF® 9.2 certification is administered by The Open Group, an organization that provides guidance on implementing, deploying, managing, and maintaining enterprise architecture.</p> <p>1. Understand the Basics:</p> <ul style="list-style-type: none"> <li>• The TOGAF 9.2 certification consists of two levels:</li> <li>• Level 1: Foundation: Focuses on basic</li> </ul>		No

			<p>concepts, principles, and terminology.</p> <ul style="list-style-type: none"> <li>• Level 2: Certified: Involves deeper understanding, application, and analysis of TOGAF concepts<sup>1</sup>.</li> </ul> <p>2.Study Resources:</p> <ul style="list-style-type: none"> <li>• TOGAF Study Guide Resources:</li> </ul> <p>-The Open Group provides study guides for both the 3rd and 4th editions of TOGAF.</p> <p>-TOGAF Certification for People program, ADM (Architecture Development Method), and more.</p> <ul style="list-style-type: none"> <li>• Online Courses:</li> </ul>		
--	--	--	--	--	--

			<p>-enrolling in online courses that specifically cover TOGAF 9.2 Part 1 Foundation.</p> <p>-Platforms like Udemy offer comprehensive video courses to guide through essential concepts and methodologies.</p> <ul style="list-style-type: none"> <li>• Study Guides:</li> </ul> <p>-Explore study guides like the <b>Togaf® 9 Foundation Study Guide (4th Edition)</b>.</p> <p>-This resource supports students preparing for the <b>TOGAF 9 Part 2 Examination</b>.</p> <p>It covers learning objectives beyond the</p>		
--	--	--	---	--	--

			<p>foundation level, emphasizing application and analysis<sup>4</sup>.</p> <ul style="list-style-type: none"> <li>• <b>Official Documentation:</b></li> </ul> <p>-Refer to the <b>TOGAF Library</b> for detailed information and official documentation.</p> <ul style="list-style-type: none"> <li>• <b>Practice and Review:</b></li> </ul> <p>-Take advantage of practice exams and sample questions.</p> <p>-Understand the <b>Architecture Development Method (ADM)</b> thoroughly.</p> <p>-Familiarize oneself with key concepts, such as</p>		
--	--	--	--	--	--

			<p>architecture content metamodels and catalogues.</p> <p>-Apply knowledge to practical scenarios.</p>		
	Introduction to Power BI Platform	N/A	<p><b>1.Microsoft PL-300: Power BI Data Analyst Exam:</b></p> <ul style="list-style-type: none"> <li>• This exam assesses your skills related to Power BI data analysis. It covers topics such as connecting to data sources, evaluating data, and understanding column properties.</li> <li>• Udemy that covers Power BI</li> </ul>		No

			Essentials and exam preparation.		
	Advanced DAX for Microsoft Power BI	N/A	<p><b>1. Advanced DAX for Microsoft Power BI Desktop (Udemy):</b></p> <p>-This <b>hands-on, project-based course</b> is designed for users who want to take their Power BI skills to the next level.</p> <p>-Application of DAX skills to real-world business intelligence use cases.</p> <p>-The course covers topics such as DAX formula and storage engines, query evaluation, columnar structures, and VertiPaq compression.</p>		No

			<p>-In addition, , explore scalar functions, iterators, advanced time intelligence, calculated table joins, and more.</p> <p><b>2. Microsoft Certified: Power BI Data Analyst Associate:</b></p> <p>-While not specifically an “Advanced DAX” exam, the <b>PL-300 certification</b> assesses your skills related to Power BI data analysis.</p> <p>-It covers areas such as using Power Query, writing DAX expressions, assessing data quality, and understanding data security</p>		
--	--	--	---	--	--



			<p>(including row-level security and data sensitivity).</p> <p><b>3. Additional Study Resources:</b></p> <ul style="list-style-type: none"> <li>-Explore the full course outline of the Udemy course mentioned above to understand the depth of DAX topics covered.</li> <li>-Consider other learning platforms ike Class Central for related courses.</li> <li>- Explore tools like DAX Studio and Power BI's Performance Analyser.</li> </ul>		
	Data Warehousing	N/A	<p><b>1. TestDome:</b></p> <ul style="list-style-type: none"> <li>-Test Dome offers a <b>Data Warehouse Online Test</b> that assesses knowledge of creating and</li> </ul>		No

			<p>Administering data warehouses.</p> <p>-The test includes SQL live coding tasks related to CRUD operations, schema conversion, OLAP cubes, and SQL queries.</p> <p>-It's a great way to practice and earn a certificate of achievement.:</p> <p><b>2. Career Ride:</b></p> <p>-Career Ride provides an <b>online practice test</b> on Data Warehousing.</p> <p>-The test contains multiple-choice questions (MCQs) to evaluate your knowledge.</p>		
--	--	--	--	--	--

			<p>-It's suitable for technical rounds of job interviews, written tests, and certification preparation.</p> <p><b>3.Udemy Practice Exams:</b></p> <p>-Udemy offers <b>Data Warehousing Practice Exams for Interviews.</b></p> <p>-These timed tests cover topics like Data Warehousing, Data Modelling, and related concepts.</p>		
	Big Data	N/A	<p><b>1. AWS Certified Big Data – Specialty (BDS-C00):</b></p> <p>-This certification exam is intended for individuals who perform complex Big Data</p>		No

			<p>analyses using <b>Amazon Web Services (AWS)</b>.</p> <p>-It validates technical skills and experience in designing and Implementing AWS services to derive value from data.</p> <p>-The exam covers topics such as core AWS Big Data services, architectural best practices, automation of data analysis, and security best practices.</p> <p>-Recommended knowledge includes at least 2 years of experience using AWS technology and familiarity with data analytics concepts.</p>		
--	--	--	--	--	--

			-Preparation resources include AWS training, whitepapers, and documentation.		
	Data Analytics	N/A	<b>1. Google Data Analytics Professional Certificate:</b>  -This certificate program, available on <b>Coursera</b> , provides in-demand skills for a career in data analytics.  - data cleaning, analysis, visualization, and tools like spreadsheets, SQL, R programming, and Tableau.  -No degree or prior experience is required, making it accessible for beginners.		No

			<p><b>2. Data Analyst Free Practice Exams:</b></p> <ul style="list-style-type: none"> <li>-Test your knowledge with free practice exams designed to simulate the official Data Analyst exam.</li> <li>-These exams cover knowledge-based questions related to data analytics concepts and tools.</li> <li>-Use them to assess your readiness and reinforce your understanding.</li> </ul> <p><b>3. AWS Certified Data Analytics – Specialty (DAS-C01):</b></p> <ul style="list-style-type: none"> <li>- the AWS certification.</li> <li>-The exam covers topics like data lakes, data</li> </ul>		
--	--	--	--	--	--

