



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

MICT SETA Head Office

Supply Chain Management

19 Richards Drive, Gallagher Convention Centre,

Gallagher House, Level 3 West Wing

Tel +27 11 207 2600; E-mail: bidqueries@mict.org.za

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MEDIA
INFORMATION AND COMMUNICATIONS TECHNOLOGIES SECTOR
EDUCATION AND TRAINING AUTHORITY**

REQUEST FOR BIDS REF: MICT/SETA/MKC/06/2022

REQUIREMENT DESCRIPTION:

**APPOINTMENT OF A BIDDER TO PROVIDE DIGITAL MARKETING AND
PUBLIC RELATIONS SERVICES FOR A PERIOD OF 24 MONTHS**

BID CLOSING DATE: 14 DECEMBER 2022 at 11:00 AM

APPOINTMENT OF A BIDDER TO PROVIDE DIGITAL MARKETING AND PUBLIC RELATIONS SERVICES FOR A PERIOD OF 24 MONTHS

Bid Reference Number	MICT /SETA/MKC/06/2022
Supplier Briefing Session	N/A
Bid Closing date & time	14 December 2022 @ 11:00 am South African Time. <i>*Note: A bid will not be considered if it arrives a second after 11:00 am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</i>
Instruction for submission of Bid	The bid must be received in a sealed envelope (1 hard copy and USB) marked with this RFB reference number and deposited in a tender box at the location indicated hereunder.
Location for Bid submissions	MICT SETA Head Office: Reception 19 Richards Drive, Gallagher Convention Centre West Wing, level 3 Midrand
Bid Validity Period	Bids received shall remain valid for acceptance for a period of 120 counted from the closing date of the bid.

CLARIFICATION AND COMMUNICATION

- All enquiries relating to this bid must be addressed in writing to bidqueries@mict.org.za five days **before the closing date and time**. Queries received after this period will not be entertained.
- The bid reference number must be mentioned in all correspondences.

Note: Bidders are advised that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of the RFB, between the closing and award date of the business.

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior to submitting a proposal/bid.



Description	Number of pages
CONTENTS	
Returnable Documents checklist	1
SBD 1: Part A: invitation to bid	1
SBD 1: Part A: Terms and Conditions for bidding	1
MICT SETA -bid conditions	1
Bidding structure	1
Bid Conditions	1
Pricing Schedule	1
Terms of Reference	
Introduction	1
Scope of the Project/ Services	1
Evaluation Criteria	
Evaluation Criteria weight	2
Site inspection	1
SBD 6.1: Preference points claim	4
SBD 4: Declaration of interest	3
Sworn Affidavit B-BBEE Qualifying Small Enterprise	2
Sworn Affidavit B-BBEE Qualifying Exempted Micro Enterprise	2



RETURNABLE DOCUMENTS CHECKLIST

Bid invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFB submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
SBD 1 - Fully completed with required proof (Where applicable)		
Pricing Schedule		
Annexure A to Pricing Schedule		
Financial Statements		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS / and or SARS issued verification pin		
Designated Sectors: Local production and content (Where applicable)		
SBD 4 - Declaration of interest		
<p>SBD 6.1 - Preferential Procurement Claim form.</p> <p>Certified Copy of Valid B-BBEE Verification Certificate(s) for a bidder and its subcontractor (s) issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice. <i>All section of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.</i></p> <p>The joint venture must submit its own consolidated B-BBEE certificate or issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice. <i>All section of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.</i></p>		
Copy of joint venture/ consortium or sub-contracting agreement duly signed by all parties. (Where applicable).		

