

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS  
FOR THE PROVISION OF *description of works***

|                       |  |                         |            |
|-----------------------|--|-------------------------|------------|
| <b>Project title:</b> | <b>PROCUREMENT OF PERSONALISED SASSA FILES</b> |                         |            |
| <b>RFQ No:</b>        | RFQ:12/24/HCM                                  | <b>Closing Date:</b>    | 13/08/2024 |
| <b>Closing time:</b>  | 11:00  | <b>Validity period:</b> | 30 days    |

**1. COMPLETION OF QUOTATION/BID DOCUMENTS:**

**1.1 All quotations documents must be completed in ink.**

All quotations and completed SBD forms must be addressed to the South African Social Security Agency and must: hand delivered in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION. Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083.** Late quotations will not be considered.**

**1.2 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.**

**1.3 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. **SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.****

**1.4 Your quotation must include costs breakdown and that is inclusive VAT inclusive, (where applicable)**

**1.5 Quotations above R30 000 must be accompanied by an original or certified original B-BBEE certificate issued by SANAS accredited agencies. Exempted Macro Enterprise (EME's) must submit an original Sworn Affidavit**



*paying the right social grant, to the right person,  
at the right time and place. NJALO!*

South African Social Security Agency  
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street  
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083  
Tel: +27 12 400 2000 • Fax: +27 12 400 2257  
[www.sassa.gov.za](http://www.sassa.gov.za)

signed by EME's representative and attested by commissioner of oath.  
Failure to submit will results into the supplier not awarded points for B-BBEE level of contribution.

- 1.6 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.7 Suppliers to indicate validity of quotation and delivery date for goods and services.
- 1.8 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

## 2. DESCRIPTION OF SERVICE REQUIRED:

| Description of Goods / Services                | Quantity |
|--|----------|
| <b>PROCUREMENT OF PERSONALISED SASSA FILES</b> |          |

**NB: Please find attached SBD Forms and Detailed Specification or TOR's**

## 3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

|                 |          |                      |              |
|-----------------|----------|----------------------|--------------|
| <b>BUYER:</b>   | L.MAKENA | <b>Telephone no:</b> | 012 400 2306 |
| <b>Cell no:</b> | N/A      | <b>Fax no:</b>       |              |
|                 |          |                      |              |

**Name: L. MAKENA**

**Signature:** 

**Date: 7 August 2024**



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## **SPECIFICATION TO PROCURE SASSA FILES**

### **1. SPECIFICATION**

#### **Filenames**

3 types of file SP (Personal file), SM (Merit File) and LR (Employee Relations)

#### **Types of files**

Brown hard paper with 3 different colours: Red, Blue and pink with the following:

- It is a 3 folder file
- First cover with SASSA logo, Names and Surname, Name of the file and Employee number
- The first cover should have Content Schedule when it's turned.
- Second page must be blank
- Third page must have communicate Chart

#### **Size**

Length is 300CM X width 230CM (when it is folded)

Quantity of files

150 files (50 (SM) Merit file, (50 SP) Personal file, (50 LR) Employee relations)

### **2. INFORMATION SESSION/ Sample confirmation.**

The sample for this file is available on request prior to submission of quotation.

### **3. EVALUATION CRITERIA**

Proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). The evaluation shall be conducted as follows:

- Stage 1: Phase 1 : Administrative Compliance
- Stage 2: Phase 1: Price and Specific Goals

**a. STAGE 1: PHASE 2: ADMINISTRATIVE COMPLIANCE**

The bidder must submit the following:

- **Fully complete and sign the attached SBD Forms**

**NB: Failure to comply with the above requirements may result in your proposal being disqualified**

**b. STAGE 2: PHASE 1: PRICE AND SPECIFIC GOALS**

This bid will be evaluated in terms of 80/20 preference point system. 80 points will be for price and the 20 points will be for specific goals:

|                                 |            |
|---------------------------------|------------|
| <b>Price and Specific Goals</b> | <b>100</b> |
| <b>Price</b>                    | <b>80</b>  |
| <b>Specific Goals</b>           | <b>20</b>  |

**Price**

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

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

**Specific Goals**

**Preference points must be awarded to a bidder for attaining the specific goals in accordance with the table below:**

| <b>Specific Goals</b>   | <b>Number of points (80/20)</b> |
|---|---------------------------------|
| B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership   | 20                              |
| B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership   | 18                              |
| B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership   | 16                              |
| B-BBEE Status Level 1 - 2 contributor   | 14                              |
| B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership   | 12                              |
| B-BBEE Status Level 3 - 4 contributor   | 8                               |
| B-BBEE Status Level 5 - 8 contributor   | 4                               |
| Others (Non-Compliant)  | 0                               |
| <b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</b> |                                 |

- Bidders must submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or certified copies thereof and/or a CSD MAAA number and/or a sworn affidavit indicating the percentage of ownership of all shareholders and/or owners and signed by the commissioner of oaths.

- Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

#### **4. DELIVERY TERMS**

- 4.1. The appointed Service Provider is expected to deliver the files within 30 working days after order has been issued.
- 4.2. The appointed Service Provider to deliver file to the following address :

**501 Prodinsa Building  
SASSA House  
Cnr Steve Biko and Pretorius  
Arcadia (Pretoria)**

## STANDARD BIDDING DOCUMENT (SBD) 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** 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.