			<p>warehousing, and analytics services on AWS.</p> <p>-It's a valuable credential for professionals working with big data and analytics in the AWS ecosystem.:</p> <p><b>4. Other Data Analytics Certifications:</b></p> <p>-Explore additional certifications from organizations like CompTIA and other educational institutions.</p> <p>-These certifications cover a broad array of skills and can help advance your career in data analytics.</p>		
--	--	--	---	--	--

	Microsoft Teams Support Engineer Specialty	N/A	<p>Here are some key details about the certification:</p> <ul style="list-style-type: none"> <li> <b>Certification</b>  <b>Name:</b> Microsoft 365 Certified: Teams Support Engineer Specialty.         </li> <li> <b>Exam Code:</b> MS-740.         </li> <li> <b>Skills Tested:</b>            Troubleshooting Microsoft Teams.         </li> <li> <b>Level:</b> Specialty (reflecting the complexity of the support engineer role).         </li> <li> <b>Preparation Resources:</b> Use the associated <b>Micro</b> </li> </ul>		No
--	--	-----	---	--	----



			<p><b>soft Teams self-paced learning path on Microsoft Learn</b> to prepare for the exam.</p> <p>-This globally recognized certification can distinguish support engineers and provide a competitive advantage for Microsoft partners, especially cloud solution providers (CSPs).</p>		
	Microsoft Teams Voice Engineer	N/A	<p><b>The Microsoft Teams Voice Engineer</b> certification validates your expertise in planning, designing, configuring, maintaining, and troubleshooting integrated communications solutions within an</p>		No

			<p>organization. Here are the key details about this certification:</p> <p><b>1. Exam MS-720: Microsoft Teams Voice Engineer:</b></p> <p><b>-Purpose:</b> This exam assesses your skills related to Microsoft Teams voice engineering. It covers topics such as managing certified Teams devices, audio/video conferencing, and voice migration.</p> <p><b>-Audience Profile:</b> As a Microsoft Teams voice engineer, you collaborate with telephony providers and third-party vendors to enable advanced voice</p>		
--	--	--	--	--	--

			<p>features in Microsoft Teams<sup>1</sup>.</p> <p><b>-Passing Score:</b> To pass, you need a score of 700 or greater.</p> <p><b>-Certification Renewal:</b> Microsoft associate, expert, and specialty certifications expire annually. You can renew by passing a free online assessment on Microsoft Learn.</p> <p>1. <b>Useful Links:</b>          -Study Guide for Exam MS-720           -Sample Practice Exam for MS-720</p> <p>2. <b>Microsoft 365 Certified: Teams Voice Engineer Expert:</b></p>		
--	--	--	--	--	--

			<p><b>-Description:</b>This certification is now in general availability. To earn it, you must pass Exam MS-720: Microsoft Teams Voice Engineer and also earn the Microsoft 365 Certified: Teams Administrator Associate certification.</p> <p><b>-Additional Requirement:</b> Candidates must also pass Exam MS-700: Managing Microsoft Teams (currently in beta) to complete this certification.</p>		
--	--	--	--	--	--

	Microsoft Teams Administrator Associate	N/A	<p><b>The Microsoft 365 Certified: Teams Administrator Associate</b> certification focuses on planning, deploying, configuring, and managing Microsoft Teams within a Microsoft 365 environment. Here are the key details about this certification:</p> <ul style="list-style-type: none"> <li>• <b>Skills Measured:</b> <ul style="list-style-type: none"> <li>-Configure and manage a Teams environment.</li> <li>-Manage teams, channels, chats, and apps.</li> </ul> </li> <li>• Handle meetings and calling.</li> </ul>		No
--	---	-----	--	--	----

			<ul style="list-style-type: none"> <li>• Monitor, report on, and troubleshoot teams.</li> </ul> <p><b>Prerequisites:</b></p> <p>-A working knowledge of Microsoft 365 services, including:</p> <p>-Microsoft 365 groups</p> <p>-Microsoft SharePoint</p> <p>-OneDrive</p> <p>-Microsoft Exchange</p> <p>-Microsoft Defender XDR</p> <p>-Microsoft Purview</p> <p>-Microsoft Entra ID</p>		
--	--	--	--	--	--

			<p>-Familiarity with integrating and extending Teams using:</p> <p>-Microsoft Copilot for Microsoft 365</p> <p>-Microsoft Viva</p> <p>-Power Platform</p> <p>-Third-party apps</p> <p>-Custom apps.</p> <ul style="list-style-type: none"> <li>• <b>Exam Details:</b></li> </ul> <p><b>-Exam Code:</b></p> <p>-MS-700</p>		
	Microsoft Exchange Online Support Engineer Specialty	N/A	<p><b>The Microsoft 365 Certified: Exchange Online Support Engineer Specialty</b> certification is now available. This</p>		No

			<p>Certification validates your expertise in identifying, troubleshooting, and resolving issues related to <b>Microsoft Exchange Online</b> and hybrid Exchange environments. Here are the key details:</p> <ul style="list-style-type: none"> <li>• <b>Certification Exam:</b></li> </ul> <p><b>-Exam Code:</b> MS-220</p> <p><b>-Title</b> Troubleshooting Microsoft Exchange Online</p> <p><b>-Topics Covered:</b> The exam assesses your skills in resolving complex technical issues related to Exchange Online. It includes troubleshooting,</p>		
--	--	--	--	--	--



			<p>case management, and collaboration practices.</p> <p><b>Prerequisites:</b></p> <p>-Candidates should have experience with PowerShell and the Exchange PowerShell module, along with familiarity in deploying and managing Exchange Online environments.</p>		
	Troubleshoot Microsoft Exchange Online	N/A	<p><b>Exam MS-740: Troubleshooting Microsoft Exchange Online.</b> This certification validates your expertise in troubleshooting Microsoft Teams environments and covers advanced troubleshooting methods.</p>		No

			<p>Here are some key details about the certification:</p> <p><b>-Certification Name:</b> Microsoft 365 Certified: Teams Support Engineer Specialty.</p> <p><b>-Exam Code:</b> MS-740</p> <p><b>-Skills Tested:</b> Troubleshooting Microsoft Teams.</p> <p><b>-Level:</b> Specialty (reflecting the complexity of the support engineer role).</p>		
--	--	--	---	--	--

	Microsoft 365 security Administration	N/A	<p><b>The Microsoft 365 Certified: Security Administrator Associate</b> certification focuses on security administration within Microsoft 365 environments. As a certified security administrator, you'll be equipped to proactively secure Microsoft 365 enterprise environments, respond to threats, perform investigations, and enforce data governance. Here are the key details about this certification:</p>		No
--	---------------------------------------	-----	--	--	----

			<ul style="list-style-type: none"> <li>• <b>Certification Exam:</b></li> </ul> <p><b>-Exam Code:</b> MS-500</p> <p><b>-Skills Measured:</b></p> <p>-Deploy and manage a Microsoft 365 tenant.</p> <p>-Implement and manage Microsoft Entra identity and access.</p> <p>-Manage security and threats using Microsoft 365 Defender.</p> <p>-Handle compliance using Microsoft Purview.</p> <p>-Preparing for the <b>MS-500</b> exam.</p>		
--	--	--	--	--	--

	Microsoft Azure Fundamentals	N/A	<p><b>The Microsoft Certified: Azure Fundamentals</b> certification is designed for technology professionals who want to demonstrate foundational knowledge of cloud concepts, particularly in the context of Microsoft Azure. This certification serves as a common starting point for those embarking on a career in Azure.</p> <p>Here are the key details about this certification:</p> <ul style="list-style-type: none"> <li>• <b>Certification Name:</b> Microsoft Certified: Azure Fundamentals</li> <li>• <b>Exam Code:</b> AZ-900</li> <li>• <b>Skills Measured:</b></li> </ul>		No
--	------------------------------	-----	---	--	----

			<ul style="list-style-type: none"> <li>-Describe cloud concepts.</li> <li>-Explain Azure architecture and services.</li> <li>-Describe Azure management and governance.</li> </ul>		
	Microsoft Azure Administration	N/A	<p><b>The Microsoft Certified: Azure Administrator Associate</b> certification is designed for professionals who want to demonstrate their expertise in implementing, managing, and monitoring an organization's Azure environment. As an Azure administrator, you play a crucial role in coordinating with other teams to deliver Azure networking, security,</p>		No

			<p>database, application development, and DevOps solutions. Here are the key details:</p> <ul style="list-style-type: none"> <li>• <b>Certification</b>  <b>Name:</b> Microsoft  Certified: Azure Administrator Associate</li> <li>• <b>Exam Code:</b> AZ-104</li> <li>• <b>Skills Measured:</b>  -Manage Azure identities and governance.  -Implement and manage storage.  -Deploy and manage Azure compute resources.</li> </ul>		
--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>-Implement and manage virtual networking.</li> <li>-Monitor and maintain Azure resources.</li> </ul>		
	Configuring and Operating Microsoft Azure Virtual Desktop	N/A	<p><b>The Microsoft Certified: Azure Virtual Desktop Specialty</b> certification is designed for professionals who want to demonstrate their expertise in planning, delivering, managing, and monitoring virtual desktop experiences and remote apps on Microsoft Azure for any device. As a candidate for this certification, you should have subject matter expertise in designing, implementing, managing, and maintaining Microsoft Azure Virtual Desktop</p>		No



			<p>experiences and remote apps.</p> <p>Here are the key details about this certification:</p> <ul style="list-style-type: none"> <li>• <b>Certification Name:</b> Microsoft Certified: Azure Virtual Desktop Specialty</li> <li>• <b>Exam Code:</b> AZ- 140</li> <li>• <b>Skills Measured:</b></li> </ul> <p>-Plan and implement an Azure Virtual Desktop infrastructure.</p> <p>-Plan and implement identity and security.</p> <p>-Plan and implement user environments and apps.</p>		
--	--	--	--	--	--

			-Monitor and maintain an Azure Virtual Desktop infrastructure.		
	<b>Azure Support Engineer Troubleshooting Azure Connectivity</b>	N/A	<b>The Microsoft Certified: Azure Support Engineer for Connectivity Specialty</b> certification is designed for support engineers with subject matter expertise in using advanced troubleshooting methods to resolve networking and connectivity issues in Azure. To earn this certification, you need to pass <b>Exam AZ-720: Troubleshooting Microsoft Azure Connectivity</b> .		No

			<p>Here are some key details about this certification:</p> <ul style="list-style-type: none"> <li>• <b>Certification</b>  <b>Name:</b> Microsoft  Certified: Azure  Support Engineer  for Connectivity  Specialty</li> <li>• <b>Exam Code:</b> AZ-720</li> <li>• <b>Skills Measured:</b>  -Troubleshoot application, network, and infrastructure rules related to Azure connectivity.</li> </ul>		
	Microsoft Azure AI Fundamentals	N/A	<p><b>The Microsoft Certified: Azure AI Fundamentals</b> certification is designed for individuals who want to demonstrate fundamental AI concepts</p>		No

			<p>related to the development of software and services on Microsoft Azure to create AI solutions. As a candidate for this certification, you should have familiarity with basic cloud concepts and client-server applications. Data science and software engineering experience are not required, but awareness of these concepts would be beneficial.</p> <p>Here are the key details about this certification:</p> <ul style="list-style-type: none"> <li>• <b>Certification Name:</b> Microsoft Certified: Azure AI Fundamentals</li> <li>• <b>Exam Code:</b> AI-900</li> </ul>		
--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• <b>Skills Measured:</b></li> </ul> <p>-Describe Artificial Intelligence workloads and considerations.</p> <p>-Describe fundamental principles of machine learning on Azure.</p> <p>-Describe features of computer vision workloads on Azure.</p> <p>-Describe features of Natural Language Processing (NLP) workloads on Azure.</p> <p>-Describe features of generative AI workloads on Azure.</p>		
--	--	--	---	--	--

	Control Objectives for Information and Related Technology (COBIT)	N/A	<p><b>The COBIT Foundation certificate exam</b> is available for individuals who want to build their expertise in the globally accepted framework for optimizing enterprise IT governance. COBIT (Control Objectives for Information and Related Technologies) provides guidance on effective governance over information and technology, which is critical to business success. Here are the key details:</p> <ul style="list-style-type: none"> <li>• <b>Certification Name:</b> COBIT Foundation</li> <li>• <b>Exam Code:</b> COBIT</li> </ul>		No
--	---	-----	---	--	----

			<p>Foundation certificate exam</p> <ul style="list-style-type: none"> <li>• <b>Format:</b> Online, remotely proctored 2-hour exam with 75 multiple-choice questions.</li> <li>• <b>Passing Score:</b> 65% or higher.</li> </ul> <p>To prepare for the exam, you can register and take the online exam at any time. The COBIT Foundation certificate Validates your Understanding of COBIT principles and practices related to governance and management of enterprise IT.</p>		
--	--	--	---	--	--

			Learn more about the certification on the ISACA COBIT page.		
	Information Security Manager	N/A	<p><b>The Certified Information Security Manager (CISM)</b> certification is specifically designed for individuals who want to validate their expertise in information security management. Here are the key details about the CISM certification:</p> <ul style="list-style-type: none"> <li>• <b>Certification Name:</b> Certified Information Security Manager (CISM)</li> <li>• <b>Skills Measured:</b></li> </ul>		No



			<p>-Information Security Governance</p> <p>-Information Security Risk Management</p> <p>-Information Security Program</p> <p>-Incident Management</p> <p>The CISM certification affirms your ability to assess risks, implement effective governance, and proactively respond to incidents. It focuses on emerging technologies such as AI and block chain, ensuring your skillset meets evolving security threats and industry requirements. By addressing top-of-mind concerns like data</p>		
--	--	--	--	--	--

			<p>breaches and ransomware attacks, this certification ensures you stay ahead of the pace of change.</p> <p>Benefits of CISM Certification include experienced on-the-job improvement and potential pay boosts. ISACA credentials are among the top 10 highest-paying in IT, and CISM is recognized as the preferred credential for IT managers.</p> <p>To become CISM certified:</p> <ol style="list-style-type: none"> <li>1. <b>Learn &amp; Prep:</b> Explore CISM exam preparation resources, including group training, self-paced training,</li> </ol>		
--	--	--	---	--	--

			<p>and study materials in multiple languages.</p> <p>2. <b>Register:</b> Register for the CISM exam.</p> <p>3. <b>Schedule:</b> Choose a convenient time to take the exam.</p> <p>4. <b>Certify:</b> Pass the exam and earn your CISM certification.</p>		
	Certified Information Systems Security Professional (CISSP)	N/A	The <b>Certified Information Security Manager (CISM)</b> certification is specifically designed for individuals who want to validate their expertise in information security		No

			<p>management. Here are the key details about the CISM certification:</p> <ul style="list-style-type: none"> <li> <b>Certification</b>  <b>Name:</b> Certified Information Security Manager (CISM) </li> <li> <b>Skills Measured:</b> <ul style="list-style-type: none"> <li>-Information Security Governance</li> <li>-Information Security Risk Management</li> <li>-Information Security Program</li> <li>-incident Management</li> </ul> </li> </ul> <p>The CISM certification affirms your ability to assess risks, implement</p>		
--	--	--	--	--	--

			<p>effective governance, and proactively respond to incidents. It focuses on emerging technologies such as AI and blockchain, ensuring your skillset meets evolving security threats and industry requirements. By addressing top-of-mind concerns like data breaches and ransomware attacks, this certification ensures you stay ahead of the pace of change.</p> <p>Benefits of CISM Certification include experienced on-the-job improvement and potential pay boosts. ISACA credentials are among the top 10 highest-paying in IT, and CISM is recognized as</p>		
--	--	--	--	--	--

			<p>the preferred credential for IT managers.</p> <p>To become CISM certified:</p> <ol style="list-style-type: none"> <li>1. <b>Learn &amp; Prep:</b> Explore CISM exam preparation resources, including group training, self-paced training, and study materials in multiple languages.</li> <li>2. <b>Register:</b> Register for the CISM exam.</li> <li>3. <b>Schedule:</b> Choose a convenient time to take the exam.</li> </ol>		
--	--	--	---	--	--

			4. <b>Certify:</b> Pass the exam and earn your CISM certification.		
	Offensive Security Certified Professional (OSCP)	N/A	The <b>PEN-200</b> course, also known as <b>Penetration Testing with Kali Linux</b> , is designed to introduce learners to penetration testing methodologies, tools, and techniques in a hands-on, self-paced environment. Upon completing the course and passing the exam, you'll earn the <b>OffSec Certified Professional(OSCP) Certification<sup>1</sup></b> . Here are some key details about the <b>PEN-200</b> certification:		No

			<ul style="list-style-type: none"><li>• <b>Course Overview:</b> The <b>PEN-200</b> course covers various aspects of penetration testing, including network scanning, vulnerability assessment, exploit development, and post-exploitation techniques. It provides practical, real-world training to enhance your skills.</li><li>• <b>Exam Format:</b> The certification exam is a <b>24-hour challenge</b> where you'll demonstrate</li></ul>		
--	--	--	--	--	--



			<p>Your penetration testing abilities.</p> <p>It's a <b>proctored</b> exam, meaning it's monitored to ensure integrity.</p> <ul style="list-style-type: none"> <li>• <b>Certification:</b> Successfully passing the exam earns you the <b>OffSec Certified Professional (OSCP)</b> certification. The OSCP is highly regarded in the industry and requires practical evidence of penetration testing skills. It's considered more</li> </ul>		
--	--	--	--	--	--

			<p>Technical than Other ethical hacking certifications.</p> <p>-Exploring the <b>PEN- 200</b> course.</p>		
	Microsoft Power Platform Fundamentals	N/A	<p><b>The Microsoft Certified: Power Platform Fundamentals</b> certification is designed for beginners who want to understand how Microsoft Power Platform technologies can be used to improve processes and drive business outcomes. Here are the key details about this certification:</p>		No

			<ul style="list-style-type: none"> <li>• <b>Skills Measured:</b></li> </ul> <p>-Describe the business value of Microsoft Power Platform.</p> <p>-Identify foundational components of Microsoft Power Platform.</p> <p>-Demonstrate the capabilities of Power BI.</p> <p>-Demonstrate the capabilities of Power Apps.</p> <p>-Demonstrate the capabilities of Power Automate.</p> <p>-Demonstrate complementary Microsoft Power Platform solutions.</p>		
--	--	--	--	--	--

	IT Service Management	N/A	<p>There are several certifications related to <b>IT Service Management</b>. Let me provide you with information about a couple of them:</p> <p>1. <b>ITIL (Information Technology Infrastructure Library):</b></p> <p><b>-Description:</b> ITIL is a widely recognized framework for managing IT services effectively. It provides best practices and guidelines for service management.</p> <p><b>-Certification Levels:</b></p> <p><b>-ITIL 4 Foundation:</b> This entry-level certification</p>		No
--	-----------------------	-----	---	--	----

			<p>covers the fundamentals of ITIL and helps you understand how to apply ITIL concepts in your daily work practices.</p> <p><b>-ITIL 4 Managing Professional:</b> This designation equips you with essential skills to manage successful IT-enabled products and services. It includes modules like "Create, Deliver and Support," "Drive Stakeholder Value," "High-velocity IT," and "Direct, Plan and Improve".</p> <p><b>-ITIL 4 Strategic Leader:</b> Aimed at established and aspiring IT leaders, this certification focuses on navigating the complexities</p>		
--	--	--	---	--	--

			<p>of the digital era. Modules include “Direct, Plan and Improve” and "Digital and IT Strategy"<sup>1</sup>.</p> <p><b>-ITIL 4 Extension</b></p> <p><b>Modules:</b> These modules extend the ITIL 4 framework, covering topics like sustainability in digital and IT, as well as acquiring and managing cloud services<sup>1</sup>.</p> <p><b>-ITIL 4 Master:</b> The highest level of achievement in the ITIL 4 certification scheme, demonstrating mastery of ITIL practices.</p> <p><b>2. ServiceNow Certified Implementation</b></p>		
--	--	--	--	--	--

			<p><b>Specialist - IT Service Management (CIS-ITSM):</b></p> <p><b>-Description:</b>This certification focuses on ServiceNow's IT Service Management (ITSM) solution. It validates your expertise in implementing and configuring ITSM processes within the ServiceNow platform.</p>		
--	--	--	--	--	--

## 7. MANDATORY REQUIREMENTS (STAGE 1)

To be completed by the bidder.

