Guide to Completing QSE / EME Sworn Affidavit
TO CLAIM PREFERENCE POINTS FOR SPECIFIC GOALS

B-BBEE QUALIFYING SMALL ENTERPRISE (QSE)
Total Revenue between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands).

B-BBEE EXEMPTED MICRO ENTERPRISE (EME)
Total Revenue less than R10,000,000.00 (Ten Million Rands) or less.

Bidders with annual turnover exceeding R50 million are generally required to submit a valid SANAS accredited B-BBEE certificate and do not qualify to submit an EME/QSE sworn affidavit.

Should the QSE / EME affidavit not be completed correctly, it is deemed to be invalid and preference points for specific goals may not be allocated to the bidder.

The following pointers are key in completing a sworn affidavit:

1. Name/s of deponent as they appear in the identity document and the identity number.

2. Designation of the deponent (underline or circle around your selection) must be indicated to confirm that the person is duly authorised to depose to the affidavit: director, owner or member.

3. Name of enterprise as per enterprise registration documents issued by CIPC, where applicable, and enterprise business address.

4. Percentage (%) of black ownership, black female ownership and designated group ownership.

5. Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.

6. Indicate the financial year end as per the enterprise's registration documents, which was used to determine the total revenue.

7. B-BBEE Status Level of Contributor. An enterprise can only have one status level.

8. Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for empowering supplier status.

9. Dates must be the same the deponent signature date and Commissioner of Oaths' signature date must correspond.

10. Commissioner of Oaths cannot be an employee or ex officio of the enterprise because a person cannot by law commission an affidavit in which they have an interest.

This guidance note is provided to assist bidders in completing valid EME/QSE sworn affidavits for the purpose of claiming preference points for specific goals in terms of the Preferential Procurement Regulations, 2022.