

**NATIONAL HEALTH LABORATORY SERVICE (NHLS)**

# REQUEST FOR QUOTATIONS

**You are hereby invited to submit Quotation for the requirements of National Health Laboratory service**

|  |  |  |  |
| --- | --- | --- | --- |
| **RFQ number:** | **RFQ NO 1786544 –APPOINTMENT OF A SERVICE PROVIDER FOR ANNUAL REPORT PRODUCTION:EDITING AND LAYOUT OF THE NHLS STRATEGIC PLAN FOR A PERIOD OF 12 MONTHS ON AN AS AND WHEN REQUIRED BASIS.** | | |
|  |  | | |
| **Closing date:** | **18 MAY 2022** | | |
|  |  | | |
| **Closing time:** | **11:00AM** | | |
|  |  | | |
| **RFQ validity period:** | **30 days (commencing from the RFQ Closing Date)** | | |
|  |  | | |
| **Important** |  | | |
|  |  | | |
| **RFQ Description:** | **RFQ NO 1786544 –APPOINTMENT OF A SERVICE PROVIDER FOR ANNUAL REPORT PRODUCTION:EDITING AND LAYOUT OF THE NHLS STRATEGIC PLAN:** | | |
|  |  | | |
|  |  |  | **Hand Delivered at:** |
|  |  | **01 MODDERFONTEIN ROAD,**  **SANDRINGHAM, AT NHLS RECEPTION**  **IN THE QUOTE BOX ON THE 18 MAY 2022 @ 11H00** |

## david.ntsooe@nhls.ac.za

**This RFQ is subject to the general conditions of the RFQ, National Treasury’s general conditions of contract** (**GCC**) **and, if applicable, any other special conditions of contract (SCC)**.

**The following particulars must be furnished**

**Information of the Bidder**

|  |  |
| --- | --- |
| Name of bidder |  |
| Registration number |  |
| VAT registration number |  |
| Contact person |  |
| Telephone number |  |
| Cell number |  |
| E-mail address |  |
| Postal address |  |
| Physical address |  |

**I certify that the information furnished on this form is true and correct.**

**I further accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of bidder (duly authorised)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of bidder**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Capacity under which this RFQ is signed**

|  |
| --- |
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**TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

* This document may contain confidential information that is the property of the NHLS and the Client. NHLS
* No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any

party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from NHLS Ltd and the Client.

* All Copyright and Intellectual Property herein vests with NHLS and its Client.
* Late and incomplete submissions will not be accepted.
* Price Declaration must be completed, and Should the total RFQ prices differ, the one indicated

above shall be considered the correct price.

* Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date.
* Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, for all price quotations exceeding the value of all the RFQ’s. Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.

It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder’s valid tax

Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.

* A compulsory/non-compulsory pre-proposal RFP/site meeting will be conducted at ***[ N/A]*** *on the* ***at******[N/A]*** for a period of ± hours. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late. A Certificate of Attendance in the form attached hereto must be completed and submitted with your Proposal as proof of attendance is required for a compulsory site meeting and/or RFQ briefing***.***

Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified

* No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.
* This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2011.
* All questions regarding this RFQ must be forwarded to the buyer within 24 hours after the RFQ has been issued.
* It is the responsibility of the bidder to ensure that its response reaches NHLS on or before the closing date and time of the RFQ.

**FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS MAIN RECEPTION IN THE RFQ BOX.**

**PLEASE DO NOT SUBMIT RFQ RESPONSES IN THE TENDER BOX AS THE RFQ RESPONSES DEPOSITED IN THE TENDER BOX SHALL NOT BE CONSIDERED.**

|  |  |  |
| --- | --- | --- |
| The Bidder accepts the above terms and conditions and the General Conditions of Contract attached in **Annex G**. | **Accept** | **Do not accept** |
|  |  |

1. **RESPONSE FORMAT**

**BIDDERS SHALL SUBMIT PROPOSED RESPONSE IN ACCORDANCE WITH THE SPECIFIED BELOW.**

**FAILURE TO DO SO MAY RESULT DISQULIFICATION THE BIDDER’S RESPONSE.**

**Schedule Index**

2.2.1 **Schedule 1**: RFQ document

2.2.2\* **Schedule 2:**  **valid Tax Clearance Certificate and Tax verification PIN**

2.2.3 **Schedule 3**: Price (Use NHLS template)

2.2.4 **Schedule 4**: Preferential Procurement Claim form and the **Certified copy of the B-BBEE Status Level Verification Certificate (SBD 6)**

2.2.5 **Schedule 5:** Declaration of interest **(SBD 4)**

2.2.6 **Schedule 8:** Declaration of Bidders’ past supply chain practices **(SBD 8)**

2.2.7 **Schedule 7:** Certificate of independent bid determination **(SBD 9)**

2.2.8 **Schedule 8:** General Conditions of Contract

1. **Administrative Compliance**

The following will be used to evaluate bids administratively:

* + - Fully completed and signed SBD4
    - Submission of and valid tax clearance and Tax Verification Pin
    - Proof of registration on Central Supplier Database (CSD)
    - Preferential Procurement Claim form
    - Copy of the B-BBEE Verification Certificate(s) issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice.
    - The service providers to have agree with NHLS general contract terms conditions
  1. Next step of evaluation is the “technical” or so called “functional” evaluation which is purely based on NHLS specifications and Scope of Work. NHLS end-user department (who *requested the RFQ*), Procurement Services, Finance and subject specialists are part of the Cross Functional Evaluation Team (CFET) meeting which is chaired by the Procurement Officer **F**unctionality is the technical evaluation of the bidders’ proposal.

Should functionality be included in the RFQ as a threshold, the RFQ document must clearly state the minimum score to be achieved if bidders are to be further evaluated on price and preference.

Responses that do not meet the threshold for technical will not progress further evaluation.

* 1. The final stage of evaluation is done after the CFET has reached their verdict and is done by NHLS Procurement Services. B-BBEE score (commercial evaluation) is added in order to get the final order of merit for the bidders being evaluated.

1.3.1 The evaluation of the Proposal shall be based on the price and B-BBEE scorecard

|  |  |
| --- | --- |
| Price points | 80 |
| B-BBEE status level contribution | 20 |
| **Total** | **100 points** |

|  |  |
| --- | --- |
| **Specification of the Annual Report** | |
| **Colour** | Full colour |
| **Size** | A4 Portrait |
| **Volumes** | Seven volumes - NHLS; NIOH; NICD; Academic Affairs; NHLS Annual Performance Plan; NHLS Strategic Plan; and NHLS Annual Report Synopsis. |
| **Pages** | NHLS ( 280 pages); NIOH (110 pages); and NICD (110 pages); NHLS annual report synopsis (12 pages inclusive of four cover pages) |
| **Cover pages** | For the NHLS total number of pages: Approximately 280 double sided printed with cover pages included |
| **NHLS Annual Report Synopsis (design, layout and printing)** | * Size: 297 x 210mm Portrait * 8pg Text: Printed in 4 process colours + matt aqueous varnish throughout of 130gsm Matt Art * 4Pg Cover: Printed in 4 process colours on both sides of 300gsm Matt Art * Trim, fold and saddle stitched with 2 wires and trimmed to final size * Quantity: 100 |
| **Inside pages** | 135gsm mechanical quality matt or equivalent. |
| **Memory Sticks** | 150 memory sticks |
| **Photos** | Stock photos to be purchased by Agency   * NHLS (need 8 stock images) * NICD (Need 20 stock images) * NIOH (need 20 stock images) |
| **Print Run** | 200 hard copies of the NHLS annual report  100 hard copies of NHLS annual report synopsis  100 hard copies of NICD report  100 hard copies of NIOH report |
| **Packaging** | To be advised, conceptualised and completed unit to be delivered |
| **Binding** | Perfect binding |
| **Content** | Content to be generated and provided by NHLS, NICD, and NIOH |
| **Editorial** | Selected service provider to cater for all sub-editing, proof reading of the copy, reworking of tables and diagrams for the reports. |
| **Design** (Specification apply to all the six volumes) | * Three options with regards to professional design concepts to be provided by the service provider once short listed by Procurement. * Design must cater for the inclusion of NHLS’ corporate identity. Failure to submit three design concepts will invalidate the quotation. * An indication of the timeframe envisaged to complete the project with definite milestones and details required for each process in the project * Project plan with required signoff and milestones * A detailed cost breakdown reflecting the design, layout, material, labour, printing, colour proofs, photos, distribution and packaging cost of the entire project * At least three detailed contacts or references from current or former clients |
| **Academic Affairs NOT TO PRINT** | |
| **Editing ONLY** | * Approximately 150 pages with cover pages included |
| **NHLS Annual Performance Plan NOT TO PRINT** | |
| **Editing ONLY** | * Approximately 110 pages with cover pages included |
| **NHLS Strategic Plan NOT TO PRINT** | |
| **Editing ONLY** | * Approximately 90 pages with cover pages included |

**RFQ NO: 1786544 – Appointment of a Service Provider for Annual Report 2021/2022 Production, Editing and Layout of the NHLS Strategic Plan**

1. **Scope of work**
2. **Duration**

**Duration: 12-month period on an as and when required basis.**

|  |  |  |
| --- | --- | --- |
| **Mandatory Requirement** | **Comply** | **Do Not Comply** |
| Bidder to state or demonstrate that they have experience in the following:   * Extensive design and layout; and |  |  |
| * Sub editing of medical or scientific material. |  |  |

**Technical Evaluation Criteria for bidders**

**NB** Bidders are required to meet 75% threshold to be able to proceed to next stage price and preference.

|  |  |  |
| --- | --- | --- |
| **TECHNICAL REQUIREMENTS** | **Weight WEIGHT(%)** | **SCORING** |
| 1.Company Experience  The Bidder must have a minimum of five (5) years’ experience of delivering Corporate Annual Reports. Bidders must provide the company profile stating the years of business. | 30% | Company Experience   * 5Yearsof experience=30. * 4Years of experience=20. * 3Yearsof experience=15. * Less than 3Years of experience =0 |
| 2.Project Plan  Bidders must include a project plan stipulating their proposed process in producing the NHLS Annual Report. The project plan must entail the following items:   * A detailed company profile and resource capacity dedicated to this project. * Process flow on analytical editing, writing, grammar checks and copy editing. * Overall strategic approach to the design and layout concept of the Annual Report. * An indication of the timeframe envisaged to complete the project with defined milestones and detail required for each process in the project | 40% | Project plan   * A detailed company profile and resource capacity dedicated to project similar project=10 points. * Process flow on analytical editing, writing, grammar checks and copy editing = 10 points. * Overall strategic approach to the design and layout concept of the Annual Report = 10 points. * An indication of the timeframe envisaged to complete the project with defined milestones and details required for each process in the project = 10 points. |
| Five reference letters from former or current clients and must be on the client letterhead, must have client names, contact numbers and contact person. | 15% | **References**   * 5 or more References = 15. * 4 References = 10. * 3 References = 5 * 2 or less References =0 |
| 3.Portfolio of Evidence  The bidder must submit five (5)hard copies from different clients of portfolio of Evidence. | 15% | Portfolio of Evidence   * 5 or more hard copies = 15 points. * 4 hard copies = 10 points. * 3 hard copies = 5 * No copies= 0. |
| **TOTAL** | **100%** |  |
| **THRESHHOLD** | **75%** |  |

**PRICING SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of measure** | **Quantity** | **Unit Price** | **Total Price Ex Vat** |
| Memory sticks 8 GB | Each | 150 |  |  |
| Stock Photos ( NHLS, NICD & NIOH- ( Please refer to specification) | Each | 48 |  |  |
| Print Hard Copies NHLS Annual Report | Each | 200 |  |  |
| Print Hard Copies NHLS Annual Report synopsis | Each | 100 |  |  |
| Hard Copies of NICD report | Each | 100 |  |  |
| Hard Copies of NIOH report | Each | 100 |  |  |
| Delivery cost | 1 X Load |  |  |  |
| **Total Exclusive of Vat** |  |  | |
| **Vat 15%** |  |  | |
| **Total Inclusive of Vat** |  |  | |

**RFQ Number**.........................................

**Name of bidder**............................................................................................................

**Total RFQ Price in words (VAT Inclusive):):**

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

## 5.PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

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

•

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

**NB: Prior to 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, 2011.**

**GENERAL CONDITIONS**

The following preference point systems are applicable to all Bids:

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

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

the 80/20 system for requirements with a Rand value equal to above R30 000 and up to R50 million

the 90/10 system for requirements with a Rand value above R50 million and above including taxes:

1.3 Preference points for this bid shall be awarded for:

Price; and Specific contract participation goals, as specified in the attached forms.

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

1. **Definitions** 
   1. “**all applicable taxes**”includes value-added tax, pay as you earn, income tax, unemployment

insurance fund contributions and skills development levies;

* 1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
  2. “**B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity

based on its overall performance using the relevant scorecard contained in the Codes of Good

Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

* 1. “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

* 1. “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
  2. “**comparative price**” means the price after the factors of a non-firm price and all unconditional

discounts that can be utilised have been taken into consideration;

* 1. “**consortium or joint venture**” 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;

* 1. “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
  2. “**EME**”means any enterprise with annual total revenue of R5 million or less;
  3. “**Firm price**” means the price that is only subject to adjustments in accordance with the actual

increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

* 1. “**functionality**”means the measurement according to predetermined norms, as set out in the bid

documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

* 1. “**non-firm prices**” means all prices other than “firm” prices;
  2. “**person**”includes a juristic person;
  3. “**rand value**” means the total estimated value of a contract in South African currency, calculated

at the time of bid invitations, and includes all applicable taxes and excise duties;

* 1. *“****sub-contract***”*means the primary contractor’s assigning, leasing, making out work to, or*

*employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;*

* 1. “**total revenue**”bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based

Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;

* 1. “**trust**” means the arrangement through which the property of one person is made over or

bequeathed to a trustee to administer such property for the benefit of another person; and

* 1. “**trustee**”means any person, including the founder of a trust, to whom property is bequeathed in

order for such property to be administered for the benefit of another person.

1. **Adjudication using a point system**
   1. A contract may be awarded to a bidder that did not score the highest points in accordance with Section 2(1)(f) of the PPPFA wherein a bid has been advertised with an objective criterion.
   2. Preference points shall be calculated after prices have been brought to a comparative basis

taking into account all factors of non-firm prices and all unconditional discounts;

* 1. Points scored must be rounded off to the nearest two (2) decimal places.
  2. In the event that two or more Bids have scored equal total points, the successful bid must be the

one scoring the highest number of preference points for B-BBEE.

* 1. However, when functionality is part of the evaluation process and two or more Bids have scored

equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

* 1. Should two or more Bids be equal in all respects; the award shall be decided by the drawing of

lots.

1. An EME /QSE that is regarded as a specialized enterprise is required to submit a sworn affidavit

confirming their annual turnover/ budget/ gross receipt and level of percentage of black beneficiaries or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.

1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an

Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

* 1. Bidders other than EMEs must submit their original and valid B-BBEE status level verification

certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

* 1. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal

entity, provided that the entity submits their B-BBEE status level certificate.

* 1. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an

unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

1. Tertiary institutions and public entities will be required to submit their B-BBEE status level

certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

* 1. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents

that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract

* 1. A person awarded a contract may not sub-contract more than 25% of the value of the contract to

any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract

1. **Bid declaration** 
   1. Bidders who claim points in respect of B-BBEE status level of contribution must complete the

following:

1. **B-BBEE status level of contribution claimed in terms of paragraphs 1.3.1.2 and 5.1** 
   1. B-BBEE Status Level of Contribution: \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_ (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table

reflected in

paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

1. **Sub-contracting** (**Refer to paragraphs 5.7 and 5.8 above)** 
   1. Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

* + 1. If yes, indicate:

8.1.1.1 what percentage of the contract will be subcontracted?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

8.1.1.2 the name of the sub-contractor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. the B-BBEE status level of the subcontractor?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. whether the sub-contractor is an EME? YES / NO (delete which is not

applicable)

1. **Declaration with regard to company/firm**
   1. Name of company/firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. VAT registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Company registration number
  2. Type of company/ firm

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Company [ ]

(Pty) Limited [ ]

[Tick applicable box]

* 1. Describe principal business activities ……………………………………………………………………………………………………………………………….
  2. Company classification

Manufacturer [ ]

Supplier [ ]

Professional service provider [ ]

Other service providers, e.g. transporter.

[Tick applicable box]

* 1. Total number of years the company/firm has been in business? ……………………………………
  2. 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 contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
     1. The information furnished is true and correct;
     2. The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form.

* + 1. In the event of a contract being awarded as a result of points claimed as shown in

paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

* + 1. If the B-BBEE status level of contribution 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 –

* + - 1. disqualify the person from the bidding process;
      2. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
      3. 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;

• restrict the bidder or contractor, its shareholders and directors, or only the

shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witnesses:** **Signature(s) of bidder(s)**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## TAX CLEARANCE REQUIREMENTS SBD 2

1. It is a condition of Bid that the taxes of the successful bidder must be in order, or that

satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidder are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The tax clearance certificate requirements are also applicable to foreign bidders/individuals who wish to submit Bids.
2. SARS shall then furnish the bidder with a tax clearance certificate that shall be valid for a period

of one (1) year from the date of approval.

1. The original tax clearance certificate must be submitted together with the Bid. Failure to submit

the original and valid tax clearance certificate shall result in the invalidation of the Bid. Certified copies of the tax clearance certificate shall not be acceptable.

1. In Bids where Consortia / Joint Ventures / subcontractors are involved, each party must submit a

separate tax clearance certificate.

1. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website [www.sars.gov.za.](http://www.sars.gov.za/)
2. Applications for the tax clearance certificates may also be made via eFiling. In order to use this

provision, taxpayers shall need to register with SARS as eFilers through the website [www.sars.gov.za.](http://www.sars.gov.za/)

## 5.DECLARATION OF INTEREST SBD 4

**Declaration of interest**

1.1 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 positionin relation to the evaluating/adjudicating authority where:

1.1.1 the bidder is employed by the state; and/or

1.1.2 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.

1.2 **In order to give effect to the above, the following questionnaire must be completed and submitted**

**with the Bid.**

Full name of bidder or his or her representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2.2 Identity number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2.3 Position occupied in the company (director, trustee, shareholder)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“State” means:

* 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); • any municipality or municipal entity;
* provincial legislature;
* national Assembly or the national Council of provinces; or • Parliament.

1.2.6.2 Any legal person, including persons employed by the state, 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 positionin relation to the evaluating/adjudicating authority where:

1.2.6.2.1 the bidder is employed by the state; and/or

1.2.6.2.2the 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.**

* Full name of the bidder or his or her representative: ………………………………………………………….
* Identity number: ………………………………………………………………………………………………….............
* Position occupied in the company (director, trustee, shareholder²): …………………………………
* Company registration number: ……………………………………………………………………….…….
* Tax Reference Number: ………………………………………………………………………………….………

2.6 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.

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are presently employed by the state, did you obtain **YES / NO** the appropriate authority to undertake remunerative work outside employment in the public sector?

If yes, did you attached proof of such authority to the Bid YES **/ NO**

document?

### (NOTE Failure to submit proof of such authority, where applicable, may result in the disqualification of the RFQ.)

• If not, furnish reasons for non-submission of such proof: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you or your spouse, or any of the company’s directors / **YES / NO** trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish other particulars: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you, or any person connected with the bidder, have **YES / NO**

any relationship (family, friend, other) with a person employed by thestate and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish other particulars:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.10 Are you, or any person connected with the bidder, **YES/NO**

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?

2.10.1 If so, furnish other particulars:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish other particulars:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Full details of directors / trustees / members / shareholders**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | **Identity number** | **Personal tax reference number** | **State employee number / Persal number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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 GCC should this declaration prove to be false.

**Signature Date**

**Position Name of bidder**

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

* This Standard Bidding Document must form part of all bids invited. It serves as a declaration to be used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. **General Conditions** 
   1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of

local production and content.

* 1. Regulation 8. (2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

* 1. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

* 1. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on** <http://www.thedti.gov.za/industrial_development/ip.jsp>**at no cost.**

* 1. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content

Declaration: Summary Schedule) are not submitted as part of the bid documentation;

1. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

## Declaration of Bidders Past Supply Chain Practices SBD 8

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

* This Standard Bidding Document must form part of all Bids invited.
* 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.
* The Bid of any bidder may be disregarded if that bidder, or any of its directors have:
* abused the institution’s supply chain management system;
* committed fraud or any other improper conduct in relation to such system; or  failed to perform on any previous contract.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | | **Question** | | **Yes** | | **No** | |
| 4.1 | | **Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector?**  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied). | | Yes | | No | |
| 4.1.1 | | If so, furnish particulars: | |  | |  | |
| 4.2 | | 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)?  **To access this Register enter the National Treasury’s website,** [**www.treasury.gov.za,**](http://www.treasury.gov.za/) **click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.** | | Yes | | No | |
| 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 RSA) for fraud or corruption during the past five years? | | Yes | | No | |
| 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 | | No | |
| 4.4.1 | | If so, furnish particulars: | |  | |  | |

# 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**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

**This Standard Bidding Document (SBD) must form part of all Bids invited.**

1. 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). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

1. 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 authorises accounting officers and accounting authorities to:

* 1. 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.

* 1. 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.

1. 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.

1. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must

be completed and submitted with the bid:

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)

* I have read and I understand the contents of this certificate;
* I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect;
* I am authorised by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder;
* Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
* For the purposes of this certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
  1. has been requested to submit a bid in response to this bid invitation;
  2. could potentially submit a bid in response to this bid invitation, based on their

qualifications, abilities or experience; and

* 1. provides the same goods and services as the bidder and/or is in the same line of business

as the bidder.

* 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 will not be construed as collusive bidding.

* In particular, without limiting the generality of paragraphs 6 above, there has been no

consultation, communication, agreement or arrangement with any competitor regarding:

prices;

* geographical area where product or service will be rendered (market allocation)

1. methods, factors or formulas used to calculate prices;
   1. the intention or decision to submit or not to submit, a bid;
   2. the submission of a bid which does not meet the specifications and conditions of the bid;

or

7.1 bidding with the intention not to win the Bid.

* 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.

* 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.

* 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**

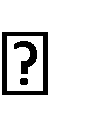
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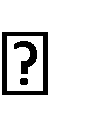
**Government Procurement: General Conditions of Contract – July 2011 NOTES**

The purpose of this document is to:

1. Draw special attention to certain general conditions applicable to government Bids, contracts and orders; and
2. To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

 The GCC will form part of all bid documents and may not be amended.

 Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.

**TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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**GENERAL CONDITIONS OF CONTRACT**

1. **Definitions**

The following terms shall be interpreted as indicated:

* 1. “Closing time” means the date and hour specified in the bidding documents for the receipt of

Bids.

* 1. “Contract” means the written agreement entered into between the purchaser and the supplier,

as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

* 1. “Contract price” means the price payable to the supplier under the contract for the full and

proper performance of his contractual obligations.

* 1. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to

influence the action of a public official in the procurement process or in contract execution.

* 1. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its

government and encouraged to market its products internationally.

* 1. “Country of origin” means the place where the goods were mined, grown or produced or from

which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

* 1. “Day” means calendar day.
  2. “Delivery” means delivery in compliance of the conditions of the contract or order.
  3. “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  4. “Delivery into consignees store or to his site” means delivered and unloaded in the specified

store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

* 1. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  2. “Force majeure” means an event beyond the control of the supplier and not involving the

supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

* 1. “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement

process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

* 1. “GCC” means the General Conditions of Contract.
  2. “Goods” means all of the equipment, machinery, and/or other materials that the supplier is

required to supply to the purchaser under the contract.

* 1. “Imported content” means that portion of the bidding price represented by the cost of

components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

* 1. “Local content” means that portion of the bidding price which is not included in the imported

content provided that local manufacture does take place.

* 1. “Manufacture” means the production of products in a factory using labour, materials,

components and machinery and includes other related value-adding activities.

* 1. “Order” means an official written order issued for the supply of goods or works or the

rendering of a service.

* 1. “Project site,” where applicable, means the place indicated in bidding documents.
  2. “Purchaser” means the organisation purchasing the goods.
  3. “Republic” means the RSA.
  4. “SCC” means the Special Conditions of Contract.
  5. “Services” means those functional services ancillary to the supply of the goods, such as

transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

* 1. “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical

writing.

1. **Application** 
   1. These general conditions are applicable to all Bids, contracts and orders including Bids for

functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

* 1. Where applicable, SCC are also laid down to cover specific supplies, services or works.
  2. Where such SCC are in conflict with these general conditions, the special conditions shall apply.

1. **General** 
   1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any

expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

* 1. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government

Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za/)

1. **Standards-** 
   1. The goods supplied shall conform to the standards mentioned in the bidding documents and

specifications.

• **Use of contract documents and information; inspection**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or

any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any

document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the

property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the

performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

1. **Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of

patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**Performance security**

* 1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder

shall furnish to the purchaser the performance security of the amount specified in SCC.

* 1. The proceeds of the performance security shall be payable to the purchaser as compensation

for any loss resulting from the supplier’s failure to complete his obligations under the contract.

* 1. The performance security shall be denominated in the currency of the contract, or in a freely

convertible currency acceptable to the purchaser and shall be in one of the following forms:

7.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in

the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

7.3.2 a cashier’s or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not

later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

1. **Inspections, tests and analyses** 
   1. All pre-bidding testing will be for the account of the bidder.
   2. If it is a bid condition that supplies to be produced or services to be rendered should at any

stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

* 1. If there are no inspection requirements indicated in the bidding documents and no mention is

made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

* 1. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be

in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

* 1. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the

contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

* 1. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with

the contract requirements may be rejected.

* 1. Any contract supplies may on or after delivery be inspected, tested or analysed and may be

rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

* 1. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the

contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

1. **Packing** 
   1. The supplier shall provide such packing of the goods as is required to prevent their damage or

deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.

* 1. The packing, marking, and documentation within and outside the packages shall comply strictly

with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

1. **Delivery and documents** 
   1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in

the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

* 1. Documents to be submitted by the supplier are specified in SCC.

1. **Insurance** 
   1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
2. **Transportation** 
   1. Should a price other than an all-inclusive delivered price be required, this shall be specified in

the SCC.

1. **Incidental services** 
   1. The supplier may be required to provide any or all of the following services, including additional

services, if any, specified in SCC:

* + 1. performance or supervision of on-site assembly and/or commissioning of the supplied

goods;

* + 1. furnishing of tools required for assembly and/or maintenance of the supplied goods;
    2. furnishing of a detailed operations and maintenance manual for each appropriate unit of

the supplied goods;

* + 1. performance or supervision or maintenance and/or repair of the supplied goods, for a

period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

* + 1. training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly,

start-up, operation, maintenance, and/or repair of the supplied goods.

* 1. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

1. **Spare parts** 
   1. As specified in SCC, the supplier may be required to provide any or all of the following

materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

* + 1. such spare parts as the purchaser may elect to purchase from the supplier, provided that

this election shall not relieve the supplier of any warranty obligations under the contract; and

* + 1. in the event of termination of production of the spare parts:
       1. Advance notification to the purchaser of the pending termination, in sufficient

time to permit the purchaser to procure needed requirements; and

* + - 1. following such termination, furnishing at no cost to the purchaser, the blueprints,

drawings, and specifications of the spare parts, if requested.

1. **Warranty** 
   1. The supplier warrants that the goods supplied under the contract are new, unused, of the most

recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

* 1. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof

as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

* 1. The purchaser shall promptly notify the supplier in writing of any claims arising under this

warranty.

* 1. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all

reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

* 1. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

1. **Payment** 
   1. The method and conditions of payment to be made to the supplier under this contract shall be

specified in SCC.

* 1. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery

note and upon fulfilment of other obligations stipulated in the contract.

* 1. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days

after submission of an invoice or claim by the supplier.

* 1. Payment will be made in rand unless otherwise stipulated in SCC.

1. **Prices** 
   1. Prices charged by the supplier for goods delivered and services performed under the contract

shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorised in SCC or in the purchaser’s request for bid validity extension, as the case may be.

1. **Contract amendments** 
   1. No variation in or modification of the terms of the contract shall be made except by written

amendment signed by the parties concerned.

1. **Assignment** 
   1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract,

except with the purchaser’s prior written consent.

1. **Subcontracts** 
   1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this

contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

1. **Delays in the supplier’s performance** 
   1. Delivery of the goods and performance of services shall be made by the supplier in accordance

with the time schedule prescribed by the purchaser in the contract.

* 1. If at any time during performance of the contract, the supplier or its subcontractor(s) should

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

* 1. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from

a national department, provincial department, or a local authority.

* 1. The right is reserved to procure outside of the contract small quantities or to have minor

essential services executed if an emergency arises, the supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

* 1. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its

delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

* 1. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser

shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

1. **Penalties** 
   1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the

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

1. **Termination for default** 
   1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice

of default sent to the supplier, may terminate this contract in whole or in part:

* + 1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the

contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

* + 1. if the Supplier fails to perform any other obligation(s) under the contract; or
    2. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent

practices in competing for or in executing the contract.

* 1. In the event the purchaser terminates the contract in whole or in part, the purchaser may

procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

* 1. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to

impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

* 1. If a purchaser intends imposing a restriction on a supplier or any person associated with the

supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

* 1. 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.

* 1. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition,

furnish the National Treasury, with the following information:

* + 1. the name and address of the supplier and / or person restricted by the purchaser;
    2. the date of commencement of the restriction
    3. the period of restriction; and
    4. the reasons for the restriction.
  1. These details will be loaded in the National Treasury’s central database of suppliers or persons

prohibited from doing business with the public sector.

* 1. 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.

1. **Anti-dumping and countervailing duties and rights** 
   1. When, after the date of bid, provisional payments are required, or anti-dumping or

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

1. ***Force majeure*** 
   1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for

forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

* 1. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of

such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

1. **Termination for insolvency** 
   1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
2. **Settlement of disputes** 
   1. If any dispute or difference of any kind whatsoever arises between the purchaser and the

supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

* 1. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such

mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

* 1. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
  2. Mediation proceedings shall be conducted in accordance with the rules of procedure specified

in the SCC.

* 1. Notwithstanding any reference to mediation and/or court proceedings herein,
     1. the parties shall continue to perform their respective obligations under the contract

unless they otherwise agree; and

* + 1. the purchaser shall pay the supplier any monies due the supplier.

1. **Limitation of liability** 
   1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement

pursuant to Clause 6;

* + 1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise,

for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

* + 1. the aggregate liability of the supplier to the purchaser, whether under the contract, in

tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

1. **Governing language** 
   1. The contract shall be written in English. All correspondence and other documents pertaining to

the contract that is exchanged by the parties shall also be written in English.

1. **Applicable law** 
   1. The contract shall be interpreted in accordance with South African laws, unless otherwise

specified in SCC.

1. **Notices** 
   1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or

certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

* 1. The time mentioned in the contract documents for performing any act after such aforesaid

notice has been given, shall be reckoned from the date of posting of such notice.

1. **Taxes and duties** 
   1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and

other such levies imposed outside the purchaser’s country.

* 1. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until

delivery of the contracted goods to the purchaser.

* 1. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to

the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the SARSs.

1. **National Industrial Participation (NIP) Programme** 
   1. The NIP Programme administered by the DTI shall be applicable to all contracts that are subject

to the NIP obligation.

1. **Prohibition of restrictive practices** 
   1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an

agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

* 1. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the

purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

* 1. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of

the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**The above General Conditions of Contract (GCC) are accepted by:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Designation:** | - |
| **Bidder:** |  |
| **Signature:** |  |
| **Date:** |  |

# RFQ FOR THE SUPPLY/PROVISION OF

**...............................................................**

**FOR A PERIOD OF ................**

# Section 5: CERTIFICATE OF ACQUAINTANCE WITH RFQ, TERMS & CONDITIONS & APPLICABLE DOCUMENTS

**By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, NHLS will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:**

|  |  |
| --- | --- |
| 1 | NHLS’ General Bid Conditions\* |
| 2 | NHLS’ Terms and Conditions of Contract for the supply of Services to NHLS |

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by NHLS’ Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFQ was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFQ documents included in the RFQ as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESIGNATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_