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## DEPARTMENT: SOUTH AFRICAN POLICE SERVICE

### REPUBLIC OF SOUTH AFRICA

Private Bag X254, Pretoria, 0001, Tel: 012 - 841 7459, Facsimile: 012 - 841 7071  
117 Cresswell Road, Silverton, Pretoria

The Manager

Reference no: 19/1/9/1/70 TP (23)

Date: \_\_\_\_\_

Enquiries: \_\_\_\_\_

Tel no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Sir / Madam

#### REQUIRED BY THE SOUTH AFRICAN POLICE SERVICE

#### CLOSING TIME AND DATE FOR BIDS IS 11:00 on the date as specified in the document

The Department of the South African Police Service requires the item(s)/service as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- ! The conditions contained in the attached annexures apply.
- ! The bid must be submitted in a sealed envelope with the name and address of the bidder with the bid number closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
- ! ***Bids submitted per mail must be sent per registered mail. The Bid must still reach this office before the closing date and time. Failure to do so will invalidate the bid.***
- ! The bid will be valid for a period of **90** days after the closing date.
- ! The attached forms/annexures, if completed in detail and returned, will form part of your bid.

You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

It will be expected of the successful bidder to sign the formal contract at this office within seven (7) days after he/she has been informed to this effect.

Yours faithfully

  
ACTING HEAD: PROCURMENT & CONTRACT MANAGEMENT  
A FOURIE

BRIGADIER

# PLEASE NOTE

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**BID NO: 19/1/9/1/70TP (23)**  
**CLOSING TIME: 11:00 ON 2023-11-27**

**IT IS ESSENTIAL THAT THE FOLLOWING BID DOCUMENT AND THE RELEVANT SPECIFICATION BE COMPLETED IN FULL. FAILURE TO COMPLETE ANY PART OF THE BID OR SPECIFICATION WILL INVALIDATE YOUR BID DOCUMENT.**

**PLEASE NOTE AND ADHERE TO PARAGRAPH 1 OF THE SPECIAL CONDITIONS.**  
**FAILURE TO COMPLY WILL INVALIDATE YOUR OFFER.**

**NOTED BY THE BIDDER:**

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

.....  
**DATE**



## BID DOCUMENT CHECKLIST

**BID NO:** 19/1/9/1/70TP (23)

**DESCRIPTION:** PROCUREMENT OF ARCHIVING AND RETRIEVAL SERVICES OF ITEMS/CASE FILES/DOCUMENTS FOR THE DIVISION: DETECTIVE AND FORENSIC SERVICE FOR A PERIOD OF THREE (03) YEARS

(Mark with Yes or No)

		Procurement Office	Bidder	Bid Management
NO.	REQUIREMENTS			
1	SBD forms (1, 4 and 6.1)	X		
2	Pricing Schedule	X		
3	Central Supplier Database (CSD)	X		
4	Applicable Capability / Test Report / SABS or compliance Certificate	X		
5	Profit Margin	X		
6	Special Requirements and Conditions of the Bid	X		

**BIDDER:**

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**BID MANAGEMENT:**

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**X = REQUIRED**

**YES = SUBMITTED / RECEIVED**

**NO = NOT SUBMITTED / NOT RECEIVED**

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**NOTICE!!!!!! NOTICE!!!!!!**

**ALL BID DOCUMENTS MUST BE HANDED IN  
AND REGISTERED AT SECURITY OFFICE BY  
THE PERSON HANDING IN THE DOCUMENTS  
AT 117 CRESSWELL ROAD SILVERTON,  
PRETORIA SCM: ON OR BEFORE 2023-11-27  
BY 11:00 AM**

**A NON COMPULSORY BRIEFING SESSION  
WILL BE HELD ON 2023-11-16 AT, SCM LAPA,  
SILVERTON, PRETORIA @ 10:00**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POLICE SERVICE</b>					
BID NUMBER:	19/1/9/1/70TP (23)	CLOSING DATE:	2022-11-27	CLOSING TIME:	11:00
DESCRIPTION	PROCUREMENT OF ARCHIVING AND RETRIEVAL SERVICES OF ITEMS/CASE FILES/DOCUMENTS FOR THE DIVISION: DETECTIVE AND FORENSIC SERVICE FOR A PERIOD OF THREE (03) YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b>  DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE 117 CRESWELL ROAD SILVERTON PRETORIA 0184			<b>BID RESPONSE DOCUMENTS MAY BE POSTED TO:</b>  DIVISIONAL COMMISSIONER SUPPLY CHAIN MANAGEMENT SOUTH AFRICAN POLICE SERVICE PRIVATE BAG X254 PRETORIA 0001		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS VERIFICATION		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?		<input type="checkbox"/> No			<input type="checkbox"/> No
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
			NAME:		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B 3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE: .....	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SAPS	CONTACT PERSON	
CONTACT PERSON	LT COL LALLA	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER	086 626 9805	E-MAIL ADDRESS	
E-MAIL ADDRESS	LallaML@saps.gov.za		

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED DATE AND TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. THE BID BOX IS GENERALLY OPEN 24 HOURS A DAY, 7 DAYS A WEEK.	
1.3. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED).	
1.4. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.6. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
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 PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO 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.**

<b>SUPPLIER TO COMPLETE</b>		
Are you a NEW supplier?	<b>YES</b>	<b>KINDLY REGISTER ON NATIONAL TREASURY CSD: <a href="http://WWW.CSD.GOV.ZA">WWW.CSD.GOV.ZA</a> AND OBTAIN A CSD SUPPLIER NUMBER</b>
Are you an EXISTING Supplier?	<b>YES</b>	<b>KINDLY PROVIDE YOUR CSD AND POLFIN SUPPLIER NUMBER</b>
Supplier Number in CSD		
Supplier Number in POLFIN		

<b>OFFICE USE ONLY</b>				
<b>RFQ received on:</b>			<b>Reason for rejection:</b>	
<b>Accepted</b>		<b>Rejected</b>		
<b>Supplier Number in POLFIN</b>			<b>Supplier Number in CSD</b>	

<b>C. CHECKLIST OF DOCUMENTS A</b>		<b>CROSS REFERENCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	Copy of Business entity's Registration Documents: i.e. CK2 form <ul style="list-style-type: none"> <li>For Close Corporations – a copy of the CIPRO report showing the directors/owners/members of the cc</li> <li>For Pty Ltd – a copy of the CIPRO report as well as a copy of the shareholders agreement or a letter from your auditors confirming the shareholding of the company</li> <li>Copy of shareholders/members certificates / agreements</li> </ul>	Approved on CSD			
2.	Business entity's Vat Registration Certificate	Approved on CSD			
3.	Current Business entity original Tax Clearance Certificate	Approved on CSD			
4.	Identity Documents of Shareholders/Directors/Passport Documents	Approved on CSD			
5.	Proof of CIDB Registration	Approved on CSD			
6.	Registration of bank account details	Approved on CSD			
7.	B-BBEE Status level verification certificate	Approved on CSD			





## **SPECIAL CONDITIONS OF CONTRACT**

**BID NUMBER: 19/1/9/1/70TP (23)**

**REQUEST FOR APPROVAL FOR THE PROCUREMENT OF  
ARCHIVING AND RETRIEVAL SERVICES OF ITEMS/CASE  
FILES/DOCUMENTS FOR THE DIVISION: DETECTIVE AND  
FORENSIC SERVICE FOR A PERIOD OF THREE (03) YEARS**

**CLOSING DATE AND TIME OF BID: 2023-11-27 @ 11h00**

**BID VALIDITY PERIOD: 90 DAYS**



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## 1. ABBREVIATIONS

BAC: Bid Adjudication Committee

Specific goals

CPA: Contract Price Adjustment

ISO: International Organisation for Standardisation

QC: Quality Control

ROE: Rate of Exchange

SABS: South African Bureau of Standards

SANAS: South African National Accreditation System

SBD: Standard Bidding Document

STATS SA: Statistics South Africa

VAT: Value- Added Tax

**2. BID DOCUMENT CHECK LIST**

NO.	DOCUMENT NAME	YES	NO
1	SBD 1 Invitation to bid		
2	Central Supplier Database Report		
3	SBD 4 Declaration of interest		
4	SBD 6 (1): Preference Points Claimed (BBBEE)		
5	Special Conditions of Contract		
6	General Conditions of Contract		
7	Test reports (if applicable)		
8	Mandatory documents (if applicable)		
9	SBD 5 (if applicable)		

**+3. SCOPE**

The South African Police Service requires prospective suppliers to submit bids for the **Request for Approval for the Procurement of Archiving and Retrieval Services of Items/Case Files/Documents for the Division: Detective and Forensic Service for a period of three (03) years** in accordance with Specification 1010/2023 and shall commence on the date of signature of the contract by both parties.

**4. SECTION A****4.1 LEGISLATIVE AND REGULATORY FRAMEWORK**

This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract (SCC) are supplementary to that of the General Conditions of Contract (GCC). Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.



#### 4.2 BID INFORMATION/BRIEFING SESSION

A non-compulsory briefing session will be held at Division Supply Chain Management 117: Lapa Creswell Street on 2023-11-16 (date) at 10:00.

#### 4.3 EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2	Phase 3
<b>Administrative and Mandatory Bid Requirements</b>	<b>Technical Compliance</b>	<b>Price and Specific goals</b>
Compliance with Mandatory and Administrative Bid requirements. SBD forms must be completed and signed.	Compliance to technical requirements / specification.	Bids evaluated in terms of the 80/20 or 90/10 preference system

##### 4.3.1 PHASE 1: ADMINISTRATIVE, OTHER AND MANDATORY BID REQUIREMENTS

###### 4.3.1.1 ADMINISTRATIVE AND OTHER BID REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted. Bidders who fail to comply with any of administrative requirements **may be disqualified**.

