



*in the footsteps ...*

NELSON MANDELA MUSEUM

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**07 August 2025**

## **RFQ 38 of 2025-APPOINTMENT OF A SERVICE PROVIDER FOR PRESERVATION AND CONSERVATION OF OUTDOOR STATUES AT NELSON MANDELA MUSEUM**

### **1. Purpose**

The Nelson Mandela Museum is seeking to invite qualified and experienced conservators or foundries for outdoor bronze statues to provide comprehensive preservation and conservation services for its collection of two two-meter outdoor bronze statues located at Nelson Mandela Museum Sites: Bhunga Building in Mthatha & the Youth & Heritage Centre in Qunu, Eastern Cape. This RFQ aims to identify service providers capable of delivering high-quality, professional conservation treatments that ensure the long-term integrity and visual value of these important heritage assets and train the museum staff on preservation of outdoor bronze statues.

### **2. Background**

The Nelson Mandela Museum is mandated to preserve, promote and protect Nelson Mandela Legacy. Amongst the collection that is housed at the museum, there are two two-meter statues on granite clad plinths which were unveiled on 18<sup>th</sup> July 2023 by the President of South Africa, Honourable President Cyril Ramaphosa. These metal statues depict Nelson Mandela as both a statesman and a traditionalist. These two statues are exposed to various environmental factors such as harsh weather conditions and public interaction, necessitating specialized care to prevent

deterioration, decolouration and maintain their visual appeal, historical and artistic value.

### **3. Scope of Work**

The selected service provider will be responsible for the:

- a) Conditional assessment of the bronze statues and plinth, identify the cause for rapid decolouration of the patina, and existing damage,
- b) Undertake a minor trial to inform treatment and conservation protocols,
- c) Implement the conservation protocol ensuring the restoration of the two bronze statues.
- d) Provide a treatment report and guidelines for the basic training for museum staff to ensure continued care.

This scope of work will be undertaken in three phases and must be presented with clear timeliness to include:

#### **3.1. Condition Assessment and Documentation:**

- Conduct a thorough on-site condition assessment of each statue, identifying material condition/defects, existing damage and deterioration,
- Provide detailed written reports and high-resolution photographic documentation for each statue, outlining its condition, recommendation treatment plan, and implementation plan with timeliness.
- Present resilient treatment recommendations to ensure longevity and material integrity, thereby preventing severe deterioration and retaining artistic significance.

#### **3.2. Preservation and Conservation Treatments:**

- Cleaning – removal of surface dirt and environmental pollutants.
- Stabilization – addressing structural instability, cracks, delamination, and other physical damage on plinths and statues.
- Corrosion Mitigation – treatment of active corrosion on bronze sculptures

- Restoration – cautious application of patina or restoration of missing or damaged areas, ensuring aesthetic integration and adherence to conservation ethics international and ICOM Standards.
- Protective Coatings – Application of appropriate protective coats (wax) to safeguard against environmental exposure.
- Material-Specific Treatments – use specialized techniques for various materials and base, including:

-Bronze and metals

-Stone (Plinth granite and Concrete base)

### 3.3. Maintenance Plan Development:

- Develop a comprehensive long-term maintenance plan for the two statues and plinths including recommended routine care, inspection schedules, and preventive conservation strategies.
- Provide training to the Nelson Mandela Museum staff on basic maintenance and monitoring techniques.

### 3.4. Emergency Response:

- Ability to provide emergency stabilization or repairs in the event of unforeseen damage (severe weather).

#### 3.4.1 Statue Details

Staue	Location	Material	Approximate Dimension
1. Statesman	Bhunga Building	Bronze with patina coating and granite clad plinth	2 meters
2.Traditionalist	Qunu Youth & Heritage Centre	Bronze with patina coating and granite clad plinth	2 meters

## Images as Traditionalist: Qunu Youth & Heritage Centre



## As a Statesman: Bhunga Building



### 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 all these Documents are returned with their Proposals. Failure to submit the Supporting documents for functionality scoring will result in a scoring of zero.***

### COMPULSORY RETURNABLE DOCUMENTS

- Duly signed & completed **SBD 1** Invitation to BID
- **SBD 2** Tax Clearance Requirements
- 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
- Duly signed & completed **SBD 7.2** Contract Form (Rendering Services).
- General Conditions of Contract

- Duly signed & completed **SBD 8** Declaration of Bidder's Past Supply Chain Management Practices.
- Duly signed & completed Duly signed & completed **SBD 9** Certificate of Independent Bid Determination.
- Proof of CSD registration
- Relevant Qualification
- Detailed Methodology

#### COMPULSORY SITE INSPECTION

- Quotations from service providers that did not attend the compulsory site inspection will not be considered.
- Service providers **MUST** attend the compulsory site inspection to be held as follows:
  - Venue: Bhunga Building
  - Time: 09:00 am & 10:00am
  - Date: 14<sup>th</sup> August 2025
  
  - Venue: Qunu Youth and heritage Centre
  - Time: 11:00 am
  - Date: 14<sup>th</sup> August 2025

#### SUPPORTING RETURNABLE DOCUMENTS (for functionality scoring)

- Reference Letters
- CV of the Team Members
- Methodology

#### **4.DELIVERABLES AND TIMEFRAMES**

The below table provides a list of all project deliverables and applicable timeframes

Milestone	Item	Description	Due date
	Assessment	Detailed report and activities with costing	13/ 08/2025

	Implementation	Updated Report in each implementation site and implementation plan	18/08/2025
	Training	Training pf NMM staff on the preservation of two Statues	2/09/2025
	Close out Report	Comprehensive report detailing all treatments performed, materials used, post-treatment condition, and before-and-after photographic documentation.	7/09/2025

## REQUIREMENTS FOR CONTENT OF THE PROJECT PROPOSAL/METHODOLOGY

All proposals must be structured as follows;

### Section:1 Introduction

- **Detailed Site Inspection:** Conduct a thorough, individual assessment of each outdoor statue. This includes examining the statue itself, its plinth/base, and the immediate surrounding environment.
- **Material Identification:** Confirm the primary and secondary materials of each statue and any previous repair materials.
- **Condition Survey:** Prepare a comprehensive condition report for each statue, detailing all forms of deterioration (cracks, spalling, biological growth and previous interventions, structural issues).
- **Cause of Deterioration Analysis:** Identify the probable causes of deterioration, considering local environmental factors (e.g., high humidity leading to biological growth, UV exposure, acid rain from pollution, etc.).
- **Photographic Documentation:** Capture high-resolution digital photographs (overall, detail, and raking light) of each statue from multiple angles, clearly

illustrating existing conditions, damages, and environmental context, *before* any treatment commences.

- **Written Documentation:** Compile detailed written descriptions, observations, and recommendations for each statue.
- **Proposed Treatment Plan:** Submit a detailed, itemized treatment proposal for each statue, outlining the recommended conservation methodologies, materials, estimated timeframes, and costs. The proposal must adhere strictly to international and national conservation ethics.

#### 4.2. Section 2: Cleaning

- **Removal of Loose Debris:** Gentle clearing of surface dust, dirt, leaves, bird droppings, and other superficial accretions using appropriate non-abrasive tools
- **Biological Growth Remediation:** Application of appropriate, environmentally safe biocides to treat and remove active biological growth (algae, moss, lichen, fungi), followed by gentle mechanical removal and thorough rinsing.
- **Soiling and Pollutant Removal:**
  - **General Soiling:** Careful washing with deionized or potable water and pH-neutral, non-ionic detergents, followed by comprehensive rinsing to remove all residues.
  - **Targeted Stain Removal:** Specific treatments for ingrained dirt, pollution crusts, metal run-off stains on stone, or efflorescence using appropriate conservation-grade poultices, chemical solutions, or controlled mechanical methods, tested on inconspicuous areas first.
  - **Graffiti Removal:** Safe and effective removal of graffiti using specialized products and techniques that do not damage the original surface, tested for compatibility.

#### 4.3. Section 3: Repairs and Stabilization



- **Structural Consolidation:** Stabilization of structural weaknesses, including re-attachment of detached fragments using compatible, durable, and reversible adhesives/pinning.
- **Crack Repair:** Repair of cracks in stone, concrete, or metal using appropriate conservation-grade grouts, resins, or mortars that match the original material's properties and appearance.
- **Material Consolidation:** Application of consolidates to strengthen friable or weakened material (e.g., powdery stone), ensuring deep penetration and compatibility.
- **Loss Compensation/Filling:** Filling of minor losses and voids with conservation-grade materials that are visually integrated but distinguishable from the original upon close inspection, using techniques that ensure durability and compatibility.
- **Corrosion Treatment (for metals):** Arresting active corrosion (e.g., "bronze disease") and stabilizing the metal surface to prevent recurrence. This may involve localized mechanical cleaning and chemical treatment.
- **Re-patination / Artistic Integration (for bronze):** Careful and ethical re-patination of areas with significant patina loss, aiming for visual continuity and protective qualities. This highly specialized work requires demonstrable expertise.
- **Plinth Base Repair:** Assessment and repair of the statue's plinth/base as required, including mortar repairs, crack filling, and ensuring proper drainage.

#### 4.4. Section 4: Protective Treatments

- **Surface Protection:** Application of appropriate, durable, and reversible protective coatings tailored to the specific material of each statue.
  - **For Bronze:** Application of microcrystalline waxes (often hot-applied) or stable, clear lacquers/coatings to provide a barrier against moisture, UV radiation, and atmospheric pollutants.
  - **For Stone/Concrete:** Application of breathable, water-repellent treatments (e.g., silane/siloxane-based) that prevent water ingress while

allowing trapped moisture to escape, thereby reducing biological growth and erosion.

- **Anti-Graffiti Coating:** As per mutual agreement with the Museum, application of a sacrificial or non-sacrificial anti-graffiti coating where deemed necessary, considering the statue's material and artistic.
- **Drainage Improvement:** Recommendations and potential implementation of minor adjustments to improve water runoff from the statue and its base, preventing pooling and prolonged moisture exposure.
- **Duration of treatment:** the restoration should come with a warranty of 10 years and any deterioration while implementing strict treatment protocols is observed within the 10-year period, the service provider is to be recall at no extra costs to the museum.

#### **Section 5: Costs**

- A detailed cost is to be inclusive of travel and accommodation in Mthatha (both sites). The service provider must reflect a detailed account of the fees inclusive of VAT in the methodology and quotation.

### **5 DECLARATION**

5.1 NMM reserves the right to waive deficiencies in project methodology. The decision as to whether a deficiency will be waived or will require the rejection of a project methodology will be solely within the discretion of NMM.

5.2 NMM reserves the right to request new or additional information regarding each service provider and any individual or other persons associated with its project proposal/methodology.

5.3 NMM reserves the right not to make any appointment from the proposals submitted.

5.4 NMM reserves the right to award, or not award the proposal to the service provider that scores the highest points.

5.5 NMM reserves the right to revise any aspect of these timeframes at any stage, and to amend the process at any stage.

## 6 EVALUATION CRITERIA

6.1 All proposal (planned & methodology) offers received shall be evaluated based on the following phase out approach:

- Phase one: Compliance to the terms of reference and conditions of the proposal. Failure to meet any of the conditions of the proposal will automatically disqualify your proposal on this phase.
- Phase two: Prequalification criteria (Obtaining the minimum threshold for functionality as set out below)
- Phase three: preference points for specific goals

### 6.1 Price (VAT included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

6.2 The adjudication and evaluation of proposals will be conducted in terms of the following Scoring System:

- a) Relevant Qualifications
- b) **Team CVs:** Curriculum Vitae of all key personnel who will be directly involved in the project, highlighting their relevant qualifications and experience.
- c) Project implementation Plan/Methodology
- d) Company/Individual reference letter on similar work previously
- e) Registration with the relevant conservators' body (compulsory)

Bidders must score a minimum of 65 points in total for functionality in order to be evaluated for "Phase 2: Price and Preferential Procurement".

**Proposals (plan/methodology) will be evaluated by NMM on a scale of 0-30 in accordance with the functionality criteria below. The rating will be as follows:**

**2 = Poor, 5 = Good, 10 = required level, 15= Excellent level**

Criteria	Weight	Value	Actual Score
Reference Letters	25	5 Letters (25Points)	
		4 Letters (20 Points)	

Bidders must furnish the NMM with signed reference letter(s) confirming bidders past performance and experience in related conservation practices. The recommendation letters must be in the recommending company's official letterhead.		3 Letters (15Points)	
		2 Letters (10Points)	
		1 Letters (5Points)	
		0 Letters (0Points)	
<b>Qualifications and CVs</b> Experience of the key personnel who will be assigned to the project, relevance and depth of conservators' experience and academic qualifications.	<b>20</b>	Key Staff member: PHD and/or 20 years' relevant experience (20 Points)	
		Masters and/or 15 years' relevant experience (15 points)	
		P/Graduate/Degree and/or 10 years' relevant experience (10Points)	
		Diploma/Training Certificate and/or relevant 5 years' relevant experience (5Points)	
		No qualification and/or less than 5 years;' relevant experience (0 Points)	
	<b>30</b>	<b>Excellent (40Points)</b>	

<b>Detailed project plan and Methodology</b> Clearly stating how the project under consideration will be implemented		Very good (30Points)	
		Good (20Points)	
		Average (15Points)	
		Poor (10Points)	
<b>Proof of registration with a conservator's body</b> Service providers must submit proof of registration with conservation bodies such as SAHRA, Heritage SA, SAMA or PHRA	<b>25</b>	(25Points)	
<b>Total</b>	<b>100</b>		

### **APPLICABLE PREFERENCE POINTS ALLOCATION SYSTEM**

(1) 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

(2) The following specific goals are applicable to all procurements of a transaction value above R2 000 and up to R50 000 000

a. The NMM will utilize the following preference criteria;

- i. Service providers within the OR Tambo region & Eastern Cape

- ii. Historically Disadvantaged Individuals (Women, Youth and People living with disabilities)
- iii. SMMEs

### Specific Goals

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

		SME – Black owned	3	Sworn Affidavit (BBBEE Affidavit)
		SME – Other	2	

### **RFQ SUBMISSION**

- All quotations and accompanying documents must be forwarded to:  
[supplychain@nelsonmandelamuseum.org.za](mailto:supplychain@nelsonmandelamuseum.org.za)
- NO FAXED OR HAND-DELIVERED QUOTATIONS SHALL BE ACCEPTED.
- Closing date for the submission of quotations is 21 August 2025 at 12H00.