Note: This BID must be completed and signed by the authorised company representative



SBD 1: PART A: INVITATION TO BID

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
DATE OF REGISTRATION			
VAT REGISTRATION NUMBER			
TCS PIN:		OR	CSD No:
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) <input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) <input type="checkbox"/> A REGISTERED AUDITOR NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
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 PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.			
TOTAL NUMBER OF ITEMS OFFERED	Refer to pricing schedule/costing	TOTAL BID PRICE (ALL INCLUSIVE)	Refer to pricing schedule/costing



PART B: TERMS AND CONDITIONS FOR BIDDING

BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

TAX COMPLIANCE REQUIREMENTS:

- 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

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

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



BIDDING STRUCTURE

Bidding structure

Indicate the type of bidding structure by marking with an 'X':

Individual bidder	
Joint Venture	
Consortium	
Subcontractors	
Other	

If the bid is submitted as a Consortium or Joint Venture or Sub Contracting Arrangement list the members of such Consortium or Joint Venture and Sub Contractors below:

Bidder's Information (includes bids submitted Individual or as a Consortium or Joint Venture)

Supplier size type (Large or QSE or EME)	
First time business with MICT SETA (Yes/No)	
Number of existing running contracts and total value	
Total number of Employees	

Entity ownership

Ownership category	% of ownership
Black or historically disadvantage individual owned	
Black women owned	
Black youth owned	
People living with disability	
Military veteran	
Other ownership	
Total (100%)	



MICT SETA -BID CONDITIONS

1. BID CONDITIONS

NOTE: Bids for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFB, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFB.
- b. No RFB shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFB that do not comply strictly with the requirements of this RFB.
- b. Make a selection solely on the information received in the RFBs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFB.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFB shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFB at any stage
- f. Accept a separate RFB or any RFB in part or full at its own discretion.
- g. Cancel this RFB or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFB or RFB, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.



PRICING SCHEDULE

Name of bidder _____

Bid number: _____

Closing date _____

The bid shall remain valid for acceptance for a period of **120 days** counted from the closing date.

Item	Requirement Description	Quantity	Unit Price	Total
APPOINTMENT OF A BIDDER TO PROVIDE DIGITAL MARKETING AND PUBLIC RELATIONS SERVICES FOR A PERIOD OF 24 MONTHS		24 Months		
1	Digital Marketing	24	R	R
2	Social Media	24	R	R
3	Other	24	R	R
Detailed price breakdown including escalations for applicable years under the above elements with sub-activities on a Separate envelope as Annexure A to Pricing schedule				
Sub-Total				
VAT@15%				
TOTAL PRICE (INCLUDING VAT)				

NB: Bidders must provide detailed price breakdown under the above elements with sub-activities on a Separate envelope.

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative:

Capacity under which this bid is signed.....

Signature:

Date:



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TERMS OF REFERENCE

APPOINTMENT OF A BIDDER TO PROVIDE DIGITAL MARKETING AND PR SERVICES FOR A PERIOD OF 24 MONTHS.

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the 5 distinct sub-sectors it operates in; i.e. Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications

2. BACKGROUND

The MICT SETA has a Marketing and Communication Strategy, mandated to drive constant brand visibility in the market. To achieve its success, the MICT SETA seeks to appoint a highly experienced integrated marketing communication agency/agencies to grow a positive perception of the brand, create awareness, interact, and educate the market on its service offerings; and promote stakeholder engagement and participation in programme initiatives at all levels in the market for a period of 24 months. The Bidder will be required to develop all the content and creative that support the integrated brand, marketing, and communications strategy to implement the strategy through the entire marketing mix.

3. OBJECTIVE

The primary objective of this request for proposal is to invite suitably qualified and experienced bidders to submit proposals to the MICT SETA to render Public Relations and Digital Marketing Services for the period of two years from the date of commencement.

4. SCOPE OF WORK

The appointed bidder will be required to provide the following services:

4.1. Public Relations Services:

The bidder will be required to perform the following functions and must demonstrate in designing the following strategies its understanding of the MICT SETA's mandate and strategic objectives across its supported sectors:

- a) Development and implementation of a PR strategy: Brand communication, reputation management and crisis communication plan.
- b) Straight-forward news writing (including opinion pieces, press releases and distribution to media, and advertorial placements) the bidder must provide samples of previous work done in this regard.
- c) Media relations - identifying and pitching story ideas to journalists and driving a thought leadership programme, positioning the MICT SETA leadership in appropriate target media. The bidder should possess good media/ editorial contacts to drive media

roundtables, and media site visits to strategic MICT SETA programmes on a quarterly basis;
The bidder must indicate the approach according to the MICT SETA mandate.

