



dcstm

Department:  
Community Safety and Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



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## SUPPLY CHAIN MANAGEMENT

Ref : CS & TM: 02/23/24

Date : 03/07/2023

### INVITATION TO BID

**LEASE OF MONITORING AND INTEGRATED AUTOMATIC VEHICLE TRIP/LOCATION SYSTEM FOR SUBSIDISED COMMUTER TRANSPORT IN THE DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT FOR A PERIOD OF THREE YEARS**

**DATE ISSUED:**

**CLOSING DATE:**

### TENDER BOX

**DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT  
SAFETY HOUSE, 31-34 MOLOPO ROAD, (MAIN ENTRANCE)  
SECURITY CHECK POINT  
MAHIKENG**

|   |  |   |
|---|--|---|
| <b>Name of bidder</b>   |  | <b>Bidder VAT registered?</b>                                 |
| <b>Total bid price including VAT:<br/>(brought forward from SBD 1.)</b> |  | Yes: <input type="checkbox"/><br>No: <input type="checkbox"/> |

**MR M. Lempe**

**ACTING: DIRECTOR SUPPLY CHAIN MANAGEMENT**

03/07/2023

**DATE**

"Let's Grow North West Together"



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## **1. INTRODUCTION**

Bidders are requested to submit their bids for the Leasing of Monitoring and Integrated Automatic Vehicle Trip/Location System for Subsidised Commuter Transport in the Department of Community Safety and Transport Management for a period of three (03) years.

## **2. BACKGROUND**

The Department support and subscribes to the National Programme of providing subsidised bus services to commuters/ passengers. The programme runs each financial year benefiting thousands of commuters, providing direct employment to bus drivers of companies participating in the subsidised scheme and supporting local companies with business initiatives. There is an estimated five hundred and eighty-two thousand three thousand, one hundred and forty-five (582 145) subsidised trips which were operated during the 2021/2022 financial year, for which public funds were used.

There are eight (08) bus contract operated by four bus operators. The collective amount of buses in the current scheme is approximately 584. These numbers are subject to change either upwards or downwards depending on the funding model.

Operators submit monthly claims to the Department which is then verified by the Departmental officials before payments are made to the said operators. Buses have electronic ticketing machines. Operators base their claims on revenue kilometres operated. Three of the bus operators have installed new electronic ticketing machines which are reliable and the last operator will also be migrating to the same Electronic Ticketing Machine before the financial year-end, hence the Department wants to capitalise by introducing the advanced Monitoring and Integrated Automated Vehicle Trip/Location System (SMIATS) to easily simplify the task of monitoring and paying correctly for services rendered.

## **3. SCOPE OF WORK**

### **3.1 Problem statement**

The Department is currently inundated with audit queries relating to monthly claims submitted by the operators. Thus, whether the operators has actually provided a service on a particular route or operated kilometres claimed. Furthermore, the commuter subsidised contracts allow the Department to appoint service providers to monitor the operations on behalf of the Department and ensure value for money.



To alleviate these challenges, the Department seeks to appoint the services of a suitable and reputable service provider(s) for leasing of the Monitoring and Integrated Automated Vehicle Trip/Location System (MIATS). This MIATS will be used to monitor and manage commuter transport buses which are subsidised by the Department, within the jurisdiction of North West and Gauteng Provinces. This will further add value through ensuring that performance monitoring of trip occurrences as raised by audit queries is minimised

### **3.2. SCOPE OF WORK / DELIVERIES**

The Department requires a service provider(s) who could add monitoring tool on the already existing Electronic Ticketing machines installed by contracted commuter bus operators. The following deliverables are the minimum requirements in order to achieve the desired end results.

- Supply and installation of monitoring devices/equipment.
- Provide maintenance and support for all such devices and / equipment
- Supply all applicable software and customised programs.
- Set up the back office together with its functional tools and provide ongoing training for the Department officials.
- Carry warranty on equipment for the duration of the contractual period
- Propose a fully integrated hosted solution for off-site data store
- Back-up and recovery of data
- Comprehensive maintenance, software upgrades and system support for the duration of the contractual agreement.
- Automatic Vehicle Location System (AVL) which is a web-based and provides operators' location in real time. This must be able to give the following details: Trip that is being operated, Vehicle location, Passengers onboard, Kilometers operated per trip, Driver identity, punctuality reports, penalties incurred
- All devices and or equipment that are installed in buses are the responsibility of the service provider, in the event of accidents or theft of such devices from buses, the service provider is required to replace and ensure that the required service is resumed.
- Provision of monthly report on:
  - a. Accurate passenger statistics (cash/multi journey) that can be used for future planning.
  - b. Accurate data trip to determine route viability
  - c. Actual departure and arrival time of each trip/late trips and early departures with identification of trips per route.