Bidders must comply to the requirements by indicating YES/NO in the box provided below:

If “NO” is indicated to the minimum requirement on the table below the bid will be disqualified:

DESCRIPTION	CONFIRM COMPLIANCE YES/NO	REFERENCE PAGE NUMBER IN PROPOSAL
<b>7.1</b> The training service providers must provide valid proof of Sector Education Training Authority (SETA) accreditation, be credible and have technical and administrative ability to deliver training and skills development programmes.  (Attach valid proof of accreditation)		

**NB: Documents in respect of 7.1 which are not certified will NOT be accepted.**

**Furthermore, copies of previously certified documents will also not be accepted.**

**The date of certification must not be older than six (6) months.**

## 8. FUNCTIONAL REQUIREMENTS (STAGE 2)

- 8.1 Must have extensive experience in the provision of training and skills development programmes and this must be indicated by way of contactable references to serve as evidence and be qualified in offering the identified training and skills development programmes.
- 8.2 Must be able to facilitate training to diverse groups of people including people living with disabilities.
- 8.3 Proven successful record of providing highly effective training using qualified facilitators, trainers, assessors and moderators. Provide CV's and proof of accreditation.

Evaluation Criteria	Weighting
1. Contactable References: Company experience and expertise (Reference letters)	30
2. Capacity to deliver	30
3. Project Methodology and Implementation Roll-out Plan	40



Requirement		Weighting
<b>1. Contactable References: Company experience and expertise (Signed and dated reference letters)</b>  <b>Value                      Weighting</b>  3 contactable reference letters = 30 points 2 contactable reference letters = 20 points 1 contactable reference letter = 5 points No contactable reference letter = 0 points	<b>The Bidder must submit evidence of contactable references: experience and expertise as outline in the table below.</b>	30 points
	Contactable References: experience and expertise  Bidders must provide three (3) written contactable reference letters not older than five (5) years where similar services were rendered. The signed and dated reference letters must be on a company letterhead clearly indicating: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Contact person details</li> <li>• Physical address</li> <li>• Date training was provided</li> </ul> <b>NB: CCMA may conduct reference checks /verification at any stage of evaluation.</b>	
<b>3.Capacity to deliver</b>  <b>Value              Weighting</b>  <b>2.1 Facilitators/ trainers</b> 3 CV's = 10 points 2 CV's = 6 points 1 CV = 4 points No CV = 0 points  <b>2.2 Assessors</b> 3 CV's = 10 points 2 CV's = 6 points 1 CV = 4 points No CV = 0 points  <b>2.3 Moderator</b> 3 CV's = 10 points 2 CV's = 6 points 1 CV = 4 points No CV = 0 points	<b>Bidders must provide proof of capacity to deliver by submitting CVs of accredited facilitators/ trainers, assessors and moderators.</b>	30 points
	<b>Facilitators/ trainers= 10 points</b> 3 CV's= 10 points 2 CV's= 6 points 1 CV = 4 points No CV = 0 points  <b>Assessors= 10 points</b> 3 CV's= 10 points 2 CV's= 6 points 1 CV= 4 points No CV=0 points  <b>Moderator= 10 points</b> 3 CV's= 10 points 2 CV's= 6 points 1 CV = 4 points	

	<p>No CV = 0 points</p> <p><b>NB: CV's of the accredited facilitators/ trainers, assessors and moderators must be attached to demonstrate the qualifications with at least 3 years of experience conducting training or workshops.</b></p> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>• The bidder must submit a Service Level Agreement between the training provider and facilitator, assessor and moderator together with the proposal.</li> <li>• Must have adequate staff compliments (Project coordinators) to ensure that the course/ programme is delivered in line with the CCMA standard.</li> </ul>	
<p><b>3. Project Methodology and Implementation roll- out plan</b></p> <p><b>Value                                      Weighting</b></p> <p>Detailed roll-out plan indicating points 1-9 = 40 points</p> <p>No evidence submitted to support the criterion as detailed = 0 points</p> <p>Provide roll-out plan indicating the following (Credit Bearing):</p> <ol style="list-style-type: none"> <li>1. Unit standard title and SAQA ID Number/s</li> <li>2. Number of credits</li> <li>3. Notional hours Provide roll-out plan indicating</li> </ol> <p>the following (Non-Credit Bearing)</p> <ol style="list-style-type: none"> <li>1. Course Outline (Content of training intervention)</li> <li>2. Alignment of training content to training requirements</li> </ol>	<p><b>The bidder must provide a comprehensive Project Methodology and Implementation roll-out plan:</b> Detailed roll-out plan indicating points 1-9 = 40 points</p> <p>No evidence submitted to support the criterion as detailed = 0 points</p>	<b>40 points</b>

<b>3. Course customisation</b> <b>Time frames (Applicable to both Credit &amp; Non-Credit bearing):</b> <ol style="list-style-type: none"> <li>4. Assessment</li> <li>5. Internal moderation</li> <li>6. Credit uploads and or certification</li> </ol> <b>Details of (Applicable to both Credit &amp; Non-Credit bearing) :</b> <ol style="list-style-type: none"> <li>7. Facilitators</li> <li>8. Assessors and</li> <li>9. Internal moderator</li> </ol>		
<b>Total</b>		<b>100</b>

Bidders who score a minimum threshold of **70 out of 100 points** on the functionality evaluation criteria will form part of the appointed panel on an as and when required basis for a period of three (3) years. A bidder must at least have a positive score on each of the three (3) functional requirements.

**NB:**

- The award will be on an as and when required basis and quotations will be requested from the appointed panel.
- As and when training is required, training providers will be required to provide CVs of their Facilitators, Assessors, and Moderators with their relevant qualifications as well as track record of a minimum of two (02) relevant facilitation/assessment and moderation rendered successfully.
- The training providers, facilitators and assessors must have the expertise (qualifications and experience) in the fields in which they will present training. CVs, proof of qualifications and registration of Facilitator/s, Assessor/s and Moderator/s will be requested as and when training is required.

**9. PRICING (STAGE 3)**

For the purpose of appointing the panel, training providers do not need to quote for pricing. The 80/20 will be applicable when the actual procurement to appoint a training provider on a specific training intervention takes place.

## 9.1 PRICE AND SPECIFIC GOALS

PRICE AND SPECIFIC GOALS	POINTS
<b>Price Evaluation</b>  The proposals will be evaluated in terms of the 80/20 evaluation principle, in line with Preferential Procurement Policy Framework Act and Preferential Procurement Regulations (PPR) 2022, where 80 points is allocated for price and the 20 points will be allocated to promote the CCMA preference Goal 1: Ownership as per Specific goals contributor <b>(Refer to the attached SBD 6.1 for full details)</b>	
Points allocated for price	<b>80</b>
Points allocated for specific goals	<b>20</b>
<b>TOTAL FOR PRICE and SPECIFIC GOALS</b>	<b>100</b>

**Note:**

**The 80/20 will be applied when a specific training is procured from the appointed panel.**

**9.2** The applicable preference point system for this tender is the 80/20 preference point system, in line with PPPFA Regulations 2022, where 80 points is allocated for price and the 20 points will be allocated to promote the CCMA Preference Goal 1: Ownership as specific goal contributor. **(Refer to the attached SBD 6.1 for full details)**

**9.3** 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.

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

- (a) Price; and
- (b) Specific Goal(s).

**9.5** The maximum points for this tender are allocated as follows:

	POINTS
<b>Price</b>	<b>80</b>
<b>Specific Goal(s)</b>	<b>20</b>

<b>Total points for Price and Specific Goals</b>	<b>100</b>
--	------------

- 9.6 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for Specific Goal(s) with the tender, will be interpreted to mean that preference points for Specific Goal(s) are not claimed.
- 9.7 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.

## 10 **COMPULSORY BRIEFING SESSION (VIRTUAL SESSION)**

- A virtual **Compulsory Briefing Session** will be held as follows:
- Date and Time: 22 November 2024: 11:00
- Venue : MS Teams

### **SECTION 3: ANNEXURES**

## ANNEXURE 1: SBD 1

PART A  
INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	CCMA/2024/11(A)-ETD	CLOSING DATE:	09 December2024	CLOSING TIME:	11:00AM
DESCRIPTION	ESTABLISHMENT OF A PRE-APPROVED LIST OF ACCREDITED TRAINING SERVICE PROVIDERS FOR A PERIOD OF THREE (3 ) YEARS (RE-ADVERTISEMENT)				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
28 HARRISON STREET, 12 FLOOR RECEPTION					
JCI BUILDING, MARSHALLTOWN					
JOHANNESBURG					
2001					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MR. KHUMBUZILE NDEVU		CONTACT PERSON		
TELEPHONE NUMBER	011 377 6636		TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenderenquiries@ccma.org.za		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	--	--

#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES  
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES  
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES  
☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES  
☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

### PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.  1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>  1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.  1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.



- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY  
RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 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

- 21** 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

- 22** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1** If so, furnish particulars:

---

(1) <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.

.....  
.....

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.
- 34 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.
- 35 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 36 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

---

(2) <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.

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.

**3.** 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

## ANNEXURE 5: SBD 7.2

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### 1. PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

**CONTRACT FORM - RENDERING OF SERVICES****SBD7.2****2. PART 2 (TO BE FILLED IN BY THE PURCHASER)**

I.....in my capacity  
as.....accept your bid under reference number  
.....dated.....for the rendering of services indicated hereunder and/or  
further specified in the annexure(s).

1. An official order indicating service delivery instructions is forthcoming.
2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTI ON	MINIMUM THRESHOLD FOR LOCAL PRODUCTIO N AND CONTENT (if applicable)

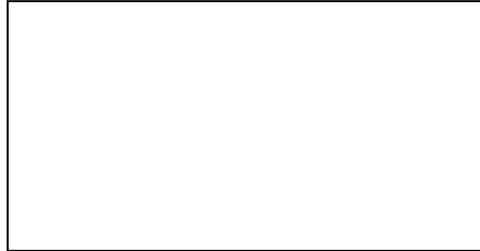
4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

A large, empty rectangular box intended for an official stamp or seal.

WITNESSES

1 .....

2 .....



## **ANNEXURE 6 :CCMA'S STANDARD CONDITIONS OF BID**

CCMA'S

STANDARD

CONDITIONS OF BID

---

3. 1 GENERAL

<b>Actions</b>	1	CCMA's <i>Representative</i> and each <i>bidder</i> submitting a bid shall act timeously as stated in these Conditions of Bid and in a manner which is fair, equitable, transparent, competitive and cost-effective.
<b>Interpretation</b>	2	Terms shown in <i>italics</i> vary for each bid. The details of each term for this bid are identified in the Bid Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract.
	3	Any additional or amended requirements in the Bid Data, and additional requirements given in the Schedules in the <i>bid returnables</i> are deemed to be part of these Conditions of Bid.
	4	The Conditions of Bid and the Bid Data shall not form part of any contract arising from this invitation to bid.
<b>Communication</b>	5	Each communication between the CCMA and a <i>bidder</i> shall be to or from CCMA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. CCMA takes no responsibility for non-receipt of communications from or by a <i>bidder</i> .
<b>CCMA's rights to accept or reject any bid</b>	6	CCMA may accept or reject any variation, deviation, bid, or alternative bid, and may cancel the bid process and reject all bids at any time prior to the formation of a contract. CCMA's <i>Representative</i> will not accept or incur any liability to a <i>bidder</i> for such cancellation and rejection, but will give written reasons for the action upon written request to do so. CCMA reserves the right to accept the whole of any part of any bid.

After the cancellation of the bid process or the rejection of all bids CCMA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to bid at any time.