- d) Pitching and securing broadcast interviews (TV and Radio) to position the MICT SETA
- e) Develop video news releases and as part of a media toolkit – short explainer videos on skills programmes, and other relevant organisational updates as required that will be hosted on the MICT SETA digital platforms.
- f) Cover MICT SETA events and issue releases/video releases to media as directed by the MICT SETA. The bidder must make provision to travel to at least 5 key events (nationally) per annum as required by the MICT SETA to position the SETA interventions optimally.
- g) Align external PR campaigns internally by identifying and implementing key internal marketing campaigns to drive and help foster a positive company culture with better employee experience
- h) Develop organisational key messaging that will act as a foundation for the communication strategy for impact, focus and relevance. Key messaging is to be developed at the following levels:
 - i. Organisational Strategy – highlighting business priorities and initiatives
 - ii. Brand and product/service offering leadership - highlighting value on the skills development national agenda, innovation, and benefit to the target audience(s)
 - iii. Stakeholder Communication beneficiary and partner focused

4.2. Media Subscriptions

The Bidder must provide and supply newspaper/media (print and digital) subscriptions to the following titles (one copy each) that should be delivered timeously to the On-street Date (OSD) at the MICT SETA offices:

- a) Sowetan
- b) Business Day
- c) The Star
- d) The Times
- e) The Citizen
- f) Mail & Guardian
- g) City Press
- h) Sunday Times
- i) Key digital media titles: ITWEB, Brainstorm, Business Tech, Tech Central, The Media Online but not limited to the listed titles.
- j) The bidder should also provide access to Stock Photography per annum, supplying the MICT SETA with credentials.

4.3. Digital Marketing

4.3.1. Social Media

The MICT SETA has five social media accounts (Facebook, Twitter, Instagram, YouTube and LinkedIn) The bidder will be expected to provide:

a) **Social Media Strategy and Content Development:**

Develop a thematic approach content plan aligned to the MICT SETA mandate, service offering sector-related initiatives. Content should be integrated across all digital platforms. Position industry experts on topics pertaining to the Media and ICT sector for Live content/Q&A. Position influencer partnerships

b) **Community Management:**

Maintenance and monitoring of social media sites for improving engagement and maintaining the voice of the brand in all posts and interactions on all our digital platforms according to industry best practices. The agency must ensure all mentions, comments, and messages are responded to on a prompt and regular basis.

c) **Social Media Customer Acquisition:** Increase the number of followers on digital platforms for the purpose of account verification as well as the number of likes, visits, shares, downloads, and engagements. Increase organic traffic to our social media assets through rich postings including pictures, videos, posts, polls, contests, and others. There should be at least a 2-5% increase in traffic in the first quarter. The MICT SETA significantly wants to grow its community, therefore the bidder must include a growth strategy in the overall social media strategy.

d) **Development and implementation of digital advertising and communication strategies:**

Develop digital marketing strategy; Implementation of branded and/or audio-visual campaign boosts and other promotions on our digital platforms, including social media sponsored posts to help achieve relevance and increase connection to the MICT SETA brand on a monthly basis. The promoted posts should be integrated with the monthly content plan

e) Attendance/participation in some MICT SETA initiatives to provide live feeds and interactive media posts on social platforms.

f) Identify brand-appropriate Influencers and User-Generated Content (UGC) strategies to endorse the MICT SETA brand and build trust with the target audience.

g) Preparation of monthly and end-of-contract reports and analytics demonstrating online performance on all the managed platforms

h) Bidder to supply the MICT SETA with the editable video, image and GIF artwork content templates that incorporate the MICT SETA corporate identity.

i) Submit monthly content calendar. To be approved by the Marketing and Communications Manager

4.3.2. Deliverables

The below framework is only a guideline and is not limited to the elements mentioned herein:

Platform	Activities
Facebook	<ul style="list-style-type: none"> ▪ Two posts per day with exception of more than two posts when there are MICT SETA events. ▪ Attract at least 300 new followers and 500 page likes monthly ▪ Design artworks in line with the MICT SETA corporate identity. ▪ Attend to inboxes, mentions and comments timeously ▪ Make use of GIFs, videos, stories, and live feeds on MICT SETA offering ▪ Sponsored posts on MICT SETA offerings or MICT SETA related events and content. ▪ Promote or boost at least two posts weekly
Twitter	<ul style="list-style-type: none"> ▪ Two posts per day with exception of more than two posts when there are MICT SETA events. ▪ Attract at least 200 new followers monthly ▪ Design artworks in line with the MICT SETA corporate identity. ▪ Attend to inboxes, mentions and comments timeously ▪ Make use of GIFs, videos, stories, and live feeds on MICT SETA offering ▪ Sponsored posts on MICT SETA offerings or MICT SETA related events and content. ▪ Promote or boost at least two posts weekly
Instagram	<ul style="list-style-type: none"> ▪ Two posts per day with exception of more than two posts when there are MICT SETA events. ▪ Attract at least 200 new followers monthly ▪ Design artworks in line with the MICT SETA corporate identity. ▪ Attend to inboxes, mentions and comments timeously ▪ Make use of GIFs, videos, stories, and live feeds on MICT SETA offering ▪ Sponsored posts on MICT SETA offerings or MICT SETA related events and content. ▪ Promote or boost at least two posts weekly
LinkedIn	<ul style="list-style-type: none"> ▪ Two posts per day with exception of more than two posts when there are MICT SETA events. ▪ Attract at least 100 new followers and 200 page likes monthly ▪ Design artworks in line with the MICT SETA corporate identity. ▪ Attend to inboxes, mentions and comments timeously ▪ Make use of GIFs, videos, stories, live feeds on MICT SETA offering, and align content to thought leadership. ▪ Sponsored posts on MICT SETA offering or MICT SETA related events and content. ▪ Promote or boost at least two posts weekly
YouTube	<ul style="list-style-type: none"> ▪ Create skippable video advertisements of 5-10 seconds to be flighted once a week ▪ Create non-skippable video advertisements of 5-10 seconds to flight once a week.

4.3.3. Industry Insights

- a) On a quarterly basis competitor mapping should be undertaken, with respect to engagement, the relevance of content etc. Our position with regard to an identified set of SETAs shall be tracked
- b) Capture and share analytics, insights, and data about audience profiles, interactions, journeys, behaviour
- c) Create models of audience behaviour (stakeholder wise) and align communication/campaigns to the same

4.4. Digital Marketing: Online Media

- a) Digital Marketing strategy: develop an overall digital marketing strategy with the objective of reaching an online audience via targeted omnichannel campaigns.
- b) Digital content development and support - Content creation including messaging, creative, landing pages, social posts, graphics, email newsletters, video /audio, animation design, and layout preparation for all digital publications marketing campaigns as needed.
- c) Media Planning and Buying – increase MICT SETA online presence and drive awareness through strategic branded display campaigns. Conceptualisation and implementation of online campaigns to assist in achieving maximum exposure among target audiences across relevant digital channels/media platforms and track delivery and key performance metrics.
- d) SEO writing for Web - Coordination with SEO bidder for smooth and integrated implementation of all digital campaigns.
- e) Managing and Reporting – Analytics, research, reporting and full monitoring of campaign progress and digital landscape on a monthly basis.

5. Contract period

The appointed bidder may be required to start immediately after signing the contract and render the services for a period of 24 months.

BID EVALUATION CRITERIA

4. EVALUATION CRITERIA

Bids received will be evaluated against the following set evaluation criteria.

4.1. FUNCTIONAL CRITERIA

4.1.1. Technical Evaluation

Bids submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **75** out of **100 points** has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 75 points will qualify for further evaluation on Price and B-BBEE according to the 80/20 preference point system in terms of the PPPFA Regulations 2017, where 80 points will be for price and 20 points will be for B-BBEE status level of contribution.

Note: All bidders achieving less than the set threshold will be declared non-responsive. Assessment of evaluation of the functional/ technical criteria will be based on the table below

FUNCTIONAL CRITERIA WEIGHING

Category	Description	Maximum Points
<p>Experience and track record in Digital Marketing</p>	<p>The bidder must provide a minimum of Three (03) social media and online campaigns for different clients that were successfully implemented on different platforms.</p> <p>Social Media (15 Points) Campaigns should include the below social media platforms:</p> <ul style="list-style-type: none"> - Facebook - Twitter - Instagram - LinkedIn - YouTube <p><i>Submissions that do not include any of the above platforms will receive 0 points.</i></p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder submitted three (03) social media campaigns from different clients = 15 Points ▪ Bidder submitted two (02) social media campaigns from different clients= 10 Points ▪ Bidder submitted one (01) social media campaign = 05 Points <p>Digital Marketing (10 Points) Bidders are to provide 3 samples of display banner Ads of successful campaigns previously developed for different clients</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder submitted 3 samples = 10 Points ▪ Bidder submitted only 2 samples = 05 Points ▪ Bidder submitted only 1 sample = 02 Points ▪ No samples submitted = 0 Points <p>Analytics Reports (05 Points) Bidder must provide analytics reports aligned to the samples provided to indicate performance of these campaigns.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder submitted reports aligned to the samples provided = 05 Points ▪ Bidder did not submit reports/submitted reports that are not aligned to the samples provided = 0 Points 	<p>30</p>
<p>Experience and track record in Public Relations</p>	<p>The bidder must demonstrate experience and track record in Public Relations initiatives implemented for (3) three previous clients by producing proof of PR work experience.</p> <p>Media Coverage Reports (15 Points)</p>	<p>30</p>

	<p>Bidders must provide AVE Analysis reports for media coverage attained.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder submitted three (03) reports from different clients = 15 Points ▪ Bidder submitted two (02) reports from different clients = 10 Points ▪ Bidder submitted one (01) report = 05 Points <p>Media Coverage Samples (15 points)</p> <p>Bidders must provide samples of articles/campaigns published (print, online) and proof of broadcast interviews secured or conducted. i.e. (3 online, 3 print and 3 broadcasts)</p> <p><i>Samples must be aligned with the media coverage reports provided.</i></p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder submitted 3 samples of print = 05 Points ▪ Bidder submitted 3 samples of online = 05 Points ▪ Bidder submitted 3 samples of broadcast = 05 Points ▪ Bidders submitted less than 3 samples = 0 points 	
Reference Letters	<p>The bidder must provide reference letters that are signed and dated (on the client's letterhead), where the bidder has successfully provided Public Relations and Digital Marketing Services in the last three years aligned to the samples provided.</p> <p><i>(Purchase orders and letters of recommendation will not be considered)</i></p> <p>Points will be allocated as follows:</p> <p>Public Relations: (05 Points)</p> <ul style="list-style-type: none"> ▪ Three (03) client reference letters, signed and dated (on the client's letterhead), where the bidder has successfully provided Public Relations services in the last three years <u>related to the sample</u> of work provided = 05 Points ▪ Two (02) client reference letters, signed and dated (on the client's letterhead), where the bidder has successfully provided Public Relations services in the last three years <u>related to the sample</u> of work provided = 03 Points ▪ One (01) client reference letter, signed and dated (on the client's letterhead), where the bidder has successfully provided Public Relations services in the last three years <u>related to the sample</u> of work provided = 02 Points <p>Digital Marketing: (05 Points)</p> <ul style="list-style-type: none"> ▪ Three (03) reference letters, signed and dated (on the client's letterhead), where the bidder has successfully provided digital marketing (social media & online) services in the last three years <u>related to the sample</u> of work provided = 05 Points ▪ Two (02) reference letters, signed and dated (on the client's letterhead), where the bidder has successfully provided digital marketing (social media & online) services in the last three years <u>related to the sample</u> of work provided = 03 Points 	10

	<ul style="list-style-type: none"> ▪ One reference letter, signed and dated (on the client's letterhead), where the bidder has successfully provided digital marketing (social media & Online) services in the last three years <u>related to the sample</u> of work provided = 02 Points <p>Non-compliance with the minimum requirement = 0 points</p>	
Project Team	<p>The bidder must demonstrate the availability of appropriate skills and resources that will manage and deliver on the MICT SETA Public Relations and Digital Marketing services requirements.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder provided a detailed company organogram = 5 Points ▪ Bidder submitted CVs and qualifications of at least three (3) of the project team members = 5 Points <ol style="list-style-type: none"> 1. Project Manager/Key Account Manager 2. Strategist 3. Creative Director 4. Copywriter 5. PR Account Manager and Account Executive <p>Non-compliance with the minimum requirement = 0 points</p>	10
Methodology and Approach	<p>The bidder must provide a detailed project implementation methodology and approach to executing the project. The methodology and approach should include the following:</p> <ol style="list-style-type: none"> 1. PR and implementation plan 2. Digital Marketing implementation plan 3. Project implementation plan with deliverables, activities, and timelines <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Bidder submitted methodology and approach that includes all three (03) aspects = 20 Points ▪ Bidder submitted methodology and approach that includes only two (02) aspects = 10 Points ▪ Bidder submitted methodology and approach that includes only one (01) aspect = 05 Points <p>Non-compliance with the minimum requirement = 0 points</p>	20
Total		100

Bidder / s must submit a valid proof of BBBEE contributor status (BBBEE verification certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE affidavit duly sworn and commissioned) for points allocation. *All sections of BBBEE sworn affidavits must be completed in full. Please see guideline for validating BBBEE sworn affidavits.*

PREFERENCE POINT SYSTEM

4.3. PREFERENCE POINT SYSTEM

- a. The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- b. In the event that two or more tenderers have scored equal total points, the successful tenderer must be the one that scored the highest points for B-BBEE.
- c. If two or more tenderers have equal points, including equal preference points for B-BBEE, the successful tenderer must be the one scoring the highest score for functionality, if functionality is part of the evaluation process.
- d. In the event that two or more tenderers are equal in all respects, the award must be decided by the drawing of lots

4.3.1. POINTS AWARDED FOR PRICE

Maximum 80 points for price will be allocated as per paragraph 3.1 of Preferential Procurement Regulations 2011, refer to Preferential Procurement Claim form on **SBD 6.1**.

4.3.2. POINTS AWARDED FOR B-BBEE

Maximum 20 points for B-BBEE will be allocated as per paragraph 4.1 of Preferential Procurement Regulations 2011, refer to Preferential Procurement Claim form on **SBD 6.1**.

- a. Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- b. Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- c. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- d. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- e. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- f. A Bidder will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- g. A Bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1 GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.2 Points for this bid shall be awarded for:

Price; and B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

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

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2 DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price Bid, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3 POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5 BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8 DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- Close corporation
- (Pty) Limited
- One person business/sole propriety
- Company

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Professional service provider
- Supplier
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (c) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

BIDDER'S DICLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

1.2 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 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Sworn Affidavit – B-BBEE Exempted Micro Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd, etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = %
 - Black Disabled % = _____%
 - Black Unemployed % = ___%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY the annual Total revenue did not exceed R10,000,000.00 (Ten Million Rands)
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....

Commissioner of Oaths

Signature & stamp

Date:.....

Sworn Affidavit – B-BBEE Qualifying Small Enterprise

I, the undersigned,

Full name and Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name	
Registration Number:	
Enterprise Address:	
Entity Type (CC, (Pty) Ltd, etc.):	
Nature of Business:	
Definition of “Black People”	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

3. I hereby declare under Oath that:

- The Enterprise is ___% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is ___% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = %
 - Black Disabled % = _____%
 - Black Unemployed % = ___%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%

- Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of _____ DD/MM/YYYY, the annual Total Revenue did not exceed R50,000,000.00 (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature:

Deponent Designation:

Date:

.....

**Commissioner of Oaths
Signature & stamp**

Date:.....