



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: HRM/25/26/325			
CLOSING DATE	17 April 2026	CLOSING TIME	12:00

SUPPLY CHAIN CONTACTS AND ENQUIRIES	
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Reviewed: Senior Manager: Supply Chain and Contract Management		Controlled: Chief Executive Officer	

20 March 2026

changes.

*The document shall be revised at least 12 months before next revision date or as per merSETA organisational and operational

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1. Introduction to Request for Proposal (RFP)

1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New tyre Manufacturing Sectors Automotive Components Manufacturing Chamber. The merSETA is inviting potential service providers to submit the proposal for the services described under scope of work.

1.2 This RFP is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

2 Background Information

2.1 This Request for Proposal (RFP) is issued to appoint an experienced service provider to deliver training on the Code of Conduct, Code of Ethics, and Conflict of Interest Policy to all merSETA employees. The main goal is to promote good governance and ethical behaviour across the organisation, empowering employees to demonstrate effective leadership, management, and responsible use of public resources.

2.2 merSETA is a Sector Education and Training Authority with a national footprint, maintaining offices as follows:

Region
Gauteng North and Northwest
Gauteng South (A&B)
KwaZulu Natal
Free State and Northern Cape
Mpumalanga and Limpopo
Western Cape
Eastern Cape
Head Office

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NOTE: The successful service provider **must** be able to travel to all regional offices and conduct the training in person.

2.3 The total number of merSETA employees across all regions is approximately Employee numbers per region as detailed in Section 4.

3 Objectives of the Service

- a) To capacitate all employees with a thorough understanding of the current Code of Conduct, Code of Ethics and Conflict of Interest Policy and best practices.
- b) To enhance awareness and knowledge of ethical behaviour, policies, and procedures related to the code of conduct, ethics and conflicts of interest.
- c) To ensure a shared understanding and consistent approach to identifying unethical behaviour and managing potential conflicts of interest.
- d) To assist employees to recognise situations where possible conflicts of interests may arise and how to address it.
- e) To educate employees on the importance and requirements of declaring interests annually or whenever necessary for example, commencement of meetings; interviews; procurement processes, evaluations, or during interactions with suppliers or stakeholders. (*The above examples are not exhaustive.*)
- f) To promote transparency and the requirement of employees to declare gifts and experiences as and when received.
- g) To review and/or develop the existing policies and procedures to align with best practices and applicable legislation.
- h) To provide a report at the end of the project inclusive of recommendations on how to improve ethical conduct within the organisation.

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4 Scope of Work (Service)

4.1 The appointed service provider will be responsible for the following:

- 4.1.1 Project Briefing: Attend a briefing session with merSETA before the project begins and thereafter regular scheduled meetings to discuss and clarify deliverables.
- 4.1.2 Assessments: Conduct an assessment of the organisation's ethics maturity, fraud and corruption as well the corporate risk environment, including a gap analysis to identify areas for improvement.
- 4.1.3 Framework Review: Assist with the review and implementation of a revised anti-bribery, anti-corruption, and anti-fraud framework tailored to merSETA's needs.
- 4.1.4 Policy Review: Review merSETA's ethics-related policies and procedures, providing recommendations for alignment with best practices.
- 4.1.5 Training Materials: Develop relevant, blended-learning training materials and awareness tools customised to the merSETA environment. The training materials will become the property of the merSETA and all material to be returned to the merSETA at close of project.
- 4.1.6 Ethics Training: Deliver in-person ethics training and awareness sessions to all merSETA staff at designated regional offices
- 4.1.7 Reporting and Certification: Issue comprehensive reports on assessments and training, and provide certificates of attendance to participants.
- 4.1.8 Confidentiality: The appointed service provider and all its personnel shall maintain strict confidentiality regarding all merSETA information, data, and documentation accessed during the execution of this project. The service provider shall be required to sign a Non-Disclosure Agreement (NDA) prior to project commencement.
- 4.1.9 POPIA Compliance: The service provider shall ensure full compliance with the Protection of Personal Information Act (Act No. 4 of 2013) (POPIA) in the collection, processing, and storage of any personal information of merSETA employees encountered during the project.
- 4.1.10 Language of Instruction: All training materials and sessions shall be delivered in English, unless otherwise agreed in writing with merSETA.

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Region	Number of Employees	Number of Sessions Required
a) KwaZulu Natal	Twenty-two (22)	One (1) session
b) Eastern Cape	Fifteen (15)	One (1) session
c) Free State	Twelve (12)	One (1) session
d) Gauteng North and North West	Thirteen (13)	One (1) session
e) Gauteng South	Thirty-Seven (37)	Two (2) sessions
f) Mpumalanga and Limpopo	Twelve (12)	One (1) session
g) Western Cape	Twenty-One (21)	One (1) session
h) Head Office	One hundred and fifty-one (151)	Nine (9) sessions
i) Head Office – Manco	Ten (10)	One (1) session

- **Please note that these numbers may fluctuate (between 2% to 3%) depending on vacancy rate.**

5 Special Conditions

- Please provide 2 reference letters on the letterhead of the client to whom similar service was rendered.
- Bidder must provide CV/profile of a lead facilitator with a relevant postgraduate qualification, and with at least 5 years' demonstrable experience in designing and delivering training or capacity-building programmes in one or more of the following areas: corporate governance, business ethics, compliance management, anti-corruption and fraud prevention, public sector accountability, or related disciplines. A detailed CV and qualifications/certificates of the facilitator(s) must be provided and must demonstrate a sound and working knowledge of ethical conduct frameworks, PFMA principles, conflict of interest, and disclosure obligations applicable to public entities.
- The bid proposal must include a fully detailed and all-inclusive quotation, including VAT. No hidden costs will be accepted.