#### 4. 2 BIDDER'S OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a bid and shall:

- |   |   |  |
|---|---|--|
| <b>Eligibility</b>  | 1 | Submit a bid only if the <i>bidder</i> complies with the <i>criteria</i> stated in the Bid Data and the <i>bidder</i> , or any of his principals, is not under any restriction to do business with the CCMA.                                       |
| <b>Cost of bidding</b>                                    | 2 | Accept that the CCMA will not compensate the <i>bidder</i> for any costs incurred in the preparation and submission of a bid, including the costs of any testing necessary to demonstrate that aspects of the bid satisfy the evaluation criteria. |
| <b>Check documents</b>                                    | 3 | Check the <i>bid documents</i> on receipt, including pages within them, and notify CCMA's <i>Representative</i> of any discrepancy or omissions.   |
| <b>Confidentiality and copyright of documents</b>         | 4 | Treat as confidential all matters arising in connection with the bid. Use and copy the documents provided by the CCMA only for the purpose of preparing and submitting a bid in response to this invitation.                                       |
| <b>Standardised specifications and other publications</b> | 5 | Obtain, as necessary for submitting a bid, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>bid documents</i> by reference.                      |
|   | 7 | Acknowledge receipt of Addenda to the <i>bid documents</i> , which CCMA's  |

*Representative* may issue, and if necessary apply for an extension to the *deadline for bid submission*, in order to take the Addenda into account.

<b>Site visit and / or clarification meeting</b>	8	Attend a site visit and/or clarification meeting at which <i>bidders</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions.. Details of the meeting(s) are stated in the Bid Data.
<b>Seek clarification</b>	9	Request clarification of the <i>bid documents</i> , if necessary, by notifying CCMA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
Insurance	10	Be informed that the extent (if any) of insurance provided by the CCMA may not be for the full cover required in terms of the relevant category listed in Section 8 of the <i>conditions of contract</i> , the <i>bidder</i> is advised to seek qualified advice regarding insurance.
<b>Pricing the bid</b>	11	Include in the rates, prices, and the bidded total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>bidder</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for bid submission</i> .
	12	Show Value Added Tax (VAT) payable by the CCMA separately as an addition to the bidded total of the prices.
	13	Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .
	14	State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Bid Data.
<b>Alterations to documents</b>	15	Not make any alterations or additions to the <i>bid documents</i> , except to comply with instructions issued by CCMA's <i>Representative</i> or if necessary to correct errors made by the <i>bidder</i> . All such alterations shall be initialled by all signatories to the bid. Corrections may not be made using correction fluid, correction tape or the like.

- |                         |  |
|-------------------------|--|
| <b>Alternative bids</b> | <p>16 Submit alternative bids only if a main bid, strictly in accordance with all the requirements of the <i>bid documents</i> is also submitted. The alternative bid is submitted with the main bid together with a schedule that compares the requirements of the <i>bid documents</i> with the alternative requirements the <i>bidder</i> proposes.</p> <p>17 Accept that an alternative bid may be based only on the criteria stated in the Bid Data and as acceptable to the CCMA.</p>  |
| <b>Submitting a bid</b> | <p>18 The CCMA require one original bidding document, indexed according to the page numbers and content as well as one CD of the same.</p> <p>Submit a bid for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Bid Data.</p> <p>19 Return the <i>bid returnables</i> to the CCMA, completing without exception all the forms, data and schedules included therein.</p> <p>20 Submit the bid as an original plus the number of copies stated in the Bid Data and provide an English translation for documentation submitted in a language other than English. Bids may not be written in pencil but must be completed in ink.</p> <p>21 Sign the original and all copies of the bid where indicated. The CCMA will hold the signatory duly authorised and liable on behalf of the <i>bidder</i>.</p> <p>22 Seal the original and each copy of the bid as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the CCMA's national office address and invitation to bid number stated in the Bid Data, as well as the <i>bidder's</i> name and contact address.</p> <p>23 Seal original and copies together in an outer package that states on the outside only the CCMA's national office address and invitation to bid number</p> |

as stated in the Bid Data. The outer package must be marked "CONFIDENTIAL"

- 24 Where a two-envelope system is required in terms of the bid data, place and seal the returnable documents listed in the bid data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCMA's national office address and identification details stated in the bid data, as well as the bidder's name and contact details. Make sure both parts of the bid are delivered as a single package.
- 25 Accept that the CCMA will not assume any responsibility for the misplacement or premature opening of the bid if the outer package is not sealed and marked as stated.

Note:

The CCMA prefers not to receive bids by post, and takes no responsibility for delays in the postal system or in transit within or between CCMA offices.

Where bids are sent per fax, the CCMA takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where bids are sent via courier, the CCMA takes no responsibility for bids delivered to any other site than the bid office.

CCMA employees are not permitted to deposit a bid into the CCMA's bid box on behalf of a bidder, except those lodged by post or courier.

- Closing time**
- 26 Ensure that the CCMA has received the bid at the address and in the bid box no later than the *deadline for bid submission*. Proof of posting will not be taken by the CCMA as proof of delivery. The CCMA will not accept a bid submitted telephonically, e-mail or by telegraph unless stated otherwise in the Bid Data.
- 27 Accept that, if the CCMA extends the *deadline for bid submission* for any reason, the requirements of these Conditions of Bid apply equally to the extended deadline.
- Bid validity**
- 28 Hold the bid(s) valid for acceptance by the CCMA at any time within the *validity period* after the *deadline for bid submission*.

	29	Extend the <i>validity period</i> for a specified additional period if the CCMA requests the <i>bidder</i> to extend it. A <i>bidder</i> agreeing to the request will not be required or permitted to modify a bid, except to the extent the CCMA may allow for the effects of inflation over the additional period.
<b>Clarification of bid after submission</b>	30	Provide, on request from the CCMA's <i>Representative</i> during the evaluation of bids, any other material that has a bearing on the bid, the bidder's commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by the CCMA for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the bid is sought, offered, or permitted except as required by the CCMA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of bids. The total of the Prices stated by the <i>bidder</i> as corrected by the CCMA's <i>Representative</i> with the concurrence of the <i>bidder</i> , shall be binding upon the <i>bidder</i>
<b>Submit bonds, policies etc.</b>	31	If instructed by the CCMA's <i>Representative</i> (before the formation of a contract), submit for the CCMA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>bidder</i> in terms of the <i>conditions of contract</i> .
	32	Undertake to check the final draft of the contract provided by CCMA's <i>Representative</i> , and sign the Form of Agreement all within the time required by these Conditions of Bid.
	33	Where an agent on behalf of a principal submits a bid, an authenticated copy of the authority to act as an agent must be submitted with the bid.
<b>Fulfil BEE requirements</b>	34	Comply with CCMA's requirements regarding BBEE.

## 5. 3 THE CCMA'S UNDERTAKINGS

CCMA's *Representative*, shall:

- |                                 |   |  |
|---------------------------------|---|--|
| <b>Respond to clarification</b> | 1 | Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>bidders</i> .   |
| <b>Issue Addenda</b>            | 2 | If necessary, issue Addenda that may amend, amplify, or add to the <i>bid documents</i> , to each <i>bidder</i> . If a <i>bidder</i> applies for an extension to the <i>deadline for bid submission</i> , in order to take Addenda into account in preparing a bid, the CCMA may grant such an extension and CCMA's <i>Representative</i> shall notify the extension to all <i>bidders</i> . |
| <b>Return late bids</b>         | 3 | Return bids received after the <i>deadline for bid submission</i> unopened to the <i>bidder</i> submitting a late bid. Bids will be deemed late if they are not on the designated fax or in the designated bid box at the date and time stipulated as the deadline for bid submission.   |
| <b>Bid opening</b>              | 4 | Open the bids in the presence of the <i>bidders'</i> representatives who choose to attend at the time and place stated in the Bid Data. Bids for which an acceptable notice of withdrawal has been submitted will not be opened.   |
|                                 | 5 | Announce at the opening the name of each <i>bidder</i> only. The unsuccessful bidder may request a debriefing meeting with the Supply Chain Manager on request.  |
| <b>Two-envelope system</b>      | 6 | Where stated in the bid data that a two-envelope system is to be followed, open only the technical proposals in the presence of bidder's representatives and announce the name of each bid.  |
|                                 | 7 | Evaluate the quality of the technical proposals, then advise bidders who remain in contention for the award of the contract. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum criteria.  |



<b>Non-disclosure</b>	8	Not disclose to <i>bidders</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of bids and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
<b>Grounds for rejection</b>	9	Consider rejecting a bid if there is any effort by a <i>bidder</i> to influence the processing of bids or contract award.
<b>Disqualification</b>	10	Instantly disqualify a <i>bidder</i> (and his bid) if it is established that the <i>bidder</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to bid.
<b>Test for responsiveness</b>	11	<p>Determine before detailed evaluation, whether each bid properly received.</p> <ul style="list-style-type: none"> <li>• meets the requirements of these Conditions of Bid,</li> <li>• has been properly signed, and</li> <li>• is responsive to the requirements of the <i>bid documents</i>.</li> </ul>
	12	<p>Judge a <i>responsive bid</i> as one which conforms to all the terms, conditions, and specifications of the <i>bid documents</i> without material deviation or qualification. A material deviation or qualification is one which, in the CCMA's opinion would.</p> <ul style="list-style-type: none"> <li>• detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,</li> <li>• change the CCMA's or the <i>bidder's</i> risks and responsibilities under the contract, or</li> <li>• affect the competitive position of other <i>bidders</i> presenting responsive bids, if it were to be rectified.</li> </ul>
<b>Non-responsive bids</b>	13	Reject a non-responsive bid, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
<b>Arithmetical errors</b>	14	<p>Check responsive bids for arithmetical errors, correcting them as follows:</p> <ul style="list-style-type: none"> <li>• Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li> </ul>

		<ul style="list-style-type: none"> <li>• If a bill of quantities applies and there is a discrepancy between the rate and the line-item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line-item total as quoted shall govern, and the rate will be corrected.</li> <li>• Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>bidder's</i> addition of prices, the total of the Prices, if any, will be corrected.</li> <li>• The corrected price will be communicated to the bidder. The bidder may withdraw the bid but may not change the bid price.</li> </ul>
	15	Reject a bid if the <i>bidder</i> does not accept the corrected total of the Prices (if any).
<b>Evaluating the bid</b>	16	Evaluate responsive bids in accordance with the <i>procedure and criteria</i> stated in the Bid Data. The evaluated bid price will be disclosed only to the relevant CCMA bid committee and will not be disclosed to <i>bidders</i> or any other person.
<b>Clarification of a bid</b>	17	Obtain from a <i>bidder</i> clarification of any matter in the bid which may not be clear or could give rise to ambiguity in a contract arising from this bid if the matter were not to be clarified.
<b>Acceptance of bid</b>	18	Notify CCMA's acceptance to the successful <i>bidder</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the CCMA and the successful <i>bidder</i> .
<b>Notice to unsuccessful bidders</b>	19	After the successful <i>bidder</i> has acknowledged the CCMA's notice of acceptance, notify other <i>bidders</i> that their bids have not been accepted, following the CCMA's current procedures.
<b>Prepare contract documents</b>	20	<p>Revise the contract documents issued by the CCMA as part of the <i>bid documents</i> to take account of</p> <ul style="list-style-type: none"> <li>• Addenda issued during the bid period,</li> <li>• inclusion of some of the <i>bid returnables</i>, and</li> <li>• other revisions agreed between the CCMA and the successful <i>bidder</i>, before the issue of the CCMA's notice of acceptance (of the bid).</li> <li>• The schedule of deviations attached to the form of offer and acceptance, if any.</li> </ul>

<b>Issue final contract</b>	21	Issue the final contract documents to the successful <i>bidder</i> for acceptance within one week of the date of the CCMA's notice of acceptance.
<b>Sign Form of Agreement</b>	22	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of the CCMA's notice of acceptance of the bid. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
<b>Complete Adjudicator's Contract</b>	23	Unless alternative arrangements have been agreed, arrange for both parties to complete and sign the Form of Agreement and Contract Data with the selected adjudicator.
<b>Provide copies of the contracts</b>	24	Provide to the successful <i>bidder</i> the number of copies stated in the Bid Data of the signed copy of the contracts within three weeks of the date of the CCMA's acceptance of the bid.

## **ANNEXURE 7: GENERAL CONDITION OF CONTRCT**



### **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT**

## **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability

- 29. Governing language
- 30. Applicable law
- 31. Notices
- 32. Taxes and duties
- 33. National Industrial Participation Programme (NIPP)
- 34. Prohibition of restrictive practices

## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7. "Day" means calendar day.
  - 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.



- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

### **4. Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

### **5. Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

### **6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### **7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 72. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 73. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 74. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

- 81. All pre-bidding testing will be for the account of the bidder.
- 82. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 83. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 84. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 85. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 86. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 87. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies

which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

## **12. Transportation**

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

## **13. Incidental services**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

- 14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract amendments**

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19. Assignment**

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. Subcontracts**

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of

the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
232. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
233. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
234. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
235. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
236. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
237. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be

endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Anti-dumping and countervailing duties and rights**

- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

#### **25. Force Majeure**

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

#### **26. Termination for insolvency**

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

#### **27. Settlement of Disputes**



- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable law**

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to

the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

312. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33. National Industrial Participation (NIP) Programme**

- 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34. Prohibition of Restrictive practices**

- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**ANNEXURE 8: POPIA  
CONSENT FORM**

**COMMISSION FOR CONCILIATION,  
MEDIATION & ARBITRATION**



**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 \_\_\_\_\_ 2024.**

**COMPANY NAME: \_\_\_\_\_**

**INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**

**SIGNATURE OF REPRESENTATIVE OF THE COMPANY: \_\_\_\_\_**