ADMINISTRATIVE DOCUMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED	
Invitation to Bid – SBD 1	<b>YES</b> – Please complete and sign the supplied form
Declaration of Interest – SBD 4	<b>YES</b> – Please complete and sign the supplied form.
Preference Point Claim Form <b>SBD 6.1</b>	<b>YES</b> – Generally, non-submission will lead to a zero score preference points.
General Conditions of Contract	<b>NO</b> – Bidders <b><u>must only familiarise</u></b> themselves with the content of the document
Special Conditions of Contract	<b>YES</b> - Bidders must sign acknowledgement that they <b><u>familiarise</u></b> themselves with the content of the document



Cost components	<b>YES</b> – Please submit the completed cost component breakdown as per example in the Special Conditions of Contract.
Central Supplier Database registration	<b>YES</b> – Please submit CSD report to prove registration and preference points.
Tax Clearance Requirements	<b>YES</b> – The <b>CSD</b> and the <b>tax status pin</b> are the approved method that will be utilized to verify tax compliance.

OTHER REQUIREMENTS - NAME OF THE DOCUMENT THAT MUST BE SUBMITTED	
If the bidder make use of subcontractors, these sub-contractors shall comply with the specification as well as the legal and legislatives requirements that are applicable to the bidder	<b>YES</b> – Please submit together with the bid document.

#### 4.3.1.2 MANDATORY REQUIREMENTS

Bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements.

**Bidders who fail to comply with any of the mandatory and other requirements will be disqualified.**

Authorisation Declaration	<b>YES</b> – Bidders sourcing products from a third party must submit the authorisation declaration letter of the third party, see paragraph 7.1 of the Special Conditions of Contract.
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#### 4.3.2 PHASE 2: TECHNICAL COMPLIANCE

This phase entails the evaluation of bids for technical compliance.

##### **South African National Standards and/or Private Specifications**

- Items must comply with standards and/or specifications as per South African Police Service **Spec 1010/2023** included in the bid document.
- Bidders must enquire at the following institutions for the relevant standards. A list of accredited institutions is available on the SANAS website <http://www.sanas.co.za> or <http://www.sanas.co.za/contact.php>

##### **STANDARDS:**





SANS, SABS, ISO AND CKS specifications are available from South African Bureau of Standards Office's countrywide. Obtaining of such standards will be the responsibility of and for the account of the prospective bidder. To purchase standards, obtain quotes or enquire about the availability of e-Standards, please contact Standards Sales at: Email: Postal Address: Private Bag X191, Pretoria, 0001; Physical Address: 1 Dr Lategan Road, Groenkloof, Pretoria. Tel: (012) 428 6883, Fax: (012) 428 6928, E-mail: sales@sabs.co.za Website: www.sabs.co.za and follow the "Search/Buy Standards" link

## South African National Accreditation System (SANAS):

The contact details of SANAS are as follows: Postal Address: Private Bag x 23, Sunnyside, Pretoria, 0132; Physical Address: The DTI Campus, 77 Meintjies Street, Sunnyside, Pretoria, 0002, Tel: 012- 394 3760, Fax: 012-3940526.

### 4.3.3 PHASE 3: PREFERENCE POINT SYSTEM AND PRICE

#### i. Preference points system 80/20

- a) In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the South African Police Service on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:
- The bid price (maximum 80 points) – Specific goals (maximum 20 points)
- b) The following formula will be used to calculate the points for price:

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

Where

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

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- c) A bidder (supplier) may claim a maximum of 20 points for specific goals, if such bidder supplier is;

Persons historically disadvantaged on the basis of race with at least 51% ownership	5 points
Persons historically disadvantaged on the basis of gender with at least 51% ownership by woman	5 points
Persons with at least 51% ownership who are youth	5 points





Persons historically disadvantaged by unfair discrimination on the basis of disability with at least 51% ownership	5 points
--	----------

- d) Bidders are required to complete the preference claim form (SBD 6.1).
- e) The points scored by a bidder in respect of the specific goals will be added to the points scored for price.
- f) Only bidders who have completed and signed the declaration part of the preference claim form will be considered for specific goals points.
- g) Failure on the part of the bidder to comply with the paragraphs above will be deemed that specific goal points are not claimed and will therefore be allocated a zero (0).
- h) The South African Police Service may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- i) The points scored will be rounded off to the nearest 2 decimals.
- j) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of specific goal points.
- k) However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal specific goal points, the contract will be awarded to the bidder scoring the highest for functionality.
- l) Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- m) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

## 4.4 REGULATORY CERTIFICATES

Regulatory certificates ICASA, certificate of compliance tip certificates, MIB certificates, asset membership IATA licences, Certificate of analysis, registration with HPCSA, OHS certificates, valid permits for , ICASA (vehicles) must be submitted together with the bid on the closing date and time of the bid.

Failure to submit the required certificates will invalidate your bid.

## 5. VALUE ADDED TAX

All bid prices must be inclusive of 15% Value-Added Tax. In case a bidder's price is not VAT inclusive, total price quoted will be regarded as final.

## 6. PRICING STRUCTURE AND SCHEDULE