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

#### ***Administrative & SCM related Enquiries: SPECIFICATIONS***

**Ms P. Mfundisi**

**Tel: 047 501 9528**

**Email: [phakama@nelsonmandelamuseum.org.za](mailto:phakama@nelsonmandelamuseum.org.za)**

**Supply Chain**

#### ***Technical Enquiries:***

**Ms. L. Tyali**

**Tel: 047 501 9520**

**Email: [Lungisani@nelsonmandelamuseum.org.za](mailto:Lungisani@nelsonmandelamuseum.org.za)**

**Manager: Collections& Exhibitions**

**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.**



**Mrs Nontlahla Tandwa-Dalindyebo**  
**Acting Chief Executive Officer**





DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- a. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- b. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- c. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- d. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

### 2. TAX COMPLIANCE REQUIREMENTS

3. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
4. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
5. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA)
6. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
7. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
8. WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
9. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF THE BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....		BID NO.:
CLOSING TIME 11:00		CLOSING
DATE.....		

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

ITEM NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA CURRENCY		
		**(ALL	APPLICABLE	TAXES

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

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3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

RATE	4. PERSON AND POSITION	HOURLY RATE	DAILY
-----	-----		R-----
-----	-----		
-----	-----		R-----
-----	-----		
-----	-----		R-----
-----	-----		
-----	-----		R-----
-----	-----		
-----	-----		R-----
-----	-----		

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	-----	R-----
-----	----- days	
-----	-----	R-----
-----	----- days	
-----	-----	R-----
-----	----- days	
-----	-----	R-----
-----	----- days	

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED AMOUNT	RATE	QUANTITY
..... ..... R.....		.....
..... ..... R.....		.....
..... ..... R.....		.....
..... ..... R.....		.....
TOTAL:		
R.....		

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

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED AMOUNT	RATE	QUANTITY
..... ..... R.....		.....
..... ..... R.....		.....
..... ..... R.....		.....
..... ..... R.....		.....

TOTAL:

R.....

6. Period required for commencement with project after  
acceptance of bid  
.....

7. Estimated man-days for completion of project  
.....

8. Are the rates quoted firm for the full period of contract?  
\*YES/NO

9. If not firm for the full period, provide details of the basis on which  
adjustments will be applied for, for example consumer price index.  
.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]

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Any enquiries regarding bidding procedures may be directed to the –  
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –  
(INSERT NAME OF CONTACT PERSON)

Tel:

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by

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



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.

3.6 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.

3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## **SBD 6.1**

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

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#### **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:

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

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

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 90/10 and 80/20 preference point system.

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

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

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

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

		state)		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name \_\_\_\_\_ of  
company/firm.....

4.4. Company \_\_\_\_\_ registration \_\_\_\_\_ number:  
.....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of 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.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....

ECPT 2024-06-14

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.



NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2.	.....

## SBD 7.2

### CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

#### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

7. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)	.....	<div style="border: 1px solid black; padding: 5px;"><b>WITNESSES</b>  1 ..... .....  2 ..... .....</div>
CAPACITY	.....	
SIGNATURE	.....	
NAME OF FIRM	.....	
DATE	.....	

### **CONTRACT FORM - RENDERING OF SERVICES**

#### **PART 2 (TO BE FILLED IN BY THE PURCHASER)**

4. I..... in my capacity  
as.....  
accept your bid under reference number .....dated.....for the  
rendering of services indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating service delivery instructions is forthcoming.
6. I undertake to make payment for the services rendered in accordance with the terms and  
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....



*in the footprints*

NELSON MANDELA MUSEUM

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Email: info@nelsonmandelamuseum.org.za 1 www.mandelamuseum.org.za

**SBD 8**

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the Institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

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)?  The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
4.2.1	If so, furnish particulars:					
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
4.3.1	If so, furnish particulars:					
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No					
<input type="checkbox"/>	<input type="checkbox"/>					
4.4.1	If so, furnish particulars:					

SBD 8

#### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js355bW



*in the footsteps*

NELSON MANDELA MUSEUM

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**SBD 9**

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.



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

**SBD 9**

### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

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

**SBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD 9**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**Js814w 2**