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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.





## STANDARD BIDDING DOCUMENT (SBD) 4

**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;

## **STANDARD BIDDING DOCUMENT (SBD) 4**

- 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 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

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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.

**STANDARD BIDDING DOCUMENT (SBD) 4**

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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     |
|--|------------|
| <b>PRICE</b>                                     | <b>80</b>  |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>  |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

80/20                      or                      90/10

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:

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

| <b>The specific goals allocated points in terms of this tender</b>  | <b>Number of points allocated (90/10 system)<br/>(To be completed by the organ of state)</b> | <b>Number of points allocated (80/20 system)<br/>(To be completed by the organ of state)</b> | <b>Number of points claimed (90/10 system)<br/>(To be completed by the tenderer)</b> | <b>Number of points claimed (80/20 system)<br/>(To be completed by the tenderer)</b> |
|---|--|--|--|--|
| B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership   | 10   | 20   |  |  |
| B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership   | 9  | 18   |  |  |
| B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership   | 8  | 16   |  |  |
| B-BBEE Status Level 1 - 2 contributor   | 7  | 14   |  |  |
| B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership   | 5  | 12   |  |  |
| B-BBEE Status Level 3 - 4 contributor   | 4  | 8  |  |  |
| B-BBEE Status Level 5 - 8 contributor   | 2  | 4  |  |  |
| Others (Non-Compliant)  | 0  | 0  |  |  |
| <b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</b> |  |  |  |  |

| <b>Returnable document to claim points</b> | <b>Please tick below for the attached document</b> |
|--|--|
| 1. B-BBEE Certificate                      |  |
| 2. Sworn Affidavit (EME or QSE)            |  |
| 3. CSD registration number                 |  |

#### 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.

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



G.P.-S. 021-9580

NAME ..... VOL .....

**SP**

PERSAL NUMBER .....



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**PERSONNEL FILE**

**CONFIDENTIAL**

**PERSONNEL FILE (SP) – CONTENT SCHEDULE**  
**(TO BE PLACED ON INSIDE OF FILE COVER – LEFT)**

**SP FILES: DOCUMENTS TO BE FILED**

**APPOINTMENT**

Signed approval for advertisement of a post

Advert

Signed approval of panel and shortlist

CV of staff member

ID

Minimum required qualification

Qualification verification

Reference Check

Competency assessment

Approval for appointment of staff member

Appointment letter

Acceptance of offer

Notification of assumption of duty

Appointment documents

Contracts

**PROBATION MANAGEMENT**

Probation notification

Probation quarterly reviews

Probation confirmation extension approval

Letter of notification to staff member

Persal implementation printouts

**TRANSFER/PROMOTION/SECONDMENT/ TRANSLATION IN RANK**

Request

Approval

Letter of notification to staff member

Persal implementation printouts

**DEMOTION**

Request

Approval

Letter of notification to staff member

Persal implementation printouts

**ACTING IN HIGHER POST**

Request

Approval

Letter of notification to staff member

Persal implementation printouts

**TERMINATION OF SERVICE**

Membership of GEPP

Pension beneficiary nominee

Leave beneficiary nominee

Next of kin information

Notification of retirement/resignation/approval

Notification of death

Letter of contract-ending

Exit interview outcome

**SALARY RELATED MATTERS**

Annual salary adjustment (COLE)

SMS/MMS package structuring

Approval to suspend/terminate salary payment

Timesheets: Contract workers

**LABOUR RELATIONS**

Grievance

Discipline

Dispute

Abscondment







G.P.-S. 021-9576

NAME ..... VOL .....

**SM**

PERSAL NUMBER .....



# sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**PERFORMANCE / MERIT  
FILE**

**CONFIDENTIAL**

|   |
|---|
| <b>PERFORMANCE/MERIT FILE (SM) – CONTENT SCHEDULE</b><br><b>( TO BE PLACED ON INSIDE OF FILE COVER – LEFT</b> |
|---|

|                                       |
|---------------------------------------|
| <b>SM FILES: DOCUMENT TO BE FILED</b> |
|---------------------------------------|

|                        |
|------------------------|
| Performance agreements |
|------------------------|

|                         |
|-------------------------|
| Performance evaluations |
|-------------------------|

|  |
|--|
| Letters of confirmation of performance results |
|--|

|   |
|---|
| Approvals for the payment of performance incentives |
|---|

|   |
|---|
| Letter of confirmation of performance incentive payment |
|---|









G.P.-S. 021-9576

NAME ..... VOL .....

**LR**

PERSAL NUMBER .....



**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**EMPLOYEE RELATIONS**

**CONFIDENTIAL**

**LABOUR RELATIONS FILE (LR) – CONTENT SCHEDULE**  
**( TO BE PLACED ON INSIDE OF FILE COVER – LEFT**

| <b>LR FILES: DOCUMENTS TO BE FILED</b> | <b>On File</b> | <b>Comments</b> |
|--|----------------|-----------------|
| Grievance Case Documents               |                |                 |
| Discipline Case Documents              |                |                 |
| Dispute Case Documents                 |                |                 |

|                             |  |
|-----------------------------|--|
| <b>FILE AUDIT BY:</b>       |  |
| <b>FILE CHECKED BY:</b>     |  |
| <b>DATABASE UPDATED BY:</b> |  |





