



REQUEST FOR PROPOSALS

FOR

360 DEGREE EVALUATION TOOL OR SYSTEM

Issue date: 22 May 2025

Deadline Date: 2 June 2025 @ 09:00am

1. INTRODUCTION

- 1.1 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations.

2. PURPOSE

The request for proposal is issued to solicit proposal for the procurement of a 360-degree appraisal portal configured in accordance's to TIA specific requirements and the Performance Management Policy.

3. BACKGROUND

In driving a high-performance culture aligned to the TIA values, TIA uses 360-degree appraisals for its employees to source information relating to employees' strengths and weaknesses in order to create developmental plans. The results will also be used to form part of the Performance assessment of employees as stipulated in the TIA Performance Management Policy.

The 360-degree appraisal will be conducted on an annual basis. The successful service provider must be able to demonstrate their system's functionality and configurable capability as per TIA requirements outlined below.

4. SCOPE OF WORK

TIA requires the services of a credible service provider to provide the organisation with an Online 360-degree evaluation tool that will meet the functional requirements as stipulated

in Section 5 of this document. The prospective service provider must be willing to enter into a contract with TIA for the services to be provided, including consulting, training and advising on the best use of the system as and when required for the duration of the contract.

5. FUNCTIONAL SPECIFICATIONS

The service provider must be able to provide the 360-degree appraisal with the following functionalities:

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
1. Propose a 360-degree evaluation solution to TIA	Vendors to propose a holistic 360-degree evaluation tool to TIA based on the scope of work defined.	Essential	
2. Configuration of tool according to TIA requirements	Automation of 360-degree feedback survey/ questionnaires that is	Essential	

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
	configurable and can be amended by the Human Resource personnel according to defined TIA dimensions in the questionnaire		

3. Issuing of automated messages and communications	Send out 360-degree appraisal surveys/ questionnaire to individuals (TIA personnel and external clients) selected by Human Resources.	Essential	
4. Send reminders	Send reminders to participants who have been issued with the 360-degree appraisal questionnaires for their completion.	Essential	
5. Notifications and deadlines set on system	Prompt Human Resources personnel of timelines in which the 360-degrees must be issued	Essential	
6. Creation of standardized 360-degree questionnaire/survey	Enable Human Resource personnel to create standardised 360-degree questionnaire/ survey	Essential	

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
7. Online issuing of 360-degree surveys to multiple participants simultaneously	Ability to issue 360-degree appraisal to a number of people simultaneously.	Essential	

8. Ability to invite several participants (TIA Employees and external stakeholders) to participate in the survey	Provide ability for a number of people to fill out an anonymous online feedback form covering questions outlined by TIA.	Essential	
9. Ability to view survey progress	Enable Human Resources personnel to view all incomplete or partially completed 360 degrees appraisals	Essential	
10. Functionality to select participants that have not completed surveys and generate reminders	Enable Human Resource personnel to reselect participants in an event that the individuals initially selected have not completed the 360-degree	Essential	
11. Monitor survey progress	Ability to track progress of 360-degree appraisal	Essential	
12. System to do rating calculations	Ability to calculate individual 360-degree rating and overall score	Essential	

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
13. Login Credential/ Accounts	Ability to link with TIA Active Directory login credentials for ease of use	Essential	

Conduct additional Surveys			
14. User/Participants anonymity	Ability to provide anonymity of responses	Essential	
15. Survey distribution	Ability to distribute surveys to internal and external participants	Essential	
16. Survey reminders	Ability to set reminders to participants who have not completed their surveys	Essential	

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
SAGE 300 interface			
17. Link to SAGE 300 for Performance management	Link 360 assessment report to SAGE 300 Performance management module	Ideal	
18. Configure specified fields to be linked to SAGE 300	TIA will specify from the individual 360-degree report on what information must be linked to SAGE 300 for performance management purposes	Ideal	

19. Specify fields to be interfaced	Ability to select fields from the individual 360-degree report to be incorporated in the Performance management system	Ideal	
20. Calculation of ratings	Ability to calculate overall rating from all participants	Essential	
TIA REPORTING REQUIREMENTS			
21. 360-degree Survey reports	The Service Provider shall ensure that the system can generate reports (individual and organisational reports).	Essential	

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
22. 360-degree Individual / Divisional / Business unit reports	Provide comprehensive report at corporate, divisional, business units and/or individual level	Essential	
End User training			
26. Provide training for super users	Training to be provided to 6 super users to create surveys and reporting	Essential	
27. End user training	Provide training to end users (TIA staff) as system users	Essential	

28. Skills transfer to System Administrator for any technical requirements	Provide training to the IT System Administrator to provide application support where necessary	Essential	
System Maintenance and Support			
29. System maintenance and support	Provide TIA with system maintenance and support for the duration of the contract.	Essential	

Functional Requirements	Description	Critical Functionality	Indicate Comply/Not comply with comments
30. System support escalations to the vendor	Provide a Helpdesk support line or email for all application related support requirements.	Essential	
31. Advisory support	Advisory services on the use of the system or interpretation of reports which will entail engagement with TIA to guide and support	Essential	

6. System User Access

To provide access to the following TIA internal users and external participants where surveys are created for their feedback:

Personnel	No	View	Edit	Delete	Create	Post
Human Resource Business Partner		X	X	X	X	X
Business Unit Heads		X	X		X	



Executives		X	X		X	
Employees*			X			
External users		X				

7. DURATION OF CONTRACT

The duration of the contract shall be a minimum of 24 months with the possibility of one-year extension. Pricing to be provided for the period stipulated for TIA to compare, assess and approve.

8. PROPRIETARY INFORMATION

TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives.

The Bidder shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of



TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

9. ENQUIRIES & RESPONSES

All communication and enquiries regarding this proposal shall be submitted in writing to mapule.msiza@tia.org.za with "Assessment Tool / System" as the subject.

10. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

11. VERIFICATION OF DOCUMENTS BY THE SERVICE PROVIDERS

Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA in regard to anything arising from the fact that pages are missing or duplicated.

12. SUBMISSIONS OF RFQs

12.1 The proposal should be submitted at: mapule.msiza@tia.org.za copy scm@tia.org.za

12.2 It is the responsibility of the prospective supplier to ensure that the proposal is submitted by no later than 2 June 2025 09:00am

13. GENERAL TERMS AND CONDITIONS

13.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal

13.2 Kindly note that TIA is entitled to:

13.2.1 Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQs before the closing date. All Respondents, to whom the RFQ documents have been issued, will be advised in writing of such amendments in good time;

13.2.2 Verify any information contained in a proposal;

13.2.3 Not to appoint any bidder;

13.2.4 Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation



of its adjudication hereof;

- 13.2.5 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- 13.2.6 TIA reserves the right not to accept the lowest proposal or any proposal in part or whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- 13.2.7 TIA also reserves the right to award this RFQ as a whole or in part without furnishing reasons.
- 13.2.8 TIA also reserves the right to cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
- 13.2.9 The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on terms and conditions and in accordance with the specifications stipulated in this RFQ documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 13.2.10 This proposal and its acceptance shall be subject to the terms and conditions contained in this RFQ document.
- 13.2.11 The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 13.2.12 Validity period: 90 days
- 13.2.13 Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.
- 13.2.14 TIA's decision on proposals received shall be final and binding

14. **MANDATORY REQUIREMENTS**

- a) A minimum of seven years of experience in using assessment tools or systems to



generate surveys and 360-degree appraisals.

- b) CV's of Consultants must be attached
- c) Proof of previous projects executed submitted in the form of Five (5) reference letters
- d) Suppliers must be registered on the Central Supplier Database (CSD)
- e) Suppliers must have a tax compliant status on the CSD by the time of appointment.
- f) Fee structure

15. EVALUATION CRITERIA

a) First Stage evaluation criteria

Table 15.1

Adjudication categories and criteria	Weight	Maximum Score
1. Experience in applying assessment tools or systems in organisations for customised organisational surveys and 360-degree appraisals <ul style="list-style-type: none"> • Over 10 years of experience = 5, • 5-7 years of experience = 3 • 4-1 year of experience = 1 	0.5	5
2. Proof of applying such assessment tools or systems in organisation's over the past 5 years <ul style="list-style-type: none"> • Five reference letters = 5 • Four reference letters = 3 • Three reference letters = 2 • Two reference letters = 1 	0.1	5
3. Service provider to provide end-user training to HR Business Partners for customisation of the surveys, report generation and any end-user requirements. Responses must include how training will be conducted by the service provider, and a training manual attached if available. <ul style="list-style-type: none"> • Training Manual Provided = 5 • No Training Manual Provided = 0 	0.2	5
4. Service provider to include a sample SLA for maintenance and support of the system including the Helpdesk number or email address for all escalations and application support. <ul style="list-style-type: none"> • Sample SLA included with Helpdesk information = 5 • Sample SLA not included with Helpdesk information = 0 	0.2	5

Adjudication categories and criteria	
Total weighted score/Maximum possible score	1.0
Minimum qualifying score (expressed as percentage)	70%

b) **Second stage evaluation (System Demonstration)- Only service providers who met the minimum qualifying score of 70% for the First Stage will be invited for the Second Stage**

Table 15.2

Adjudication categories and criteria	Weight	Maximum Score
1. Demonstration that the assessment tool or system can be applied to conduct 360-degree assessments. <ul style="list-style-type: none"> • Successful system demonstration meeting all TIA requirements = 5 • Successful system demonstration but not meeting TIA's full requirements =1 	0.4	5
2. System demonstrated ease of use and can be customised to accordingly for all TIA needs. <ul style="list-style-type: none"> • Full customisation and ease of use = 5 • System cannot be customised and not easy to use =1 	0.3	5
3. The assessment tool must provide user access rights to ensure confidentiality/anonymity of feedback provided. <ul style="list-style-type: none"> • System provides user access rights and confidentiality/anonymity = 5 • System cannot provide user access rights and confidentiality/anonymity = 1 	0.1	5

<p>4. Ability to customise 360-degree appraisals, surveys and reports that must be generated by the assessment tool or system</p> <ul style="list-style-type: none"> • Demonstrated fully the ability to customise 360 degree appraisals, surveys and reports that must be generated by the assessment tool or system = 5 • Failed to demonstrate the ability to customise 360 degree appraisals, surveys and reports that must be generated by the assessment tool or system = 0 	0.2	5
Total weighted score/Maximum possible score	1.0	
Minimum qualifying score (expressed as percentage)	70%	

c) Pricing

Vendors are requested to provide a quotation for the above-mentioned requirements and clearly specify the following cost factors:

- System subscription model or software cost
- Set up and configuration cost including SAGE 300 interface
- Training
- Maintenance and support agreement for 24 months for comparison

Third Stage: Evaluation in terms of (80/20) Preference Points System (Specific goals)

Service providers who obtain the threshold of 70% will be evaluated further based on the 80/20 Preference point system.

Specific Goal	Points	Proof
At least 51% black ownership	10	Share register / CSD report



Less than 51% black ownership	0	
At least 51% black women ownership	10	Share register / CSD report
Less than 51% black women ownership	0	
Total points for specific goals	20	
Price	80	Quotation
Total	100	



SBD 4

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

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.



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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

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

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:

80/20 or 90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration



Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% black ownership		10		
Less than 51% black ownership		0		



At least 51% black women ownership		10		
Less than 51% black women ownership		0		

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: