

TENDER NUMBER: TIA007/2018

**SERVICE PROVIDER FOR INTERMEDIARY ADVISORY SERVICES IN TERMS
OF EMPLOYEE BENEFITS AND SHORT -TERM INSURANCE**

FOR

THE TECHNOLOGY INNOVATION AGENCY

83 LOIS AVENUE, MENLYN, PRETORIA

COMPANY REPRESENTATIVE AND CONTACT DETAILS: _____

Issue Date:	9 November 2018
Mandatory Briefing Session:	<u>16 November 2018 at 14:00</u>
Venue:	TIA House 83 Lois Avenue Menlyn Pretoria
Validity Period:	120 Days (after closing date)
Response Deadline:	<u>03 December 2018 at 11:00</u>
Contact Person:	mandisa.pitso@tia.org.za



1. BACKGROUND

- 1.1 Technology Innovation Agency (TIA) is a world class Agency established in terms of the TIA Act, 2008 (Act No. 26 of 2008), with the objective of - “Stimulating and intensifying technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations”.

2. PURPOSE

- 2.1 TIA is seeking proposals from reputable and experienced organisations to assist the Agency to provide assistance of providing intermediary advisory services in terms of employee benefits and short-term insurance.

3. SOLUTION DESCRIPTION

Attracting and retaining high performance employees form the base of TIA’s Remuneration and Rewards Policy, employee benefits form an important part of the total rewards strategy. The benefits that TIA currently offers employees as part of their Total Cost to Company are:

- Medical Aid – Bestmed and Discovery
- Pension Fund
- Risk Fund (Grouplife, Funeral, Disability)

The organisation also requires the intermediary to provide brokerage services in terms of:

- The Organisations’ Short-Term Insurance

- 3.1 The service provider needs to assist TIA with an intermediary advisory service in terms of administration and consulting services of managing new and existing applications, controlling cost, have regular sessions with employees to explain the benefit values, handling claims and provide expert advice and sourcing of best suitable options.
- 3.2 Advise TIA on regulatory changes and Industry best practices that affects the benefits that the Organisation offers.

- 3.3 The supplier should be legally compliant to all relevant legislation in terms of data protection, confidentiality, statutory requirements and should have extensive knowledge about different medical aid, pension and risk cover that is offered by suppliers in the market.
- 3.4 The current TIA workforce is in the region of 170, spread over three regional offices namely:
- i. Pretoria (Gauteng) – Head Office – 125 Employees
 - ii. Durban (Kwa-Zulu Natal) – Regional Office – 25 Employees
 - iii. Cape Town (Western Cape) – Regional Office – 15 Employees
- 3.5 TIA will require the bidder to act as its short-term insurance broker as well. The insurance broker will be required to act as an agent/intermediary between TIA and the local and international insurance markets in accordance with specific criteria.
- 3.6 The emphasis will be in technical proposals made to TIA in the most cost-effective placement of the insurance portfolio in the insurance market, taking into serious consideration the mitigation of business risks and financial risk exposures. The broker will be required to provide advisory services on the most appropriate cover to mitigate all risks the entity might face.

4. BUSINESS PROBLEMS AND ISSUES

- 4.1 Business problems and issues associated with the lack of an Intermediary Service Provider:
- TIA does not have the internal resources available, who are accredited as registered financial advisors required to advise employees on making Investment, Risk and Medical Aid choices.
 - Due to the technical nature of the legislation associated with the different Pension Fund, Short Term Insurance and Medical Aid legislation it is imperative that TIA source these capabilities from an experienced and reputable Organisation to advise TIA on possible pitfalls, requirements and opportunities.



- The intermediary will also allow TIA to do regular market assessments to ensure that the most affordable and efficient services are procured.
- The Intermediary providers has knowledge of most Medical Aid, Pension, Risk and Short-term insurance options available in the market.

5. OBJECTIVES

The following benefits will be derived from the procurement of an intermediary service provider:

5.1 It will add benefit to TIA in that;

- The appointed bidder will provide technical advice and support on all interactions, applications and claims with the respective funds on behalf of TIA;
- The appointed bidder will process claims, terminations and new entrants on behalf of TIA and liaise with employees to ensure optimal service delivery;
- The appointed bidder will coordinate and attend onsite meetings and inform TIA and its employees about statutory and legislative changes (Including Pension MANCO, Annual Medical Aid Updates, Induction days etc);
- The appointed bidder will source competitive quotes from the market to ensure TIA receives the optimised benefits at the most cost efficient and reliable providers;
- The appointed bidder will manage the transfer should a new product supplier be sourced, including the Section 14 transfers that the Pension Fund where required;
- The appointed bidder will play an active role to educate staff on the available options to maximise their benefits and will attend induction days;
- The appointed bidder will manage the TIA employment wellness day etc if required by TIA.

6. SCOPE OF WORK



6.1 To provide an intermediary service to TIA and its employees for:

- i. Medical Aid – (Currently using Bestmed and Discovery)
- ii. Pension Fund
- iii. Risk Fund (Grouplife, Funeral, Disability)
- iv. Short Term Insurance

7 FUNCTIONAL REQUIREMENTS

The functional requirements defined below:

7.1 Technical Requirements

The interested bidder must present a thorough proposal including turnaround times to develop and detail the approach that will be followed to assist TIA with the following required services:

7.1.1 Administration of Medical Aid Benefits:

- i. Scope of services to be included in the proposal must include:
 - a) Services rendered to employees/members
 - b) Services rendered to employer/human-resources
 - c) IT System - Details of information technology system which the Group use to provide the service
 - d) Other value-adding services that gives the organisation a competitive advantage, for example, Reporting, Risk management approach, Employee Wellness Day facilitation if required.
- ii. A proposal to define the administration of medical aid benefits. The following provides the minimum information required to be contained in the tender. All the aspects must be addressed and a project plan with time frames should be incorporated on how the service will be established and rolled out within the Technology Innovation Agency. There should also be an indication on what levels of service can be expected in terms of turnaround times for the various functions to be performed.

- a) Hold induction sessions and individual sessions with new members to advise them on the best suitable medical plan option and details of the plan.
- b) Employee level servicing: administrating and resolving membership and billing issues on a continuous basis.
- c) Provide educational material and sessions to explain medical aid benefits, legislative changes etc.
- d) Guide, educate and protect employees and the organisations' interest.
- e) Ensure member rights are protected within the scheme rules and regulatory framework.
- f) Analyse existing plans to ensure they are the best options selected by members, pro-actively advise members where they are not on the most suitable/cost effective plan.
- g) Ensure timeous issuing and delivery of medical aid membership cards.
- h) Facilitate and report on Wellness days at the Organisation if required.
- i) Act as liaison between the employees and medical aid to assist them by ensuring applications/claims are completed correctly and member issues are resolved.
- j) Dedicated team of advisors that is available through a call centre 24 hours.
- k) Dedicated consultants to conduct quarterly on-site meetings, arrange the annual year-end review process informing members of changes and increases, keeping the employer informed about medical aid fund performance and changes in legislation that may affect the organisation.
- l) Arrange sessions between the employer and medical aid to report on annual medical aid utilisation and performance.
- m) Identifying trends/risks and advise the employer on initiatives to be implemented to address these.

- n) Have in depth knowledge of all different medical aid schemes, as well as the options, exclusions and benefits for each, available in the market, including the employer administered funds namely, Discovery and Bestmed.
- o) Advise members on GAP cover, where shortfall risks are identified and assist them to obtain the cover in their private capacity.
- p) Analysing the organisations' medical aid offering and advising on risks, improvements and best market practices and new solutions.

7.1.2 Administration of Pension and Risk Fund Benefits:

- i. Scope of services to be included in the proposal must include:
 - a) Services rendered to employees/pensioners/members
 - b) Services rendered to employer/human-resources
 - c) IT System -Details of information technology system which the Group use to provide the service
 - d) Other value-adding services that gives the organisation a competitive advantage, for example, Reporting, Risk management approach etc.
- ii. A proposal to define the administration of pension and risk fund benefits, the following provides the minimum information required to be contained in the tender. All the aspects must be addressed and a project plan with time frames should be incorporated on how the service will be established and rolled out within the Technology Innovation Agency. There should also be an indication on what levels of service can be expected in terms of turnaround times for the various functions to be performed.
 - a) Hold induction sessions and individual sessions with new members to advise them on the best suitable investment option and details of the plans available.

- b) Drive an organisation wide initiative to evaluate and advise existing members on the best suitable investment options, tax benefits, risk shortcomings etc.
- c) Conduct employee awareness and training sessions.
- d) Ensure member rights are protected within the scheme rules and regulatory framework.
- e) Advising employees on the best investment solution based on their individual requirements and processing investment switches for individual members.
- f) Processing life stages investment switches and the rebalancing of investment portfolios.
- g) Processing benefit payments/transfers of members leaving employment and exiting the fund.
- h) Process group life insurance-, funeral- and -disability claims from the insurer. (liaison between employee/family and insurer)
- i) Providing quarterly member benefit statements and fund information.
- j) Handling and updating beneficiary changes.
- k) Follow up on outstanding claims.
- l) Preparing quarterly administration and management reports.
- m) Attending management committee and Pension Fund MANCO meetings.
- n) Drafting and registering Fund Rules, Special Rules and Rule Amendments.
- o) Managing and processing Section 14 fund transfers.
- p) Analysing the organisations pension and risk cover offering and advising on risks, improvements, cost savings and best market practices.
- q) Act as an independent party to negotiate the best rates and benefits for TIA with the various service providers.

7.1.3 Services relating to the Short-term insurance portfolio:

- i. The services to be rendered as a Short-Term Insurance Broker over the contract period should include general services related to the placement, maintenance and administration of the insurance portfolio.
- ii. The appointed broker will be responsible to perform the following actions:
 - a) Internal and external discussions to set renewal and maintenance strategy;
 - b) Establish uninsured risks and present a proposal for the coverage of this risk;
 - c) Annually review cover, limits and sums insured;
 - d) Annually review uninsured risks and exposure;
 - e) Re-broking and market exercise to obtain renewal terms;
 - f) Pre-renewal meeting to discuss excess structures and alternatives of renewal;
 - g) Renewal follow-up on alternative quotations;
 - h) Presentation of renewal terms and recommended options;
 - i) Confirmation of placement and 100% cover;
 - j) Confirmation of credit rating of insurance and re-insurance markets;
 - k) Premium allocations on recommended aggregates and service fees;
 - l) Compilation of detailed insurance manual as well as full summary on cover, limits, conditions and exclusions;
 - m) Check and provide issued policy as well as legal confirmation of statutory compliance;
 - n) Compilation of claims procedural manual and update;
 - o) Day-to-day correspondence and queries;
 - p) Monitor premium payments and refunds in accordance with accounts and statement;
 - q) Ad hoc training where required in terms of policy and procedural manual;



- r) To continue with portfolios currently renewed, if appropriate;
- s) Administration of claims reported to the Insurance Broker as follows:
 - The Insurance Broker will acknowledge receipt of claims and confirm all claims in writing to the client in 48 hours after receipt of the notification of the incident.
 - If the claim is accepted by the Insurer an Agreement of Loss will be generated and forwarded to the Finance Section of the client within 7 (seven) days after receipt of all the applicable documentation and claim has been accepted by the Insurer.
 - In cases where no Agreement of Loss is applicable, final invoice will be submitted by the client in reasonable time.
 - The Insurance Broker will assist the Finance Section with the administration of claims in order to finalise all outstanding claims i.e. obtaining of reports, invoices, quotations etc.
 - The Insurance Broker will provide statistics on all claims/declarations made bi-annually not later than the 2nd working day of the following month to the Finance Section.
- t) Scheduling of ad hoc claims meetings and coordination of these meetings if required. The broker will also be required to attend ad-hoc meetings as set by the Finance section to review the service level agreement and the cover in place from time to time.

7.2 Turnaround times

The interested bidder must present a brief description of the turnaround times required for each of the project components detailed in the proposal:

- i. Medical Aid administration (Number of days to complete claims, applications etc)
- ii. Pension Fund administration (Number of days to process the claims, applications etc)



- iii. Risk Benefits administration (Number of days to process claims or applications in terms of GroupLife, Funeral, Disability)
- iv. Short term insurance claims and the placement of cover (relating to the various portfolios needed)

7.3 **Evidence of Competence:**

- i. A brief description of the firm/institution and an outline of recent experience on projects of a similar nature. The proposal must also include any other information that will facilitate the evaluation of the companies/organization's reliability and capacity to meet TIA's requirements.
- ii. At least 10 years' experience in the field of Medical Aid, Pension and Risk, short term insurance, intermediary advisory services.
- iii. Consultants allocated to work with TIA must have at least five (5) years' experience and be registered financial service providers, supply proof of this.

7.4 **Costing Factors**

7.4.1 The financial proposal will form part of the second stage of the evaluation and the following should be noted:

7.4.1.1 Medical Aid – The winning supplier will be appointed as broker in terms of Section 65 of the Medical Scheme's Act. The Intermediary Service Provider will receive commission negotiated with the Medical Scheme as contained in Regulation 28 of the Regulations promulgated in terms of the Medical Schemes Act, as amended from time to time by the Minister of Health and published via a Government Gazette Notice.

7.4.1.2 Pension and Risk Fund – The winning supplier will be appointed as the Intermediary Service Provider between the Technology Innovation Agency and Pension/Group Risk Provider. The Intermediary Service Provider will receive commission not exceeding the commission regulation as determined by the Long-term Insurance Act regulations, as amended from time to time by the Minister and published via a Government Gazette Notice. The final pricing



on which the tender will be awarded however will be a competitive process where the qualifying providers based on the technical evaluation criteria, will have to provide a competitive market quote that will be evaluated in the final pricing stage, based on TIA's actual fund data/portfolio information.

- 7.4.1.3 Short term insurance – The final pricing on which the tender will be awarded however will be a competitive process where the qualifying providers based on the technical evaluation criteria, will have to provide a competitive market quote that will be evaluated in the final pricing stage, based on TIA's actual fund data/portfolio information.

8 GENERAL TERMS AND CONDITIONS

- 8.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.
- 8.2 A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.
- 8.3 Kindly note that TIA is entitled to:
- 8.3.1 Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP's before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- 8.3.2 Verify any information contained in a proposal;
- 8.3.3 Not appoint any bidder;
- 8.3.4 Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- 8.3.5 Disqualify proposals that contain an omission of disclosure of material information, that is factual inaccurate, and/or contains a misrepresentation of facts. This could also lead to the cancellation of any subsequent contracts;
- 8.3.6 Not accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject



to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, TIA shall be entitled to appoint the contractor who was rated 2nd (second), and so on;

- 8.3.7 Award this RFP as a whole or in part without furnishing reasons;
- 8.3.8 Cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability;
- 8.3.9 The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein);
- 8.3.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document; and
- 8.3.11 The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

9 EVALUATION CRITERIA

9.1 Tender will be evaluated based on the tender response fit with the criteria requirements listed below.

The following rating criteria will be used to evaluate the quality of each submitted proposal:

9.1.1 First Stage: Functionality/Technical Evaluation

Adjudication categories and criteria	Weight	Maximum Score
Competency of Evidence: 1. A brief description of the firm/institution and an outline of recent experience on projects of a similar nature. The proposal must also include any other information that will facilitate the evaluation of the	5%	5



<p>companies/organization's reliability and capacity to meet TIA's requirements.</p> <p>Meet requirement = 5</p> <p>Not meeting requirement = 0</p>		
<p>Competency of Evidence:</p> <p>2. At least 10 years' experience of the Organisation in each field of Medical Aid, Pension and Risk, Short Term Insurance intermediary advisory services. (A letter (on a letterhead) confirming and signed by the CEO – or equivalent DOA) that business have been rendered in the required activities/fields; should be included)</p> <p>Meet requirement = 5</p> <p>Not meeting requirement = 0</p>	0.15	5
<p>Competency of Evidence:</p> <p>3. The team of consultant that will work with TIA must have at least five (5) years' experience and be registered financial service providers. They must also provide details in their Curriculum Vitae (CV) that they are experts in the fields of Medical Aid brokerage, Pension Fund Brokerage and Risk Fund brokerage and Short Term Insurance brokerage. FSB certificate to be attached to CV.</p> <p>Meet requirement = 5</p> <p>Not meeting requirement = 0</p>	0.5	
<p>Trade References:</p>	0.15	5



<p>Reference letters needs to be relevant (not older than 3 years) and need to include details of the services provided:</p> <ol style="list-style-type: none"> 1. 2 signed reference letters on a company letter head of a client (different companies), where the organisation has provided intermediary services in terms of Medical Aid. 2. 2 signed reference letters on a company letter head of a client, where the organisation has provided intermediary services in terms of a Pension Fund 3. 2 signed reference letters on a company letter head of a client, where the organisation has provided intermediary services in terms of Risk Cover (Risk: GroupLife, Disability, Funeral) 4. 2 signed reference letters on a company letter head of a client, where the organisation has provided brokerage services for Short Term Insurance. <p>12 Reference Letters (three from each category), detailing service and satisfaction = 5 8 Reference Letters (two from each category), detailing service and satisfaction = 4 6 Reference Letters (two from each category), detailing service and satisfaction = 3 4 Reference Letters (two from each category), detailing service and satisfaction = 2 2 Reference Letters (two from each category), detailing service and satisfaction = 1 No Reference Letters, detailing service and satisfaction = 0</p>		
<ol style="list-style-type: none"> 1. Dedicated contact/call center and IT system that is supported by electronic workflow functionality 2. 2. Contact number to be provided that will be contacted during the bid evaluation process (2 calls will be made) <p>Call center verified: Yes = 5 Call center verified: No = 0</p>	<p>0.10</p>	<p>5</p>

<p>How many Clients/Organisations make use of your Intermediary Advisory Services for the services requested:</p> <p>Below 100 = 1</p> <p>100 - 300 = 2</p> <p>301 -500= 3</p> <p>501 - 1000= 4</p> <p>Above 1000 = 5</p>	0.25	5
<p>Are you contracted (SLA) with: Medical Aid, Pension and Risk Providers. Provide List of combined Medical, Short term insurance and Pension and Risk Providers (at least one in every category):</p> <p>Not representing all categories (Medical, Pension, Risk and Short-term insurance): 0</p> <p>More than 5 providers: 1</p> <p>More than 10 providers: 2</p> <p>More than 20 providers: 3</p> <p>More than 30 Providers: 4</p> <p>More than 40 providers: 5</p>	0.25	5
Total weighted score/Maximum possible score	1.0	5
Minimum qualifying score (expressed as percentage)		70%

9.1.2 Second Stage: Price and Quotation Evaluation

- a. The suppliers that achieved the minimum qualifying score in the Technical Evaluation will go through to the second round of Price Evaluation
- b. The suppliers that meet the minimum qualifying score will be invited to an information sharing session about TIA's current benefit information and short-term insurance and will be required to obtain quotes from Providers in the Market.



Points for price		80
B-BBEE status level Contributor		20
Maximum Points		100

10 MANDATORY REQUIREMENTS

- 10.1 Proposals will be disqualified or excluded if the following conditions are not met
- 10.1.1 Submission after the deadline;
 - 10.1.2 Proposals submitted at incorrect location
 - 10.1.3 Proposals submitted via email or fax
 - 10.1.4 Service Providers not registered on Central Supplier Database (www.csd.gov.za)
 - 10.1.5 Service Providers whose tax matters are not in order when TIA appoints
 - 10.1.6 Failure to submit 5 x copies including the original
 - 10.1.7 The supplier must have attended the mandatory briefing session which will be held on the **16 November 2018 at 14:00** and signed the attendance register sighting the name of the bidding company-
 - 10.1.8 The supplier must be registered with the Financial Services Board. (Supply Proof)
 - 10.1.9 The supplier must be registered by the Council of Medical Schemes (Supply Proof)
 - 10.1.10 Consultants the will be working with TIA should be, Registered Financial Services Provider. 13b License (Supply Proof)
 - 10.1.11 Completed SBD forms as attached to this document.



11 DEADLINE FOR SUBMISSION

- 11.1 Proposals that contains the Request for Proposal reference number must be submitted at Technology Innovation Agency Tender Box in sealed envelopes at **83 Lois Avenue, Atterbury Road, Menlyn.**
- 11.2 Proposals should be submitted at the address mentioned above no later than **11:00 on the 3 December 2018**

12 COSTING

- 12.1 Based on the second stage of the Evaluation Criteria as detailed in Section 9.1.2 and Section 7.4

13 PERIOD OF APPOINTMENT

- 13.1 A successful bidder will be subject to the signing of an agreement with TIA for a period of 36 months (3 years), subject to performance measures. With the option to renew for an additional 24 months (2 years).



STANDARD BIDDING DOCUMENTS

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:		CLOSING DATE:	
DESCRIPTION			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN
THE BID BOX SITUATED AT (STREET ADDRESS)

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
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		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>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.</p> <p>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.</p> <p>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.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>



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 ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....



2.4 Company Registration Number:

2.5 Tax Reference Number :

2.6

2.7 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity;

(c) provincial legislature;

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:



Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees /shareholder/ members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:



.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any Interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....



3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personnel Number

4 DECLARATION

I, THE UNDERSIGNED

(NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder



SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	

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

- 1.5 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.
- 1.6 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 quotations, 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

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
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - 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) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the 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
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

SI

2 DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES



- 1 This Standard Bidding Document must form part of all bids invited.

- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**



4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		



SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.



3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I _____ certify, _____ on _____ behalf _____ of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;



5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and



conditions or delivery particulars of the products or services to which this bid invitation relates.

- 9. 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 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.

SBD 9

- 10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder