

#### **NELSON MANDELA MUSEUM**

Bhunga Building, Owen Street, Mthatha, South Africa | P O Box 52808, Mthatha, 5099, South Africa Telephone: +27 (0) 47 501 9500 | Facsimile: +27 (0) 047 532 3345 Email: info@nelsonmandelamuseum.org.za | www.mandelamuseum.org.za

#### 27 May 2024

### RFQ 27 of 2024 :SUPPLY, DELIVERY & INSTALLATION OF INFRASTRUCTURE & EQUIPMENT AT QUNU YOUTH & HERITAGE CENTRE

The Nelson Mandela Museum (NMM) invites quotations from accredited service providers that are registered with the Central Supplier Database (CSD) for the supply, delivery and installation of infrastructure and equipment at Qunu Youth & Heritage Centre for the Nelson Mandela Museum Stakeholder Breakfast Session (14 June 2024) as per the detailed specification below:

ITEM DESCRIPTION	QUANTITY

LOGIS'	TICS REQUIREMENT			
1.	1. TABLES AND CHAIRS			
The se	rvice provider must provide the following for the holding room			
-	15 x Round tables with black table cloths	15		
-	2 x Trestle Tables with black table cloths	2		
-	15 x Runners	15		
-	150 x Chiavari chairs with gold frame	150		
-	150 x Gold under plates	150		
2.	PODIUM DÉCOR			
-	A service provider must provide a covered podium stage	1		
-	Draping deco- black and gold for Sports Hall	1		

3.	TECHNICAL REQUIREMENTS:	
The se	rvice provider is to provide the following technical requirements:	
-	Provide Sound System with backline performing accessories	1
_	Provide contemporary artist and equipment	1
-	3 x cordless (roving) microphones with stands	3
-	1 x Standing microphone	1
-	Live streaming on NMM social media platforms such as Facebook and	Yes
	YouTube, and record the proceedings of the event. A link for the	
	connection must be created.	
-	Provide camera for still photography and recording	1
-	Provide 2 smart tv screens	2
NB: Pro	ovide Videography for the Mandela Footprints Hiking Trail on the 14 <sup>th</sup>	
of June	2024 from 08h00 – 15h00	
	DELIVERY TIME FRAME:	
Delive	ery Time of Infrastructure and Decor: 14:00 am (13 June 2024 at	
	n Mandela Youth and Heritage C entre in Qunu)	
2.2.23		

## **APPLICABLE PREFERENCE SCORING SYSTEM**

Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.
- (c) Where 80 points will be allocated for price and 20 points allocated for specific goals

Category		Sub-categories	Specific goals points	Verification documents	
Local	5	OR Tambo supplier	5	CIPC Registration	
Supplier		Eastern Cape Supplier	4	Certificate (CK) or	
		Anywhere in South Africa	3	Proof of residence	
		Non-South African	0		
Women-	4	Black African Women	4	CIPC Registration	
owned		Non-Black African Women	2	Certificate (CK) and	
supplier				CSD Report	
Youth	4	Youth Owned (< 35-year-old	4	CIPC Registration	
Owned		persons)		Certificate (CK) and	
Supplier		Non-Youth Ownership (> 35-	2	CSD Report	
		year-old persons)			
People living	3	People living with disabilities	3	CSD Report	
with					
disabilities					
Small Micro,	4	SME – Owned by people with	4	Sworn Affidavit	
Medium &		disability		(BBBEE Affidavit)	
Enterprises		SME – Black owned	3	CSD Report	
		SME – Other	2		

#### **RETURNABLE DOCUMENTS**

Service providers are required to submit all the returnable documents together with their quotations. Failure to provide all the Compulsory Returnable Documents at the closing date and time of this RFQ will result in a respondent's disqualification. Respondents are therefore urged to ensure that <u>all</u> these Documents are returned with their Quotations

#### **Compulsory Returnable Documents**

- Duly signed & completed SBD 1 Invitation to BID
- Duly signed & completed SBD 3.3 Pricing Schedule
- Duly signed & completed SBD 4 Declaration of Interests form.
- Duly signed & completed SBD 6.1 Preference points claim form
- Proof of CSD registration

#### **Essential Supporting Documents**

Specific goals verification documents on or before the closing date and time (failure to submit on or before the closing date will result in an automatic score of zero for preference

#### **QUOTATION SUBMISSIONS**

- All quotations and accompanying documents must be forwarded to: supplychain@nelsonmandelamuseum.org.za
- NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is 7 June 2024 at 12h00
  - **ENQUIRIES**

All communications and enquiries/requests for clarification relating to this proposal should be directed to the contact person:

	· 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
Ms M Mputa	
Tel: 047 501 9504	
Email: mihlali@nelso	onmandelamuseum.org.za
Supply Chain Special	list
Ms. N.Matikinca	
Tel: 047 501 9512	

Email: zodwa@nelsonmandelamuseum.org.za

**Events Coordinator & Community Outreach** 

NB: The NMM reserves the right to amend, modify or withdraw this RFQ at any time, without prior notice and without liability to compensate and/or reimburse any party.

Dr Vuyani Booi

**Chief Executive Officer** 



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SBD 1

## **PART A**

NUMBER	OSING TIME:			
NUMBER				
NUMBER	FORM (SBD7).			
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1				
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CSD No:				
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	HED BY THE SOUTH APRICA			
ACCREDITATION SYSTEM (SANAS)  A REGISTERED AUDITOR				
	SUBMITTED IN ORDER TO QUALIFY FOR			
R NI	IDAVIT R AS CONTEMP NCY ACCRED I (SANAS)			

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes	□No PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No  [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		Alliana	1 2002	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BI</b>	E DIRECTED TO:	TECH	NICAL INFORMATION MAY B	E DIRECTED TO:
DEPARTMENT/ PUBLIC ENTITY		CONT	ACT PERSON	
CONTACT PERSON		TELER	PHONE NUMBER	
TELEPHONE NUMBER		FACS	MILE NUMBER	
FACSIMILE NUMBER		E-MAI	L ADDRESS	
E-MAIL ADDRESS			-	

# PART B TERMS AND CONDITIONS FOR BIDDING

4	DIS AUDITIONIA.			
1.1.	BID SUBMISSION: BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIS BE ACCEPTED FOR CONSIDERATION.	OS WILL	NOT	
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED	OR O	LINE	
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSI NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PUBBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING I	lipadei RPOSE	S), B.	
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE S NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AF B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	TÀTUS	MAY	
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 200 PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONT AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	0 AND RACT (0	THE SCC)	
2.	TAX COMPLIANCE REQUIREMENTS	B H H S		
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.			
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX			
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILIN TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS TH WEBSITE WWW.SARS.GOV.ZA.	G. IN OF ROUGH	RDER	
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.			
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH IS SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	PARTY	MUST	
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER (CSD), A CSD NUMBER MUST BE PROVIDED.	R DATAI	BASE	
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
3,1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		YES	
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA?		YES	
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		YES	
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?		YES	
COM	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.			

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.



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**SBD 3.3** 

#### PRICING SCHEDULE (Professional Services)

NAME OF BIDDE	R:	
CLOSING TIME 1		CLOSING DATE
OFFER TO BE VAL	LID FORDAYS FROM THE CLOS	SING DATE OF BID.
ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL TAXES INCLUDED)

completion	Bidders are required to indiction of all phases and including all e R	xpenses inclusive of all	on the total estimated time for applicable taxes for the project
	3. PERSONS WHO WILL BE IN RATES APPLICABLE (CERT RENDERED IN TERMS HER	TIFIED INVOICES MUST (	
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
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1. The accompanying information must be used for the formulation of proposals.

DESCIN	PTION OF EXPENSE	RATE			AMOU	NT	
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	7	ГОТАL: R					
**	"all applicable taxes" inclu						
br	contributions and s	kills development	levies.	you can	, 1110011118 (4	sa, unemp	noyment mauran
Other	expenses, for example	accommodation	specify,	e.g. Th	ree star	hotel, be	ed and breakfas
ephone	cost, reproduction cost, ness. Proof of the expe	etc.). On basis	of these p	articular	s, certifie	d invoice	s will be checke
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	PHON OF EXPENSE	RATE			AMOU	NT	
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9. for, for exar	If not firm for the full period, provide details of the basis on which adjustments will be applied nple consumer price index.
	4)
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	*[DELETE IF NOT APPLICABLE]

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#### **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 interest1 in the enterprise, employed by the state?

  YES/NO
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

I the power, by one person or a group of persons hilding 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.

Full Name	Identity Number	Name of State institution
		bidder, have a relationship ocuring institution? YES/NO
If so, furnish par	ticulars:	
	.,,	
members / partne enterprise have a	ers or any person having	/ trustees / shareholders / a controlling interest in the elated enterprise whether or YES/NO
If so, furnish parti	culars:	
DECLARATION		
l, (name)	the	undersigned,in nereby make the following
	certify to be true and con	
I understand that disclosure is foun The bidder has ar without consultati	d not to be true and com rived at the accompanying on, communication, agre	will be disqualified if this

2.2

2.2.1

2.3

2.3.1

3

3.1 3.2

3.3

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

venture or consortium2 will not be construed as collusive bidding.

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

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
* \$4   \$ 2   \$   \$   \$   \$   \$   \$   \$   \$	

Dint 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 postpact.

SBD4

Position

Name of bidder

2 -



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#### **SBD 6.1**

## 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	
Total points for Price and SPECIFIC GOALS	100

- 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:

80/20 or 90/10 
$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin}\right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10 
$$Ps = 80\left(1 + \frac{Pt - P max}{P max}\right) \text{ or } Ps = 90\left(1 + \frac{Pt - P max}{P max}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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

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
	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 state may, in addition to any other remedy it may have
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation:
    - (d) recommend that the tenderer or 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:	