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- d) The service provider must supply training manuals covering all aspects of the training.
- e) The service provider must issue certificates of attendance to all participants.
- f) The training content must be aligned to the merSETA environment.

6 Deliverables

- 6.1 **Ethics Risk Assessment Report:** Conduct and provide a detailed report on ethics, fraud, and corruption risk within merSETA.
- 6.2 **Ethics Maturity Assessment and Gap Analysis:** Carry out an ethics maturity assessment, identify gaps, and submit a comprehensive analysis report.
- 6.3 **Anti-Bribery, Corruption, and Fraud Programme:** Assist merSETA in reviewing and implementing an anti-bribery, anti-corruption, and anti-fraud framework.
- 6.4 **Policy and Procedure Review:** Review existing ethics-related policies and procedures and provide recommendations for improvements.
- 6.5 **Ethics Training and Awareness:** Deliver training sessions and awareness initiatives on ethics to all relevant employees.
- 6.6 Presentation to Management on recommendations (cater for in person at Head Office and Online option)

7 Duration of the Project

- 7.1 Each training session should not exceed one (1) day.
- 7.2 The entire project will be completed over a 12-month period. Below is the detailed breakdown by phase

7.2.1 Phase 1: Project Initiation and Planning

- Attend initial briefing session with merSETA.
- Finalise project plan and schedule in collaboration with merSETA.
- Confirm regional training dates and logistics.

7.2.2 Phase 2: Content Development and Customisation

- Develop and customise training materials and manuals.
- Align content with merSETA's policies, procedures, and requirements.
- Prepare assessment tools and awareness resources.

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7.2.3 Phase 3: Pre-Implementation Review

- Present developed training materials to merSETA management for review and feedback.
- Make necessary adjustments based on feedback.

7.2.4 Phase 4: Training Rollout

- Conduct in-person training sessions across all merSETA offices as scheduled.
- Facilitate workshops in each region according to the employee numbers and sessions required.
- Issue certificates of attendance to all participants.

7.2.5 Phase 5: Reporting and Close-Out

- Compile and submit all required reports, including the Ethics Risk Assessment Report, Ethics Maturity Assessment, and Gap Analysis.
- Provide feedback on the anti-bribery, corruption, and fraud framework.
- Submit final training attendance records and materials to merSETA.

8 RFP Submission

8.1 Bid documents may be emailed to quotations@merseta.org.za on or before the closing date and closing time.

8.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

8.3 Late submissions of the RFP

Submission of quotation(s) received late (after the closing date and time) will not be considered.

9 Request for Proposal (RFP) Rules

The following rules will apply for this Request for Proposal:

9.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFP.

9.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.

9.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable). Ind

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9.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.

9.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

10 RFP Evaluation Process

9.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20). Three (3) stages of evaluation process will be undertaken.

9.2 Evaluation Stage 1: Compliance

9.2.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) will lead to the disqualification of bids.

Criteria Description	Supporting Documents
A detailed proposal with a quotation.	Attach detailed proposal & quotation.
Valid proof of accreditation	SETA/QTCO proof of service provider accreditation must be submitted.
Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified)	Standard Bidding Document (SBD) 4 and 6.1
In the event that the bidder(s) are entering into joint venture or consortium, the joint venture agreement must be submitted.	Valid JV contract

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9.3 Evaluation Stage 2: Technical Evaluation

9.3.1 The bids will be evaluated for specification compliance based on the scope of work requirements, failure to comply with the scope of work, all requirements and deliverables will lead to immediate disqualification and not considered for further evaluation on price and specific goals.

SPECIFICATION COMPLIANCE VERIFICATION	Comply	Not Comply
Understanding of scope of work as per sections 4 and deliverables in section 6		
<p>REQUIREMENTS:</p> <p>Reference letters The bidder must demonstrate experience in conducting training on the Code of Conduct, Code of Ethics, and Conflict of Interest Policy. Provide a minimum of two (2) signed reference letters from previous clients to whom the service was delivered. The reference letters must include</p> <ul style="list-style-type: none"> - Company name - Company letterhead - Contact person - Contact telephone number and or email. 		
<p>Methodology and Project Plan Methodology and approach- Provide a training delivery plan outlining key project deliverables. how the scope of work will be completed covering the following:</p> <ul style="list-style-type: none"> - Methodology - Resources - Timelines 		

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<p>CVs and copies of Qualifications Bidder must provide CV/profile of a lead facilitator with a relevant postgraduate qualification, and with at least 5 years' demonstrable experience in designing and delivering training or capacity-building programmes in one or more of the following areas: corporate governance, business ethics, compliance management, anti-corruption and fraud prevention, public sector accountability, or related disciplines. A detailed CV and qualifications/certificates of the facilitator(s) must be provided and must demonstrate a sound and working knowledge of ethical conduct frameworks, PFMA principles, conflict of interest, and disclosure obligations applicable to public entities.</p>		
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Each proposal that passed functional evaluation will be on equal footing to proceed to this final round of evaluation on price and specific goals.

NB: Failure to achieve compliance with any of the individual criteria above will result in immediate disqualification

9.4 Evaluation Stage 3: Preference Point System

9.4.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 51% to 100% black people ownership	6	
Tenderer who has 30% to 100% black women ownership	4	
Tenderer who has 30% to 100% black youth ownership	4	
Tenderer who has 30% to 100% White women ownership	2	
Tenderer who has 20% or more owners with disability	4	
Total Points allocated to Specific Goals	20	

Note: Refer to Annexure A for Proof or documentation that may be considered to claim points for specific goal related to persons or categories of persons historically disadvantaged by unfair discrimination.

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10 Cost Proposal

- 10.1 All prices must be VAT inclusive (where applicable) and must be quoted in South African Rand (ZAR).
- 10.2 The rates of remuneration will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines:
- 10.2.1 The “Guideline on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)1” as issued by the South African Institute of Chartered Accountants (SAICA);
- 10.2.2 The “Guide on Hourly Fee Rates for Consultants”, as issued by the Department of Public Service and Administration (DPSA); and/or
- 10.2.3 Remuneration guidelines issued by professional service organisations or regulatory bodies, as may be relevant.

11 merSETA’s RIGHTS

- 11.1 The merSETA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA’s website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 11.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- 11.3 The merSETA reserves the right to award this bid as a whole or in part.
- 11.4 The merSETA reserves the right to conduct site visits at bidder’s corporate offices and or at client sites if so required.
- 11.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.

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- 11.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 11.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 11.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 11.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

12 UNDERTAKINGS BY THE BIDDER

- 12.1 By submitting a bid in response to the RFP, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 12.2 The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified or such a time determined by merSETA of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 12.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFP, and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 12.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

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12.5 The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.

12.6 The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.



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ANNEXURE A

Specific Goal Guide – Preferential points (80/20)

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

Please note that:

- Financial account, management account or auditors’ letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

Preferential points for tenders without local content requirements.

2

Specific goal	80/20 Preference Point system	Example of Submission	Tick if relevant document submitted	Indicate which document have been submitted
Black People Ownership – 51% or more	6	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Women Ownership – 30% or More	4	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
Black Youth Ownership – 30% or More	4	Valid BBBEE certificate/Affidavit or B-BBEE CIPC		
White Women Ownership – 30% or More	2	Valid B-BBEE certificate/Affidavit or B-BBEE CIPC		
People with Disability (PwD) Ownership	4	Medical certificate		
Total Points allocated to Specific Goals	20			

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AUTHORISATION SIGNATORIES TO CONFIRM RFP

The employee signing below hereby affirms the accuracy of the information requested for the proposal.

Supply Chain Management Representative

Full Names	Asisipho Matomane	Date	
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Signature	
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Technical Representative

Full Names	Mirriam Matlala	Date	
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Signature	
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Annexure B: Pricing Schedule

merSETA Conflict of Interest and Code of Ethics Training RFP

RFP Reference: _____

Project: Code of Ethics Training

Bidder Name: _____

Date: _____

1. Summary Table

Item No.	Category/Description	Unit Price (R, incl. VAT)	Total Price (R, incl. VAT)
1	Assessments: Conduct an assessment and review of the organisation's ethics maturity, fraud and corruption as well related policies including a gap analysis to identify areas for improvement and best practice		
2	Framework Development: Develop a revised anti-bribery, anti-corruption, and anti-fraud framework tailored to merSETA's needs.		
3	Presentation of results and recommendations to management		
4	Training Materials: Develop relevant, blended-learning training materials and awareness tools customised to the merSETA environment.		
5	Workshop Facilitation: Facilitate workshops in each region and certification issue		

Item No.	Category/Description	Unit Price (R, incl. VAT)	Total Price (R, incl. VAT)
6	Other (please specify)		
GRAND TOTAL			

2. Notes s Instructions to Bidders

1. **All prices must be quoted in South African Rand (R) and must be VAT inclusive.**
2. **Quantities:** Where a specific number is not provided bidders must estimate based on their proposed methodology and indicate these assumptions clearly.
3. **Breakdown:** For each category, provide a detailed cost breakdown if required (e.g., per session, per participant, per module).
4. **Travel and Disbursements:** If applicable, specify whether travel and disbursement costs are included or will be charged additionally.
5. **Additional Items:** If there are additional services or items not listed above, add them under “Other” and provide details.

3. Declaration

I/We, the undersigned, confirm that the above pricing is complete, correct, and in accordance with the requirements of the Terms of Reference.

Name: _____

Designation: _____

Signature: _____

Date: _____

