

NORTHLINK TVET COLLEGE (NLC)

REQUEST FOR TENDER (RFT) FOR

THE PANEL OF SUPPLIERS TO SUPPLY AND DELIVER TEXTBOOKS – PERIOD
OF THREE (3) YEARS

TENDER NO: NLC-T-001-2025

Interested suppliers with proven capabilities are invited to submit a tender proposal in response to the afore-mentioned Request for Tender. The completed proposal must be submitted in a sealed envelope to:

**Northlink College,
Central Office
80 Voortrekker Road
Bellville 7530**

Tender number	NLC-T-001-2025
Date Issued	16 May 2025
Tender Closing Date	Tuesday, 3 June 2025 Time:11h00
Non - compulsory Information Session	23 May 2025 at Via Online Teams Meeting Time: 11h00, see the joining link. https://shorturl.at/j9BzT
Validity period	120 Days

Company Name		
Address		
Contact person		
Contact number	(w)	(cell)
Email address		

REQUEST FOR TENDER

(Contract Number: NLC-T-001-2025 THE SUPPLY AND DELIVERY OF TEXTBOOKS FOR A THREE (3) YEAR PERIOD FOR NORTHLINK TVET COLLEGE (“NLC”).

Northlink Technical and Vocational Education and Training (“TVET”) College, located in the northern suburbs of Cape Town and one of the largest TVET Colleges in South Africa, is seeking a qualified panel of suppliers to provide and deliver textbooks to the College. The contract will be for a duration of 3 years from the service provider's appointment date.

The College aims to complete the initial evaluation process by August 2025.

The Request for Tender (“RFT”) is accessible at no cost on the e-tender portal website and the Northlink College website. The tender document should be printed double-sided and not re-typed.

Preference will be given to suppliers situated in the Western Cape Province. The 80/20 Preference Point System will be applied.

The College will adhere to its own Supply Chain Management Policy, with National Treasury guidelines and instruction notes applying where the policy is silent.

The deadline for tender submissions

is **Tuesday, 3 June 2025, at 11:00**. RFT documents must be placed in the tender box at the **security gate of the Central Office** at

Northlink College, Central Office,

80 Voortrekker Road,

Bellville 7530.

Printed, completed, and bound documents are mandatory. Late or emailed submissions will not be accepted. Proposals must be submitted using the provided tender documentation without any retyping, as this will result in disqualification.

Tender submissions will be accepted until 11:00 am on **Tuesday, 03 June 2025**. The opening register will be compiled shortly after the deadline.

Northlink College reserves the right to accept or reject any variations, deviations, tender offers, or alternative tender offers. It may terminate the tender process and decline all offers before a contract is formed. Northlink College will not be liable for any costs if the tender is cancelled or rejected, but will provide written reasons for such actions.

This document is available in electronic format only. The documents will be promptly accessible on the e-tender portal and the notice of the advert on the Northlink College website

NLC-T-001-2025

The panel of suppliers to supply and deliver textbooks for a period of three (3) years.

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SECTION A

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF TEXTBOOKS FOR THE PERIOD OF THREE YEARS

1. BACKGROUND:

Northlink Northlink College is a public TVET College under the Department of Higher Education & Training. The objective of this tender is to secure a panel of capable and experienced suppliers to supply and deliver textbooks for the students and a lecturer's guide for a period of three (3) years.

Northlink College is located in the Northern Suburbs of Cape Town. The College has seven (7) Campuses, namely:

1. Belhar Campus
2. Bellville Campus
3. Goodwood Campus
4. Parow Campus
5. Protea Campus
6. Tygerberg Campus
7. Wingfield Campus.

The College offers courses in engineering, business, cosmetology, safety in society, ECD, and Edu-care facilities studies. The accredited qualifications are based on the National Accredited Technical Education Diploma (NATED), National Certificate Vocational (NCV), and the Quality Council for Trades and Occupations (QCTO).

Northlink College strives to provide the best education to its students.

2. SCOPE OF WORK:

The bulk purchases of textbooks are ordered in November/December for January delivery. The additional books can be ordered in January, and suppliers are expected to deliver the books quickly because of the start of the teaching and learning period. The campuses request textbooks on an ongoing basis during the year, depending on the number of students enrolled in that semester or trimester.

The supplier to advise if the ISBN is incorrect and suggest the correct one.

The textbook suppliers shall ensure that the requested textbooks are delivered in the right quantity, right quality, and in the correct time. Such work may further be subjected to external quality assurance, as may be considered necessary.

The appointed suppliers will be required to supply any other published books that are related to teaching and learning, including QCTO-related study material, any legislation books, and published books to be purchased on behalf of the College.

The appointed suppliers of the textbooks must be in a position to supply e-books upon request.

3. MONITORING THE PROGRESS OF ASSIGNMENTS

Upon delivery of textbooks, the supplier must provide a delivery note that needs to be signed upon completion of each assignment. Clear and continuous communication should be maintained with the campus in case of any delays in the delivery of the textbooks.

4. INDEPENDENCE AND OBJECTIVITY OF STAFF

When delivering textbooks, the supplier must ensure that their staff maintain professionalism and objectivity.

5. DURATION OF CONTRACT

The contract is set to last for three years, starting from the date of signing the Service Level Agreement. The Supply Chain Management office will oversee and evaluate the suppliers' performance from the appointment date until the contract's conclusion.

6. EVALUATION CRITERION

6.1 Mandatory requirements criteria

The following documentation must be submitted along with this tender document.

Failure to submit this document will result in disqualification and it will not be evaluated for functionality requirements.

STAGE 1

Item number	Description	Submitted Yes or No
1.	Completed SBD Forms	
2.	Pricing is provided in the Excel document	
3.	Board Resolution Letter	
4.	Company registration document from CIPC	
5.	Compliance Tax PIN Certificate with VAT registration number	
6.	Less than three months' Bank rating letter	
7.	Proof of Bank Account	
8.	Certified Copy of B-BBEE certificate	
9.	Updated CSD report with verified banking details.	

6.2 Functionality requirements criteria

Tenderers are to ensure that they submit copies of certified certificates (not older than three months from the date of bid closure) or a letter from the relevant bodies proving current professional registration with the relevant council, including registration numbers.

STAGE 2: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the bidder to execute and maintain a tender and/ or contract. Bidders need to obtain a minimum point score of 70 and above in order to progress to the stage of 80/20 points allocation and pricing.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
Provide three (3) contactable references with a minimum of three (3) years supplying and delivering Textbooks 3 References verified 25 Points 2 References verified 15 Points 1 References verified 10 Points No References 0 Points Zero points will be allocated if the references provided are from Northlink College and are not contactable.	25
Company's experience (Submit company profile with completed textbook projects) More than 5 years of experience, 15 Points Experience between 3 and 5 years, 10 Points Experience below 1 to 2 years: 5 Points No experience 0 points	15
Lead times for the delivery of Textbooks Delivery within 4 Weeks 20 Points Delivery within 4 to 6 Weeks 10 Points Delivery up to 6 weeks and beyond 5 Points Not stipulated in the company profile or anywhere in the tender proposal 0 Points	20
Certified copy of the certification of the Publishers Association of South Africa (PASA) A certified copy of the certificate of PASA is provided, 10 Points Not provided 0 Points	10
Provide details of the ability to complete the work, such as an organogram, list of fleets, etc. Yes 10 Points No 0 Points	10
Offices/workplace in the Western Cape Yes 10 Points No 0 Points	10
Total Points	100

STAGE 3: PRICE AND B-BBEE

Only tenderers who meet the minimum functionality threshold of 70 points will proceed to evaluation under the 80/20 preference point system. 80 points will be allocated for price evaluation, while 20 points will be allocated for B-BBEE compliance, totalling 100 points. Tenderers must complete the SBD 6.1 form and submit a certified copy of their B-BBEE certificate.

Tenderers are required to submit pricing for the listed textbooks in an Excel document, but they are not limited to the listed textbooks.

If new textbooks are needed, a request will be sent to the appointed supplier for pricing. The textbook prices must be market-related. If the college determines that the price of a new textbook is not market-related, they are allowed to purchase a book where the pricing is market-related.

Failure to provide pricing based on the Excel document will result in disqualification from the tender process.

The pricing obtained in this tender process must remain **fixed** until December 2026. Any price increases in July 2025 and July 2026 must be added to the total cost of the textbooks listed in the Excel documents.

Year two and year three **fixed pricing**, inclusive of VAT, must be provided, along with any annual increases until December 2028.

7. TENDER SUBMISSION DETAILS

The tender proposals should be forwarded to the Northlink College offices, and the details are as follows:

- Closing Date: Tuesday, **03 June 2025**
- Closing Time: **11H00**
- Address: The Supply Chain Practitioner
Northlink College (Central Office)
80 Voortrekker Road
Bellville
7530 (at security gate)
- For further information, contact the Procurement office
Monray Engelbrecht (021) 970-9097 Monray.Engelbrecht@northlink.co.za

No telephonic or any other form of communication with NLC staff/members may be entered into except the procurement staff whose details are listed above. All queries are to be in writing (email). Failure to observe these requirements will lead to an automatic disqualification.

SECTION B

SPECIAL INSTRUCTIONS AND NOTICES TO TENDERERS REGARDING THE COMPLETION OF TENDER FORMS.

PLEASE NOTE THAT THIS TENDER IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, NATIONAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK, THE GENERAL CONDITIONS OF CONTRACT, AND AUDITOR GENERAL REQUIREMENTS.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa, and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the tender forms be retyped or redrafted. Photocopies of the original tender documentation may be used, but an original signature must appear on such photocopies.
3. The tenderer is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Tenders submitted must be complete in all respects.
5. Tenders shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the tender documents.
6. Each tender shall be addressed in accordance with the directives in the tender documents and shall be lodged in a separate sealed envelope, with the name and address of the tenderer, the tender number, and the closing date indicated on the envelope. The envelope shall not contain documents relating to any tender other than that shown on the envelope. If this provision is not complied with, such tenders may be rejected as being invalid.
7. All tenders received in sealed envelopes with the relevant tender numbers on the envelopes are kept unopened in safe custody until the closing time of the tenders. Where, however, a tender is received open, it shall be sealed. If it is received without a tender number on the envelope, it shall be opened, the tender number ascertained, the envelope sealed, and the tender number written on the envelope.
8. A specific box is provided for the receipt of tenders, and no tender found in any other box or elsewhere subsequent to the closing date and time of tender will be considered.
9. No tender sent through the post will be considered if it is received after the closing date and time stipulated in the tender documentation, and proof of posting will not be accepted as proof of delivery.
10. No tender submitted by telefax, telegraphic or other electronic means will be considered.
11. Tendering documents must not be included in packages containing samples. Such tenders may be rejected as being invalid.
12. Any alteration made by the tenderer must be initialled.
13. Use of correcting fluid is prohibited
14. Tenders will be opened in public as soon as practicable after the tender's closing time, which may not be the closing date.



15. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

PART A

INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	NCL-T-001-2025	CLOSING DATE:	Tuesday, 03 June 2025	CLOSING TIME:	11h00
DESCRIPTION	The Panel of Suppliers to supply and deliver Textbooks – Period of Three (3) Years				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS Northlink College, Central Office (security gate)					
80 Voortrekker Road					
Bellville 7530.					
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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]		
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Northlink College		CONTACT PERSON		
CONTACT PERSON	Monray Engelbrecht		TELEPHONE NUMBER		
TELEPHONE NUMBER	021 9709000		FACSIMILE NUMBER		
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS		
E-MAIL ADDRESS	Monray.Engelbrecht@northlink.co.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

SBD 1

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 ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. 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 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**PRICING SCHEDULE
(SUPPLY AND DELIVERY OF TEXTBOOKS)**

SBD 3.3

NAME OF BIDDER: BID NO.: NLC – T-001-2025

CLOSING TIME **11:00**

CLOSING DATE **03 June 2025**

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDE	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses, inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R.....
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R..... days
	R..... days
	R..... days
	R..... days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the Expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	R.....
	R.....
	R.....
	R.....
		TOTAL: R.....	

**” all applicable taxes” include value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and skills development levies.

SBD3.3

- 5.2 Other expenses, for example, accommodation (specify, eg, Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On the basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement of the project after acceptance of bid
 7. Estimated man-days for completion of project
 8. Are the rates quoted firm for the full period of the contract? *YES/NO
 9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel

ANNEXURE B

SHAREHOLDERS/OWNERSHIP DETAILS

List all persons who are owners, partners, or trustees in the business.

Full Name	ID Number	BCA		White		Youth		Women		Disabled		African (PPG)		Capacity in the business	% of the time devoted to the business
		Yes/No	%	Yes/No	%	Yes/No	%	Yes/No	%	Yes/No	%	Yes/No	%		

Note:

- BCA = Black, Coloured & Asian
- Proof of disability must be supplied with this form
- Priority Population Group (PPG) = African

Signed at _____ on this _____ day of _____ (month) _____ (year)

Commissioner of Oath _____ **Commissioner of Oath's Stamp:**



ANNEXURE C

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1	Full Name of bidder or his or her representative:	
2.2	Identity Number:	
2.3	Position occupied in the Company (director, trustee, shareholder ² , member):	
2.4	Registration number of company, enterprise, close corporation, partnership agreement or trust:	
2.5	Tax Reference Number:	
2.6	VAT Registration Number:	

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.



² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

SBD 4

2.7 Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars:

2.7.1	Name of person/ director/ shareholder/ member	
	Name of State Institution to which the person is connected	
	Position occupied in the state institution	

Any other particulars:

2.8	Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months?	YES	NO
	Tick which is applicable (Yes or No)		

If so, furnish particulars:

2.8.1	

2.9	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	YES	NO
	Tick which is applicable (Yes or No)		

If so, furnish particulars:

2.9.1	
-------	--



SBD 4

2.10	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO
Tick which is applicable (Yes or No)			

If so, furnish particulars:

2.10.1			
2.11	Do you or any of the directors / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES	NO
Tick which is applicable (Yes or No)			

If so, furnish particulars:

2.11.1	

3. Full details of Directors / Trustees / Members / Shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number



SBD 4

4. DECLARATION

I, THE UNDERSIGNED

(NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME
SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



ANNEXURE D

AUTHORITY TO SIGN A TENDER (COMPLETE RELEVANT SECTION)

A. COMPANIES

If a Tenderer is a Company, a certified copy of the resolution by the Board of Directors, personally signed by the Chairperson of the Board, authorizing the person who signs this tender to do so, as well as to sign any contract resulting from this tender and any other documents and correspondence in connection with this tender and/or contract on behalf of the Company must be submitted with this tender, that is before the closing time and date of the tender

AUTHORITY BY THE BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20

Mr/Mrs.....(whose signature appears below) has been
duly authorized to sign all documents in connection with this tender on behalf of (Name of
Company).....

.....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....

(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES: 1:

2:



B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am

the sole owner of the business trading as

.....
.....
.....

.....

SIGNATURE

.....

DATE

WITNESSES: 1:

2:



C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every

Partner:

Full name of Partner	Residential address	Signature

We, the undersigned Partners in the business trading
as..... hereby authorize..... to sign this
tender as well as any contract resulting from the tender and any other documents and
correspondence in connection with this tender and /or contract on behalf of

(name of Company)

.....
SIGNATURE **SIGNATURE** **SIGNATURE**

.....
DATE **DATE** **DATE**

WITNESSES: 1:
.....

2:
.....



D. CLOSE CORPORATION

In the case of a Close Corporation submitting a tender, a certified copy of the Founding Statement of such Corporation shall be included with the tender, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.... at

Mr/Ms....., whose signature appears below, has been authorized to sign all documents in connection with this tender on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:

(SIGNATURE).....

(PRINT NAME)

IN HIS/HER CAPACITY AS:

DATE: SIGNATURE OF SIGNATORY:

WITNESSES: 1:
.....

2:
.....

ANNEXURE E

CONDITIONS OF TENDER

1. I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the NORTHLINK TVET COLLEGE (hereinafter called the "College") on the terms and conditions and be in accordance with the specifications stipulated in the tender document (and which shall be taken as part of and be incorporated into this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the College during the validity period indicated and calculated from the closing time of the tender;
 - (b) this tender and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Supply Chain Management Policy Framework as applicable to National Treasury with specific reference to the Department of Higher Education and Training, the Provincial Treasury issued Practice Notes, and the Auditor General Conditions of Contract, with which I/we are fully acquainted;
 - (c) if I/we withdraw my tender within the period for which I/we have agreed that the tender shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the College may, without prejudice to its other rights, agree to the withdrawal of my tender or cancel the contract that may have been entered into between me and the College, I/we will then pay to the College any additional expenses incurred by the College having either to accept any less favourable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tenders and by the subsequent acceptance of any less favourable tender. The College shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the College may sustain by reason of my default;
 - (d) if my tender is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract
created by the acceptance of my tender and I choose *domicilium citandi et executandi* in the Republic at (full physical address)



3. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my/our obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I/we or any persons related to my/our business has with regard to this tender or any related tenders by completion of the Declaration of Interest Section.

7. **CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I/WE AM/ARE DULY AUTHORISED TO DO SO ON BEHALF OF THE TENDERER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The Tenderer will furnish documentary proof regarding any tendering issue to the satisfaction of the College, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the College, in addition to any remedies it may have, may: -
 - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the College as a result of the award of the contract, and/or
 - (b) Cancel the contract and claim any damages which the College may suffer by having to make less favourable arrangements after such cancellation.

SIGNED ON THIS..... DAY OF20



AT

.....

.....

SIGNATURE OF TENDERER OR DULY NAMED IN BLOCK LETTERS

AUTHORISED REPRESENTATIVE ON BEHALF OF (BIDDER'S NAME)

.....

CAPACITY OF

SIGNATORY.....

NAME OF CONTACT PERSON (IN BLOCK LETTERS)

.....

POSTAL ADDRESS

.....

.....

.....

.....



TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

WITNESS 1:

2:

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the firm or sole proprietor confirms that he / she declares that the information is correct.

Signature:

.....

Name:

Duly authorized to sign on behalf of:

Telephone:

Fax:

Date:

ANNEXURE F

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>



4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



4.4.1	If so, furnish particulars:
-------	-----------------------------

SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

ANNEXURE G

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.



SBD 9

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



ANNEXURE H SBD 6.1

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 not exceed R50 000 000 (all applicable taxes included), and therefore 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to 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.

SBD 6.1

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

SBD 6.1



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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 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.....

SBD 6.1



- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE
(***Tick applicable box***)

YES		NO	
-----	--	----	--

- 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 least 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]

SBD 6.1

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 certificates, 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;

SBD 6.1

- (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

