



**REQUEST FOR BID
PROFESSIONAL SERVICES
BS/2022/RFB469**

BID NUMBER:

OPEN **Advert Date** **19 May 2022**

CLOSE **Closing Date:** **20 June 2022**

DESCRIPTION: **Time:** **11h00**

APPOINTMENT OF A SUITABLY QUALIFIED PROVIDER TO SUPPLY, DELIVERY, INSTALLATION OF SECURITY INFORMATION AND EVENT MANAGEMENT SOLUTION (SIEM).

BRIEFING SESSION:

Yes

**Non-Compulsory Virtual
briefing session: 26 May 2022
at 11h00 – Request link via
email**

Respondent details

(Use this as a cover page for response document and envelope)

Company Name:				
Completed by:				
Company Postal address				
Email:				
Telephone:				
Mobile number:				
--Date:				
Original copy of documents or copy - Mark with X	ORIGINAL		COPY	

1. BANKSETA BACKGROUND

The Banking Sector Education and Training Authority (BANKSETA) is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act, 26 of 2011 to enable its stakeholders to advance the national and global position of the Banking and Alternative Banking sector. As guided by its mandate, the BANKSETA is as such an agent of

transformation and seeks to promote employment equity and Broad-Based BEE through skills development.

For further details on the BANKSETA can be obtained on the BANKSETA website, please visit www.bankseta.org.za. Kindly look at the 2020/21 annual report under Media centre/publications/Annual reports

2. PURPOSE AND OBJECTIVES OF THE TENDER

- 2.1 BANKSETA has several Security Systems in Place, Active Directory, Firewalls, Endpoint Security, and are all deployed throughout the Main Office and two regional offices. The BANKSETA nodes add up to 200 which is inclusive of servers, switches, firewall, laptops with the staff complement of 70 active members.
- 2.2 To supply, deliver and install the Managed Security Information and Event Management solution (SIEM) at: Eco Origins, Block C2, 349 Witch-Hazel Street, Erf 3080, Highveld Centurion.

3. SCOPE OF WORK

BANKSETA seeks to appoint a service provider to supply, deliver, install, and maintain a managed Information Technology Security Information and Event Management Solution (SIEM) as per the project scope. The solution should:

- 3.1 Collect security data from network devices, servers, domain controllers, firewall, applications, and managed switch.
- 3.2 Provide reports and forensics information about security incidents,
- 3.3 Provide, manage, monitoring, deploy, integrate, install and support, and all services necessary to fulfil and operationalize the equipment.
- 3.4 Provide 24x7 availability, monitoring, analysis by experts, and Technical Support, and incident response.
- 3.5 Provide access to management, monitoring, and reporting Dashboards.
- 3.6 Provide (24x7) Incident Handling and Response.
- 3.7 be able to take in event logs from different types of devices, systems, applications, endpoints and able to correlate them to identify any security incident.
- 3.8 Provide security intelligence analytics.
- 3.9 Built-in disaster recovery and business continuity planning.
- 3.10 Provide training for three BANKSETA personnel for operation and management of SIEM solution.
- 3.11 Centralize and aggregate all security-relevant events as they're generated from their source.
 - 3.11.1 Support a variety of reception, collection mechanisms including syslog, file transmissions, file collections, file modification.
- 3.12 Correlate incidents across a range of data and provide alerts.
- 3.13 Detect advanced and unknown threats.
- 3.14 Profile behaviour across the organization.

- 3.15 Provide ad hoc searching and reporting from data for advanced breach analysis.
- 3.16 Assess and report on compliance posture.
- 3.17 Use analytics and report on security posture.
- 3.18 Provide ICT with a SIEM operational procedure manual.

The services should be provided at BANKSETA's head office in Gauteng.

4. COMPETENCY AND EXPERTISE REQUIREMENTS

- 4.1 Service provider must be a certified partner of the solution proposed.
- 4.2 The service provider should demonstrate the experience and certification of the project manager and the team members.
- 4.3 The bidder should provide signed contactable references on the company letterhead.
- 4.4 The bidder should provide a company profile.
- 4.5 The bidder should provide resumes (CV's) of the team to be assigned to this project highlighting their experience.
- 4.6 The bidder should adhere to the scope of work.
- 4.7 The bidder must provide the project milestones.

5. DURATION OF THE CONTRACT

- 5.1 The contract will be valid from the date of signatures for a period of three years.
- 5.2 BANKSETA reserves the right to terminate the contract, based on service provider lack of performance.

6. PRICING STRUCTURE

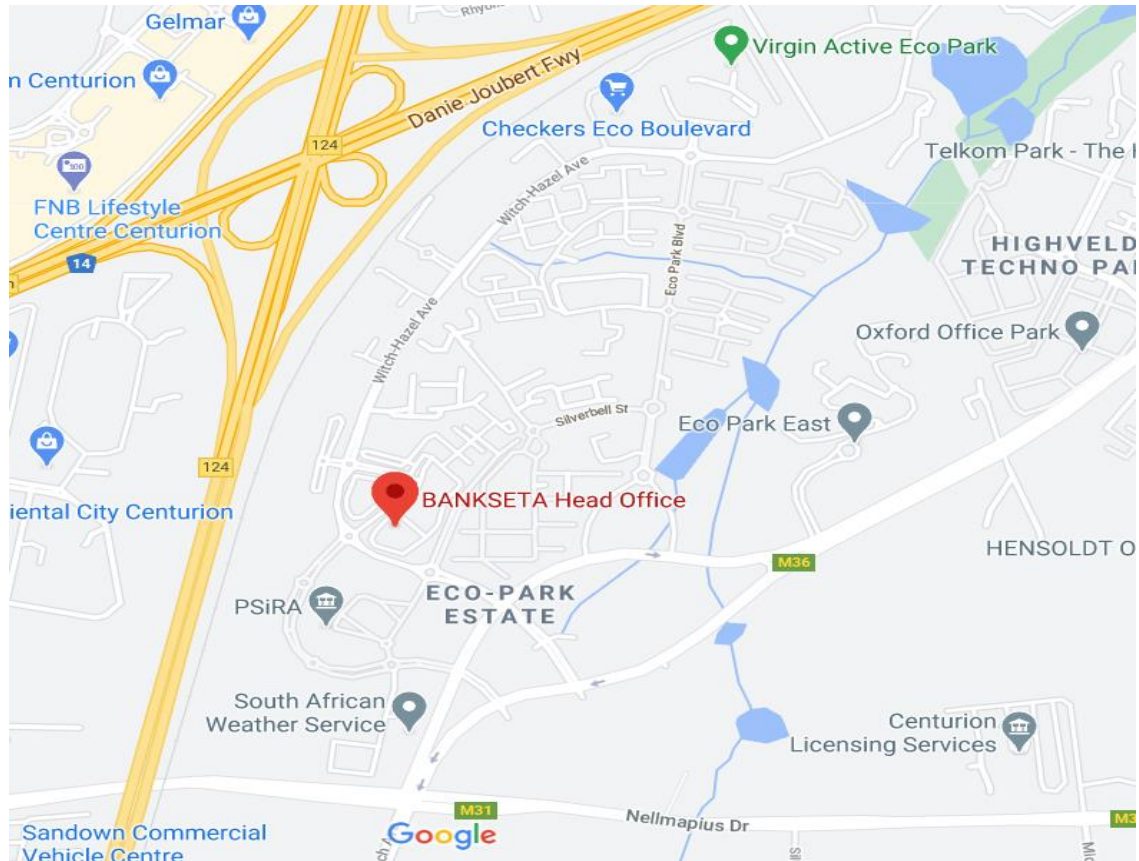
- 6.1 The quoted prices must be for each of the three years and will remain fixed for that year of the contract.
- 6.2 The attached pricing sheets (Annexure A) must be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 6.3 The pricing sheet all pricings should show VAT separately.
- 6.4 Sufficient detail should be included to enable the BANKSETA to fully understand the make-up of the overall pricing.
- 6.5 All pricing assumptions, excluded costs and estimated costs must be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project

7. SUBMISSION REQUIREMENTS

- 7.1 All submissions must be delivered in individual sealed envelopes per clause 7.5 which are clearly marked that such envelope contains a bid and the bid description/title and reference number for which the bid is being submitted.
- 7.2 Respondents should take particular care to ensure that there are no discrepancies between all submissions presented to the BANKSETA.
- 7.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.
- 7.4 Document must be submitted as follows:
- 7.5 One hardcopy should be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft copy.
- 7.5.1 An Envelope 1 – Original
- 7.5.2 B Envelope 2 – Hard Copy of the original document and 1 Soft copy
- 7.5.3 C Envelope 3 – Pricing include SBD1 – (invitation to bid)
- 7.5.4 Each individual envelope must be clearly marked with the following information:
- Description of the Submission: **APPOINTMENT OF A SUITABLY QUALIFIED PROVIDER TO SUPPLY, DELIVERY, INSTALLATION OF SECURITY INFORMATION AND EVENT MANAGEMENT SOLUTION (SIEM).**
 - Submission Bid Number: **BS/2022/RFB469**
- 7.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will **not** be accepted.
- 7.7 All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.
- 7.8 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -
- Eco Origin Office Park
Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion, 0144
The bidders should use gate 1 to enter the Eco-Origins Office park

The BANKSETA is situated in a very large office park with security offices at the main gate. Please allow at least 30 minutes to clear security and navigate through the office park.

7.9 NB: Service provider is required to sign a register on their submission.



7.10 Unsuccessful bidders will be informed in writing when the process is concluded.

7.11 A tender will be considered late if received after the specified date and time. Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

8. ENQUIRIES/COMMUNICATION

Contact person for enquiries regarding the tender document:

Ms. Yolanda Mutheiwana

Title: Specialist: Supply Chain Management Unit

Email: Yolandam@bankseta.org.za

And copy SCM@bankseta.org.za

All clarifications or enquiries must be made in writing and received by the BANKSETA at least a week before closing date of the Tender. Telephonic requests for clarification will not be accepted.

RFB TIMELINES

Activity	Time	Date
Virtual Non-compulsory Briefing	11h00	26 May 2022 – Request Link via email Yolandam@bankseta.org.za
Closing date	11h00	20 June 2022
Tender evaluation, Bidder Verification and Due Diligence	TBC	14 July 2022
Clarification presentations by Service Providers if required/ Due Diligence	TBC	22 July 2022
Provisional Contract Award	TBC	01 August 2022
Contract Signatures	TBC	19 August 2022

9. TENDER EVALUATION/ADJUDICATION PROCESS

Bids will be evaluated in three (3) phases:

- 9.1 Compliance/eligibility per paragraph 10. Bids that do not pass the compliance/ eligibility evaluation will be disqualified from participating in the next evaluation phase
- 9.2 Technical/Functionality: Bids that do not pass the compliance/ eligibility evaluation will be disqualified from participating in the next evaluation phase 11 will not participate in the final evaluation phase.
- 9.3 Price and BBBEE Evaluation: Bids will be scored accordingly

10. COMPLIANCE/ ELIGIBILITY EVALUATIONS

Respondents who do not meet the requirements below in table A **will be** immediately disqualified.

NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed below).

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder.

Table: A – Mandatory/Eligibility Requirements

Item	Compliance/Eligibility Criteria Description
1	Submission of proposal (response document)
2	Submission of the following fully completed and signed returnable documents: <ul style="list-style-type: none">- SBD 1 Invitation to submission- SBD 4 Bidder's disclosure- SBD 6.1 preference point claim form-
3	<ul style="list-style-type: none">- Special Conditions that the bidder needs to accept by signing the last page:
4	Submission of service providers Central Supplier Database report
5	Submission of the specification of product proposed. Please complete annexure B (Failure to complete will lead to disqualification, therefore all sections must be completed).

NB: Failure to submit the items listed above will result in the bid being immediately disqualified.

11. TECHNICAL/ FUNCTIONALITY EVALUATION

The evaluation of the functionality of the Request for Proposal will be evaluated as per the criteria contained in the table below:

CRITERIA	WEIGHT/ Percentage
11.1 IT Project Management certifications/qualifications and Experience in IT Project Management	10
<p>The service provider should attach CV(s) or resumes(s) showing its staff ICT Experience in IT Portfolio, Programme and Project Management (e.g. PRINCE 2/PMBOK).).</p> <p>The certification/qualification Portfolio, Programme and Project Management (e.g. PRINCE 2/PMBOK).should be certified.</p> <p>The relevant staff member should have the certification/qualification in Portfolio, Programme and Project Management (e.g. PRINCE 2/PMBOK). For the experience in Portfolio, Programme and Project Management) to be considered and evaluated as follows:</p> <ul style="list-style-type: none">a) Relevant certification plus 5 years or more relevant experience= 5 pointsb) Relevant certification plus 4 Years to less than 5 years = 4 pointsc) Relevant certification plus 3 Years to less than 4 years = 3 pointsd) Relevant certification plus Less than 3 Years = 0 pointse) No relevant certification regardless of years experience =0 points <p>Should the service provider submit more than 1 team member with the relevant qualifications, the personnel/team member with the most experience will be considered for evaluation</p>	
11.2 Contactable Reference Letters	10
<p>The service provider should provide signed reference letters on a client letterhead indicating services related to Vulnerability/ penetration and /or SIEM.</p> <p>The reference letters should :</p> <ul style="list-style-type: none">- be on the client's letterhead,- be signed and dated- indicate the type of work done,- indicate the year the work was done,- show the client contact details being the contact name and a telephone/cellphone number or email address. <p>BANKSETA will evaluate as follows:</p> <ul style="list-style-type: none">a) 5 or more relevant references = 5 points	

b) 4 relevant references = 4 points c) 3 relevant references = 3 points d) 2 relevant references = 2 points e) 1 relevant reference = 1 point f) No relevant reference = 0 points	
11.3 Team Members' certification in Ethical Hacking and Related experience.	30
<p>At least one of the team member(s) should be in possession of the following certifications: Certificate in Ethical Hacking and have relevant experience.</p> <p>The service provider should submit the CVs of the IT Security Team Members with certified copy / ies (by the commissioner of Oath) of Ethical Hacking Certification.</p> <p>BANKSETA will evaluate as follows:</p> <ul style="list-style-type: none"> a) Certificate in Ethical Hacking and 5 Years or more experience = 5 points b) Certificate in Ethical Hacking and 4 Years to less than 5 years = 4 points c) Certificate in Ethical Hacking and 3 Years to less than 4 years experience = 3 points d) Certificate in Ethical Hacking and less than 3 Years = 0 points e) No certificate in Ethical Hacking regardless of experience = 0 points. <p>Should the service provider submit more than 1 team member with the Ethical Hacking Certificate, the personnel/team member with the most experience will be considered for evaluation</p>	
11.4 Team Members' certification in Information System Auditor (CISA) and Related Team members experience.	20
<p>At least one team member(s) should be in possession of the Certificate/Qualification in Information Systems Auditor and have relevant experience</p> <p>The service provider should submit the CVs of the IT Security Team Members with certified copy / ies (by the commissioner of Oath) of Information Systems Auditor Certification.</p> <p>BANKSETA will evaluate as follows:</p> <ul style="list-style-type: none"> a) Certificate in Information System Auditor and 5 Years or more experience= 5 points b) Certificate in Information System Auditor and 4 Years to less than 5 years experience= 4 points c) Certificate in Information System Auditor and 3 Years to less than 4 years' experience = 3 points d) Certificate in Information System Auditor and less than 3 Years = 0 points e) No certificate in Information System Auditor regardless of experience = 0 points <p>Should the service provider submit more than 1 team member with the required Certificate/certification/qualification in Information Systems Auditor, the personnel/team member with the most experience will be considered for evaluation .</p>	
11.5 Team Members' certification in ICT Security (e.g. ISO/IEC 27000 set, Information Systems Security Professional (CISSP) and related experience	20

<p>At least one team member(s) should be in possession of the following ICT Security (e.g. ISO/IEC 27000 set, certification in Information Systems Security Professional) and have relevant experience</p> <p>The service provider should submit the CVs of the IT Security Team Members with certified copy / ies (by the commissioner of Oath) of ICT Security (e.g. ISO/IEC 27000 set, CISSP) Certifications.</p> <p>BANKSETA will evaluate as follows</p> <p>a) Certificate in ICT Security (e.g. ISO/IEC 27000 set information Systems Security Professional) and 5 Years or more experience= 5 points</p> <p>b) Certificate in ICT Security (e.g. ISO/IEC 27000 set, information Systems Security Professional) and 4 Years to less than 5 years' experience = 4 points</p> <p>c) Certificate in ICT Security (e.g. ISO/IEC 27000 set, information Systems Security Professional) and 3 Years to less than 4 years' experience = 3 points</p> <p>d) Certificate in <i>ICT Security (e.g. ISO/IEC 27000 set, information Systems Security Professional)</i> less than 3 Years = 0 points</p> <p>e) No certificate in ICT Security (e.g. ISO/IEC 27000 set, information Systems Security Professional) regardless of experience = 0 points</p> <p>Should the service provider submit more than 1 team member with the relevant qualifications, the personnel/team member with the most experience will be considered for evaluation</p>	
11.6 ICT Cloud Based SIEM Solution Implementation Project Plan	10
<p>The bidder should provide a detailed project plan indicating project milestones and indicating deployment of SIEM, Data Collection and cloud security.</p> <p>BANKSETA will award points of follows:</p> <p>a) Cloud based SIEM implementation plan = 2 points</p> <p>b) Data collection (On-premises and Cloud) = 2 point</p> <p>C) Cloud Security = 1 points</p>	
Total available percentage	100
Minimum threshold to qualify on Technical/Functional Evaluation	70

The minimum threshold for technical / functional evaluation is 70%. Any bidder scoring less than 70% will be disqualified from further evaluation.

12. FUNCTIONALITY WILL BE EVALUATED USING THE FOLLOWING FORMULA FOR EACH CRITERIA:

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage scored for functionality for the criteria under consideration.

- So – is the total score evaluated by BANKSETA of the Request for Proposal criteria in question.
- Ap – is the percentage allocated for functionality for the particular criteria.
- Ms – is the maximum score possible for each criteria which is 5.

12.1 Each technical /functional evaluation criteria shows how it will be evaluated out of a maximum of 5 points.

12.2 The score evaluated by the BANKSETA is divided by 5 and then multiplied by the weight of the criteria to arrive at the percentage.

12.3 The BANKSETA will add the percentages calculated for each criteria to arrive at the final total technical/functional percentage.

12.4 Any proposals not meeting a minimum threshold of **70 percent** or weighting on functionality will be disqualified.

13. POINTS CALCULATION

Pricing will be evaluated using the following formula:

80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of bid under consideration.

Pt = Price of bid under consideration.

Pmin = Price of lowest acceptable bid.

14. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR IN TERMS OF THE EXEMPTION LETTER FROM NATIONAL TREASURY

Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4

8	2
Non-compliant contributor	0

The points scored by a bidder in respect of the B-BBEE contribution will be added to the points scored for price to arrive at the overall score.

Points will be rounded off to the nearest 2 decimals.

In the event that two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or B-BBEE contribution.

15. CENTRAL SUPPLIER DATABASE COMPLIANCE REPORT FOR CHECK OF TAX COMPLIANCE

15.1 Before making an award, the BANKSETA shall check on the Central Supplier Database (CSD) whether;

- a) the bidders tax status is compliant and
- b) the service provider or any of its directors are not listed / indicated as restricted from doing business with the public sector, and/or are person(s) prohibited/ its directors are not employees of the state and have no conflict of interest in the BANKSETA, or have written authority to do business with the state as per the legislation.

15.2 The BANKSETA will not award to service providers who do not comply with the above.

16. TENDER CONDITIONS

16.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.

16.2 BANKSETA reserves the right not to award this tender or to partially award this tender.

16.3 The cost of preparing the applications will not be reimbursed.

16.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment and financial capability assessment) and/or verify the information submitted and request for further information during evaluation of the proposal on short listed tenderers before contracting.

16.5 BANKSETA shall not be liable for any direct, indirect, consequential, or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.

16.6 BANKSETA makes no representations, undertakings, or warranties whatsoever to any person in respect of the tender or any information contained in the tender.

16.7 This tender is confidential and proprietary to BANKSETA and may not be used, reused,

copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.

16.8 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

17. REVIEW PROCESS

17.1 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

17.2 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.

17.3 All proposals will go through Bid Evaluation Committee (BEC) for evaluation on functionality

17.4 The proposals from BEC will be tabled before the Bid Adjudication Committee (BAC).

17.5 The validity period of proposals is 150 days after closing date.

18. REASONS FOR REJECTION

18.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.

18.2 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

19 JOINT VENTURE

19.1 In the case of a Joint Venture, the following will be Applicable:

19.2 Each JV Member must submit its CSD report showing its tax matters to be compliant.

19.3. Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and

19.4 Submission of a Joint Venture BBBEE Rating Certificate.

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (BANK SETA)					
BID NUMBER:	BS/2022/RFB469	CLOSING DATE:	19 June 2022	CLOSING TIME:	11h00 am
DESCRIPTION	APPOINTMENT OF A SUITABLY QUALIFIED PROVIDER TO SUPPLY, DELIVERY, INSTALLATION OF SECURITY INFORMATION AND EVENT MANAGEMENT SOLUTION (SIEM).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Reception Area of BANKSETA Offices at the following address: -Eco Origin Office Park, Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion, 0144					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Yolanda Mutheiwana		CONTACT PERSON		
TELEPHONE NUMBER	011 805 9661		TELEPHONE NUMBER		
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER		
E-MAIL ADDRESS	Yolandam@bankseta.org.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE

SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		/WORKS OFFERED?	QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/>
NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/>
NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<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 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:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 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 BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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:

.....

¹ 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.

- 2.3 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 consortium² 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

² 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.

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 2017

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

- 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.

NB: Complete only the part which is applicable for this tender.

	SPECIAL CONDITIONS	CONFIRMATION		
		Yes	No	If no, indicate deviation
1	GENERAL			
1.1	<p>Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail by referring to other sections will not be accepted.</p> <p>Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents is not in compliance or agreement with the statement(s) as specified in this request for quotation.</p>			
2	THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			
3	GENERAL CONDITIONS OF CONTRACT			

		Yes	No	If no, indicate deviation
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
4	ADDITIONAL INFORMATION REQUIREMENTS			
		Yes	No	If no, indicate deviation
4.1	During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded.			
5	VENDOR INFORMATION	Yes	No	If no, indicate deviation
5.1	Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.			

6	CONFIDENTIALITY			
		Yes	No	If no, indicate deviation
6.1	The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.			

6.2	All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.			
7	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)			
7.1	Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.			
7.2	All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.			
7.3	In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.			

7.4	BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment or transfer.			
7.5	The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.			
7.6	The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright Act, No 98 of 1978, as amended.			
7.7	The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally and separately enforceable from any other provisions of this contract.			
7.8	The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.			
7.9	This contract contains various stipulatio alteri in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.			
7.10	This clause 7 shall survive termination of this contract.			

8	NON-COMPLIANCE WITH DELIVERY TERMS			
		Yes	No	If no, indicate deviation
8.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this effect.			

9	WARRANTS and PAYMENTS			
		Yes	No	If no, indicate deviation
9.1	The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA.			
9.2	The successful respondent IS NOT required to furnish to the purchaser a performance security.			
9.3	Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.			
9.4	The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.			
9.5	The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.			

9.6	Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms: ☐ Copy of a cancelled cheque; ☐ Letter from bank; ☐ Statement.			
9.7	The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.			

9.8	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
10	PARTIES NOT AFFECTED BY WAIVER OR BREACHES			
		Yes	No	If no, indicate deviation
10.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof .			
10.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
11	RETENTION			
		Yes	No	If no, indicate deviation

11.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.			
11.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing			
12	Dispute Resolution			
		Yes	No	If no, indicate deviation
12.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.			
12.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of his			
	intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Such notice shall be in English.			
12.3	Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.			

12.4	If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.			
12.5	All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its successor.			
12.6	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier			
13	FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT			
		Yes	No	If no, indicate deviation
13.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents:			
13.2	Respondents must complete and return Special Conditions of Contract.			

NAME OF BIDDER

SIGNATURE

DATE