- d. Revenue kilometers of each trip operated.
- e. Details of trips not operated and reasons thereof.
- f. Penalties incurred
- g. Any route deviations

#### 4. BRIEFING SESSION

There shall be a compulsory briefing session in line with Disaster Management regulations

**Date** : 10/07/2023

**Venue** : 31-34 Molopo Road, Safety House

**Time** : 10:00

The purpose will be to explain the requirements of the bid and completion of bid forms

**Contact Persons:** For Clarity on bidding form

For Clarity on bidding form:

**Ms T Bogatsu – 018 200 8146- [Thelmabogatsu@nwpg.gov.za](mailto:Thelmabogatsu@nwpg.gov.za)**

**Ms L Motlhamme – 018 200 8416 – [LLMotlhamme@nwpg.gov.za](mailto:LLMotlhamme@nwpg.gov.za)**

For Clarity on Specifications:

**Dr O. Baikgaki – 018 200 8139 – [Obaikgaki@nwpg.gov.za](mailto:Obaikgaki@nwpg.gov.za)**

Potential bidder(s) must reduce all telephonic enquiries to writing and send them to the above email addresses.

#### 5. EQUIPMENT/SYSTEM REQUIRED

Monitoring and Integrated Automatic Trip/Location System

#### 6. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of three (3) years.

## 7. TIMELINE OF THE BID PROCESS

The validity period is 90 days after closing of the bid. The project timeframes of this bid are set out below:

| Activity  | Date due    |
|---|-------------|
| Advertisement of the bid in the:<br><ul style="list-style-type: none"><li>- Government Tender Bulletin; and</li><li>- National Treasury Tender Portal</li></ul> | 03-07-2023  |
| Distribution of bid documents on the departmental website   | 03-07-2023. |
| Compulsory briefing session   | 10-07-2023  |
| Bid closing date  | 24-07-2023  |
| Notice to bidder(s)   |             |

**\*Dates subject to change.**

All times in this document are South African Standard Time. Any time or date in this bid is subject to change at the Department's sole discretion. The establishment of a time or date in this bid does not create an obligation on the part of the department to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidders accepts that, if the Department extends the deadline (the closing date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

## 8. CENTRAL SERVICE PROVIDER DATABASE [CSD]

- 8.1 Bidders must be registered as a service provider on the Central Service provider Database [CSD].  
If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.
- 8.2 Bidders are also required to submit their CSD Registration "Summary Report".
- 8.3 Bidders must ensure that their tax information on Central Service provider Database [CSD] is in good standing and submit a Valid Tax Clearance Certificate or valid tax compliance status pin.
- 8.4 Bidders should further note that the Central Service provider Database (CSD) will be utilized to confirm compliance to tax and other related matters. It is therefore the bidder's responsibility to ensure compliance in all respects.

## 9. INSTRUCTION TO BIDDERS

9.1 Bid must be properly packaged, clearly marked CS&TM: 02/23/24 and deposited in the tender box on or before the closing date and time at the Department of Community Safety and Transport Management, situated at:

### Physical address

Department of Community Safety and Transport Management

**Safety House, 31-34 Molopo Road, (Main Entrance)**

**Security Check Point**

**Mahikeng**

9.2 Bid documents will only be considered if received by the Department before the closing date 24/07/2023 and time **11h00**

9.3 Late submissions will not be accepted.

9.4 The Department of Community Safety and Transport Management reserves the right to award the bid in whole or in part and does not bind itself to accept the lowest or any bid.

## SECTION 1

### 10.1 Special Conditions of Contract (SCC)

- The applicant must be registered and supply proof that the bidder's company is active on the Central Service provider Database (CSD)
- A bidder must provide free maintenance for each monitoring system for a period of three (3) years after installation thereof.
- A bidder must adhere to a turnaround time of not more than five days when there are problems with the system.
- Bidders will be required to conduct training on the use of control room equipment within two (2) months after appointment and proof of training to be submitted to the Department
- Bidder to have an insurance policy on the installed monitoring system within thirty (30) days of appointment.

**SECTION 2**

- General Conditions of Contract (GCC)

**10.2 BID SUBMISSION CHECKLIST [CHECK WHETHER ALL RETURNABLES ARE INCLUDED ON THIS CHECKLIST]**

- All the relevant forms attached to this bid documents must be completed and signed in ink where applicable by a duly authorised official.
- Use of tippex and pencil in the bid document are not allowed.
- Where cancellation has been made, bidders should endorse with a signatures.

**Bidders are required to complete the following checklist and to submit it with their bids:**

**Please note that all the information listed below should be included in the bid.**

|           |  | <b>COMPLIANT? (TICK ✓ IN APPROPRIATE BOX)</b> |           |
|-----------|--|---|-----------|
| <b>NO</b> | <b>REQUIREMENT</b>   | <b>YES</b>                                    | <b>NO</b> |
| <b>1</b>  | <b>SECTION 1</b>   |   |           |
| 1.1       | Standard Bidding Documents:  |   |           |
| SBD 1     | Invitation   |   |           |
| SBD 3.2   | Pricing Schedule – Non Firm Prices   |   |           |
| SBD 4     | Declaration Of Interest  |   |           |
| SBD 6.1   | Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022 |   |           |
| <b>2</b>  | <b>SECTION 2</b>   |   |           |
| 2.1       | Special Conditions of Contract (SCC)   |   |           |
| <b>3.</b> | <b>SECTION 3</b>   |   |           |
| 3.1       | General Conditions of Contract (GCC)   |   |           |
| <b>4.</b> | <b>ATTACHMENTS</b>   |   |           |
| 4.2       | CSD Registration number (Summary Report)   |   |           |
| 4.3       | Valid Original or Certified BBBEE Certificate / Sworn affidavit                        |   |           |



## 11. Main deliverables

### Technical Requirements

| COMMODITY   | SPECIFICATION   | QUANTITY |    |
|---|---|----------|----|
|   |   | YES      | NO |
| <p>LEASING OF MONITORING AND INTEGRATED AUTOMATIC VEHICLE TRIP/ LOCATION SYSTEM FOR SUBSIDISED COMMUTER TRANSPORT IN THE DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT FOR A PERIOD OF THREE (03) YEARS.</p> <p>-NGAKA MODIRI MOLEMA DISTRICT</p> <p>-BOJANALA PLATINUM DISTRICT</p> <p>-Dr RUTH SEGOMOTSI MOMPATI DISTRICT</p> | <p><b>Monitoring System</b></p>   |          |    |
|   | The device events monitoring module must check and verify the authenticity of front office devices that have transmitted data to the Central System |          |    |
|   | The service provider must have valid industry standard accreditation  |          |    |
|   | Must be able to provide a web-based real-time bus movements   |          |    |
|   | Be able to compare data to the fixed approved subsidy and monitoring schedules as part of contract management                                       |          |    |
|   | Be able to verify subsidy claims of bus operators   |          |    |
|   | Automatically generate an electronic copy of each operators claim forms   |          |    |
|   | <b>BE ABLE TO ISSUE REPORTS THAT:</b>   |          |    |
|   | Provide accurate passenger statistics (cash/multi-journey) that can be used for future planning purposes  |          |    |
|   | Provide accurate data to determine route viability  |          |    |
|   | Provide actual departure and arrival time of each trip/ late trip and early departure with identification of trip                                   |          |    |
|   | Revenue kilometers of each trip operated  |          |    |
|   | Details of trips not operated and reasons thereof   |          |    |
|   | Include penalties incurred  |          |    |
|   | Driver behavior and infringements e.g. Speeding, harsh breaking and route deviations  |          |    |

## **12. SPECIAL REQUIREMENTS AND CONDITIONS OF BID**

Bidders should adhere to the following special conditions:

### **12.1. PRE-QUALIFICATION CRITERIA**

Not applicable

### **12.2. ORDERING**

#### **12.2.1. SERVICE PROVIDER**

**12.2.1.1.** The successful service provider will receive an appointment letter from the Department (it is a pre-requisite that the service is rendered upon receipt of appointment letter from Department to avoid the risk of not being paid).

12.2.1.2 The service rendered must be in terms of the specification and purchase order.

### **12.3. INFRASTRUCTURE**

12.3.1. Appointed service provider must establish a backroom fully equipped with monitoring equipment in the departmental offices to monitor operations on time.

### **12.4. DELIVERY**

12.4.1. Contracted service providers must be able to supply, deliver and install (where applicable), commission and maintain software within a year.

12.4.2. Also continue to monitor the operations from the beginning to the last date of appointment

### **12.5. PAYMENTS**

#### **12.5.1. Contracted service providers**

12.5.1.1. Contracted service providers will lodge their payment claims from the Department for service rendered. Payments will be effected within minimum of 30 days upon receipt of the correct original tax invoice

### **12.6. BREACH OF CONTRACT**

12.6.1. The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:

- a) if the service provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- b) if the Service provider fails to perform any other obligation(s) under the contract; or
- c) If the service provider, in the judgment of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 12.6.2. In the event the Department terminates the contract in whole or in part, the Department may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.
- 12.6.3. Where the Department terminates the contract in whole or in part, the Department may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.
- 12.6.4. If a purchaser intends imposing a restriction on a service provider or any person associated with the service provider, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the service provider fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the service provider.
- 12.6.5. Any restriction imposed on any person by the Accounting Officer /Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 12.6.6. If a restriction is imposed, the Department must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the service provider and / or person restricted by the purchaser;
  - (ii) The date of commencement of the restriction
  - (iii) The period of restriction; and
  - (iv) The reasons for the restriction.

These details will be loaded in the National Treasury's central database of service providers or persons prohibited from doing business with the public sector.

- 12.6.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The

National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

- 12.6.8. Breaching the contract in terms of the specification, purchase order, the delivery period shall result in the cancellation of the contract. The designated service provider shall bear any difference in price of the said supplies and these amounts plus any other damages which may be suffered by the State shall be paid by the designated service provider to the State immediately on demand.

## 12.7. INSPECTIONS

- 12.7.1. Designated government officials will conduct inspections prior to award of contract, or anytime during the duration of the contract period.
- 12.7.2. Monthly oversight and random visits by designated government officials together with Supply Chain Management shall be done.

## 12.8 REPORTING

The service provider shall do the overall monthly reporting to the project manager of the Department of Community Safety and Transport Management.

The service provider shall provide services strictly in accordance with the specification as well as other relevant legislative provisions.

The project manager or his delegate shall be directly responsible for monitoring all activities including the preparation of monitoring reports and their timeous submission to the department.

## 12.9 OBLIGATIONS

- 12.9.1 The government is obliged to ensure that the contracted service provider renders service to the Department in line with the approved specification within the specified period after appointment.
- 12.9.2 Contracted service provider is obliged to render services in line with the approved specification to the **Department of Community Safety and Transport Management** in the North West Province within specified period.
- 12.9.3 The contracted service provider is obliged to provide the **Department of Community Safety and Transport Management (Government)** with a comprehensive implementation plan.

- 12.9.4 The **Department of Community Safety and Transport Management** (Government) to pay the contracted service provider within the stipulated 30 days' period.
- 12.9.5 Default by either party (i.e., the contracted service provider or any government department) in terms of delivery, quality of products and payments must be reported within Seven (7) working days to the Supply Chain Management Office.
- 12.9.6 All parties are obliged to adhere to these Special Conditions of bids as stipulated in the attached bid forms and General Conditions of Contract.

### **12.10. SERVICE LEVEL AGREEMENT**

- 12.10.1. The Government will enter into a Service Level Agreement with contracted service providers. SLA will be signed by the department and the successful bidder.

### **12.11. INDUCTION**

- 12.11.1. Bidders will be required to conduct training on the use of equipment to all the appointed back office officials and designated employees of the department

## **13. EVALUATION CRITERIA**

Bid will be evaluated on functionality first before being evaluated on 80/20 and bidders which do not reach the first functionality threshold of 70 points will be disqualified and not be evaluated further on price and BBBEE points.

| <b>Evaluation Criteria</b> | <b>Weighting</b> |
|----------------------------|------------------|
| Price                      | 80               |
| Preferential Goals Claim   | 20               |

### **Stage 1**

#### **Mandatory, Technical and Administrative requirements**

- Proof of the following documents will be required: -
- Invitation to Bid (SBD 1)
- Price Schedule (SBD 3.2)
- Declaration of Interest (SBD 4)
- Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 (SBD 6.1)
- In case of a joint venture/trust/consortium partnership, an agreement must be attached.

**NB: Failure to submit, completed and signed any of the above documents will render the bid non-responsive.**

- CSD Registration number (Summary Report)
- Bidders must attached Original BBBEE Certificate or originally certified copy/ B-BBEE Status Level Sworn Affidavit , zero (0) points will be awarded if B-BBEE/ Sworn Affidavit are not submitted
- In case of a joint venture/trust/consortium partnership must submit a consolidated B-BBEE status level verification Certificate for every separate bid, zero (0) points will be awarded if BBB-EE/ Sworn Affidavit are not submitted.

**Stage 2: Technical Criteria**

| <b>Criterion</b>  | <b>Weight</b> |
|---|---------------|
| <p><b>Detailed implementation plan</b></p> <p>Bidder to attach a detailed implementation plan for internet installation, access to internet, system security and timelines.</p> <ul style="list-style-type: none"> <li>• 30 Business Days = 30</li> <li>• 31 – 60 Business Days = 20</li> <li>• Less than 30 Business Days = 10</li> </ul>  | <b>30</b>     |
| <p><b>Experience in similar field</b></p> <p>Attach proof with contactable references with confirmation of work done and proof of performance. Again, bidder must submit the competency certificates of qualified technicians.</p> <ul style="list-style-type: none"> <li>• 5 and above years = 50</li> <li>• 3-4 years = 30</li> <li>• 1-2 years = 20</li> <li>• 0-11 months = 00</li> </ul> | <b>50</b>     |
| <p><b>Bank rating letter</b></p> <p><b>Bidders must demonstrate their financial capability to execute the project (Attach Bank Rating Letter)</b></p> <ul style="list-style-type: none"> <li>• Bank rating Letter A = 20</li> <li>• Bank rating letter B = 15</li> <li>• Bank rating letter C = 05</li> </ul>   | <b>20</b>     |
|   | <b>100</b>    |

### Stage 3

#### Presentation

**Bidders who scored 70 points in functionality will be invited for presentation**

| Criterion  | Weight |
|--|--------|
| 1. Ability for solutions presented to address the seven (07) reports as outlined in the specification. | 100    |
| 2. Solutions presented address the five (05) reports as outlined in the specification                  | 60     |
| 3. Solutions presented do not address the five (05) reports as outlined in the specification           | 40     |

### Stage 4

**This Bid will be subjected to additional objective criteria**

The Department does not bind itself to award the bid to the lower bidder in terms of price and BBEE.

### Stage 5:

#### Preference Point System

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the **80/20** preference point system and the lowest acceptable Total Cost of Ownership (TCO) tender will be used to determine the applicable preference point system.

The following formula will be used to calculate the points for price:

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

A maximum of either 20 or 10 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

| Criterion   | Weight | Preference points allocated<br>80/20 |
|---|--------|--------------------------------------|
| <b>BBBEE STATUS LEVEL OF CONTRIBUTOR {Source BBBEE Act Section 10 and PPF Act 2(d)(i)}</b>  |        |                                      |
| 1   | 8      | 08                                   |
| 2   |        | 07                                   |
| 3   |        | 06                                   |
| 4   |        | 05                                   |
| 5   |        | 04                                   |
| 6   |        | 03                                   |
| 7   |        | 02                                   |
| 8   |        | 01                                   |
| Non-compliant contributor   |        | 00                                   |
| <b>OWNERSHIP (Source PPF Act 2(d)(ii))</b>  |        |                                      |
| Enterprise at least 51% owned by: <ul style="list-style-type: none"> <li>- Women</li> <li>- Persons with disabilities</li> <li>- Youth</li> <li>- Military veterans</li> <li>- Persons historically disadvantaged by unfair discrimination on the basis of race</li> </ul> Meets at least one (1) of the above = six (6), does not meet one (1) of the above = zero (0) | 6      | 6 or 0                               |



| <b>LOCALITY (Source PPF Act 2(e) and RDP)</b>   |   |             |
|---|---|-------------|
| Enterprise located in the North West Province:<br>- Head Office = six (6)<br>- Sub Office = three (3)<br>- No office in the province = zero (0) | 6 | 6 or 3 or 0 |
| Municipal account of business address or Tribal Authority Letter or Lease agreement   |   |             |

Bidders are required to complete the preference claim form (SBD 6.1) in order to claim the preferential goal points.

Evaluation of trust, consortium, joint venture or partnership

A trust / consortium / joint venture / partnership must submit a signed agreement that clearly stipulates the % of ownership and address/place of business.

The agreement must clearly state participation of the several constituent person and/or companies and/or firms and the period of duration of the agreement.

A trust / consortium / joint venture / partnership must submit a certificate signed by or on behalf of each participating person and/or companies and/or firms authorizing the person who signed the bid to do so.

Where a trust / consortium / joint venture / partnership are involved, each party must be registered on the CSD and their tax compliance status will be verified through the CSD or through SARS.

## **14. PRICING**

14.1. Bidders must complete pricing schedule form SBD 3.2 (Pricing schedule non-firm price)  
**[Customize according to the services required]**

14.2.1. Bid prices should be inclusive of all applicable taxes, packaging, other related costs and deliveries.

## PART A INVITATION TO BID

|   |  |  |  |  |      |
|---|--|--|--|--|------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>  |  |  |  |  |      |
| BID NUMBER:   |  | CLOSING DATE:  |  | CLOSING TIME:  |      |
| DESCRIPTION   |  |  |  |  |      |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)   |  |  |  |  |      |
|   |  |  |  |  |      |
|   |  |  |  |  |      |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |  |  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |  |      |
| CONTACT PERSON  |  | CONTACT PERSON   |  |  |      |
| TELEPHONE NUMBER  |  | TELEPHONE NUMBER   |  |  |      |
| FACSIMILE NUMBER  |  | FACSIMILE NUMBER   |  |  |      |
| E-MAIL ADDRESS  |  | E-MAIL ADDRESS   |  |  |      |
| <b>SUPPLIER INFORMATION</b>   |  |  |  |  |      |
| NAME OF BIDDER  |  |  |  |  |      |
| POSTAL ADDRESS  |  |  |  |  |      |
| STREET ADDRESS  |  |  |  |  |      |
| TELEPHONE NUMBER  |  | CODE   |  | NUMBER   |      |
| CELLPHONE NUMBER  |  |  |  |  |      |
| FACSIMILE NUMBER  |  | CODE   |  | NUMBER   |      |
| E-MAIL ADDRESS  |  |  |  |  |      |
| VAT REGISTRATION NUMBER   |  |  |  |  |      |
| SUPPLIER COMPLIANCE STATUS  |  | TAX COMPLIANCE SYSTEM PIN:   | OR   | CENTRAL SUPPLIER DATABASE No:  | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE  |  | TICK APPLICABLE BOX)<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br>[TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |      |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>   |  |  |  |  |      |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?   |  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |      |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>   |  |  |  |  |      |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?   |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |      |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?   |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |      |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |      |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |      |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |      |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW. |  |  |  |  |      |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.  |
| 1.3. 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 SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).  |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.   |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.  |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.   |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.  |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                        |

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

**SIGNATURE OF BIDDER:** .....

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

**DATE:** .....

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|                          |                   |
|--------------------------|-------------------|
| Name of Bidder.....      | Bid number.....   |
| Closing Time 11:00 ..... | Closing date..... |

**OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.**

| ITEM NO. | QUANTITY   | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|--|-------------|--|
| -        | Required by:                                     | .....       | .....  |
| -        | At:  | .....       | .....  |
| -        | Brand and model                                  | .....       | .....  |
| -        | Country of origin                                | .....       | .....  |
| -        | Does the offer comply with the specification(s)? |             | *YES/NO  |
| -        | If not to specification, indicate deviation(s)   | .....       | .....  |
| -        | Period required for delivery                     | .....       | .....  |
| -        | Delivery:  |             | *Firm/not firm   |

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable



**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|--|
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|--|---|---|---|
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of Institution | State |
|-----------|-----------------|---------------------|-------|
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |

2.2 Do you, or any person connected with the bidder, have a relationship

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
(name)..... in  
submitting the accompanying bid, do hereby make the following  
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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

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



**SBD4**

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| PRICE  |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) "tender for income-generating contracts" means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOMEGENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|---|
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of statemay, in addition to any other remedy it may have –
  - (a) disqualify the person from the tenderingprocess;
  - (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 tendereror contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....