

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

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

Project title:	<i>Request for Quotation for Subscription to Online Search Tool for a period of Three (3) years</i>
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RFQ No:	RFQ 42/22/ICT	Closing Date:	11 OCTOBER 2022
Closing time:	11:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:

1.1 All quotations documents must be completed in ink.

All quotations and completed SBD forms must be addressed to the South African Social Security Agency must be **Hand delivered** in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION.**

Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the **QUOTATION BOX** situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083**. Late quotations will not be considered.

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

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

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



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

South African Social Security Agency
Head Office

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

- 1.5 Quotations above R30 000 must be accompanied by an original or certified original B-BBEE certificate issued by SANAS accredited agencies. Exempted Macro Enterprise (EME's) must submit an original Sworn Affidavit signed by EME's representative and attested by commissioner of oath. Failure to submit will result into the supplier not awarded points for B-BBEE level of contribution.
- 1.6 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.7 Suppliers to **indicate validity of quotation and delivery date for goods and services.**
- 1.8 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
<i>Request for Quotation for Subscription to Online Search Tool for a period of Three (3) years</i>	

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

3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

BUYER:	K Pillay	Telephone no:	012 4002570
Cell no:	N/A	Fax no:	

Name: Khoreisha Pillay

Signature: *K Pillay*

Date: 4th October 2022



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**SPECIFICATION FOR SUBSCRIPTION TO ONLINE SEARCH TOOL FOR THE PERIOD
OF THREE YEARS**

CONTENTS

1.	OVERVIEW OF SASSA.....	3
2.	PURPOSE.....	4
3.	BACKGROUND.....	4
4.	OBJECTIVES	5
5.	SCOPE OF WORK AND EXPECTED DELIVERABLES	5
6.	SUPPORT AND MAINTENANCE.....	6
6.1	REQUIREMENTS OVERVIEW	6
6.2	THE SCOPE OF THE SUPPORT AND MAINTENANCE.....	6
7.	GOVERNANCE REQUIREMENTS.....	6
8.	COMPETENCE AND EXPERTISE	6

1. OVERVIEW OF SASSA

1.1 The South African Social Security Agency (SASSA), listed as a schedule 3A public entity in terms of the PFMA Act No. 1 of 1999 (as amended by Act 29 of 1999), is an extension of government's delivery arm that administers the delivery of grants to the poor in South Africa. Through SASSA, government must ensure improvement of the social security service delivery system.

1.2 SASSA (the Agency) aims to deliver quality and comprehensive social security services in partnership with non-governmental, community-based and faith-based organisations, business, civil society structures and labour movements.

1.3 The founding legislation of the Agency is the South African Social Security Agency Act, 2004 (SASSA Act). The SASSA Act makes provision for the effective management, administration and payment of social assistance and services through the establishment of the SA Social Security Agency.

1.4 The key functions of SASSA are the administration and payment of social grants and include:

1.4.1 The processing of applications for social grants;

1.4.2 Verification and approval of applications;

1.4.3 On-going entitlement reviews of beneficiaries;

1.4.4 Disbursement and payment of grants to eligible beneficiaries; and

1.4.5 Quality service assurance ensuring compliance with norms and standards and fraud prevention and detection.

1.5 SASSA provides the following types of social grants:

1.5.1 Old Age;

1.5.2 War Veterans;

1.5.3 Disability;

1.5.4 Grant-in-Aid;

1.5.5 Child support;

1.5.6 Foster Child;

1.5.7 Care Dependency;

1.5.8 Social Relief of Distress.

1.6 SASSA also manages the correspondence and records related to these grants.

1.7 SASSA has the following tiers of operations:

1.7.1 Head Office;

1.7.2 Regional Offices (one per province);

1.7.3 District Office (one per district / metro municipality demarcation);

1.7.4 Local and Services Offices (one or more per municipal area, depending on the distance and population density).

2. PURPOSE

2.1 To solicit proposals from suitable service providers or qualified individuals to supply SASSA with subscription to Online Search Tool for individual, company and property information providing a single point of access to information from variety of data sources for a period of three years .It must provides fast and reliable access to South Africa's major registration offices including the Deeds Office ,Surveyor General Office and various Credit Bureaus as well as information sourced from Companies and Intellectual Property Commission (CIPC).

3. BACKGROUND

3.1 SASSA has a Legal Services & Fraud Officials that performs a large volume of work which include, inter alia the following: drafting and vetting of contractual agreements (Lease Agreements, SLA'S, and MOU's etc.), Debt Collection Matters and Provide Legal opinions and Advice etc.

3.1 Fraud colleagues use this online search tool for fraud detention and fraud prevention services In this regard, the web-based search tool should provides facts and reliable online access to South Africa's major registration offices including the Deeds Office, Surveyor General Office and various Credit Bureau as well as information sourced from the Companies and Intellectual Properties Commission. Having access to this online search tool will assist in the correct legal descriptions, extent, title deed, valuation; confirm company profiles, entities and debtor/ personal profiles etc.

3.1 The range of services SASSA offers and the extensive legislative framework relevant to executing its mandate requires access to an effective database for managing information resources.

3.2 SASSA's Information Management Unit is responsible for the management of information resources and associated databases. The Unit is in need of services of subscription to Online Search Tool for individual, company and property

information providing a single point of access to information from a variety of data sources

4. OBJECTIVES

To acquire subscription to Online Search Tool that will assist SASSA with:

- Individual, company and property information providing a single point of access to information from variety of data sources.
- Fast and reliable access to South Africa's major registration offices including the Deeds Office , Surveyor General Office and various Credit Bureaus, as well as information sourced from the Companies and Intellectual Property Commission (CIPC)
- The service provider is also expected to provide SASSA with maintenance and telephone support.

5. SCOPE OF WORK AND EXPECTED DELIVERABLES

5.1 The service provider is expected to supply SASSA with the following services and sub-services:

- a) The service provider will give access to subscription to Online Search Tool for individual, company and property information providing a single access to information from variety of data sources as described above ✓
- b) The service provider will provide maintenance services to the Online Search Tool.
- c) The service provider will ensure that SASSA staff members have access to the Online Search Tool ensuring that they have access from their workstations
- d) The service provider will provide implementation user support, mainly telephonically
- e) The service provider will provide four training sessions to SASSA staff on the use of the Online Search Tool.
- f) The service provider will install new updates to the Online Search Tool as and when they become available
- g) The service provider to supply the Online Search Tool, maintenance and support services.

6. SUPPORT AND MAINTENANCE

6.1 REQUIREMENTS OVERVIEW

- 6.1.1 The South African Social Security Agency (SASSA) would require the successful service provider to provide support to users of the Online Search Tool
- 6.1.2 The service provider will be expected to troubleshoot and assist where users are unable to access the Online Search Tool.
- 6.1.3 A training programme will have to be developed for Legal, IRC staff & Fraud Head Office & nine Regions officials on the use of the database.

6.2 THE SCOPE OF THE SUPPORT AND MAINTENANCE

A. OPTIMUM PERFORMANCE OF APPLICATION

It is crucial that the Online Search Tool operates at an optimum level to ensure excellent service delivery to end users within SASSA. This will include, but not limited to:

- i. Proactive and continuous monitoring of performance on the Online Search Tool to identify bottlenecks and areas requiring optimisation; and
- ii. Sharing the results of the health checks.

B. TIMEOUS COMPLETION OF USER SUPPORT CALLS

All calls received will be attended to and completed in accordance with agreed service levels and processes to ensure:

- i. Staff morale is not negatively impacted – employees should not feel that their problems are not being treated with the urgency they deserve.
- ii. Staff empowerment – employees should be in a position to complete their task /assist IRC, Legal & Fraud officials.

7. GOVERNANCE REQUIREMENTS

- 7.1 SASSA will have quarterly meetings with the successful service provider to ensure that services are effectively delivered and monitored.
- 7.2 All travelling costs of the successful service provider that are related to the governance of this service will be at the service provider's expense. Meetings will be held at SASSA Head Office in Pretoria.

8. COMPETENCE AND EXPERTISE

- 8.1 The service provider should have the following attributes:

- a. Experience in providing Online Search Tool and associated solutions in the both the private and public sectors.
- b. Experience in providing comprehensive support to the clients on a wide range of Online Search Tool.
- c. Excellent understanding and knowledge of information resource and management needs in both the public and private sector
- d. Well-established in South Africa and have offices well-located to provide support in all provinces in South Africa
- e. Minimum of 3 years' experience rendering Online Search Tool in South Africa, in both the private and public sectors.
- f. It must be a company that already offering the benefits to Law Firms, Estate Agencies, Municipalities ,Credit Bureaus ,Banks, Valuers, Surveyors, Conveyancers ,Researchers and other professionals within the property industry

9. TRAINING

- a) The service provider will provide four training sessions to SASSA staff on the use of the Online Search Tool
- b) A training programme will have to be developed for Legal, IRC staff & Fraud Head Office & nine Regions officials on the use of the database.

10. PRICING

- a) The service provider must provide costing per individual access to the Online Search Tool
- b) Training costs must be included in the cost and not charged separately

11. EVALUATION METHOD

11.1.1 The bid/RFQ will be evaluated in terms of 80/20 preferential point scoring system. Proposals will be evaluated as follows:

Stage 1.

Phase 1: Special Conditions

Phase 2: Administrative Compliance

Stage 2.

Phase 1: Price and BBBEE Status Level of Contribution

11.2 Stage 1: Phase 1: Special Conditions

- The bidder must have a minimum of 3 years' experience rendering online search tool in South Africa, in both the private and public sectors.
- The bidder must submit at least one (01) reference letter from the client where similar service has been rendered. The reference letter must be in the client's letter head and signed and dated by the client indicating the following:
 - Nature of the service rendered
 - Duration of the contract
 - Name and contacts of the client

NB: Failure to comply with the above mention requirement will result in you proposal being disqualified.

11.3 Stage 1: Phase 2: Administrative Compliance

- Bidder must submit proof of registration with Central Supplier Database
- Bidder must submit Tax Compliance Status Pin.
- Bidder must submit fully completed and signed SBD forms

NB: Failure to comply with the above-mentioned Administrative Compliance Requirement may invalidate your proposal.

11.4 Stage 2: Price and BBBEE Status Level of Contribution

- **Points awarded for BBBEE Status Level of Contribution**

Price and Preference evaluation criteria	100
Price	80
BBBEE Status Level of Contribution	20

- In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the BBBEE status level of contribution in accordance with the table below.

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

- Bidders are required to submit proof of B-BBEE Status level of contributors. Proof includes valid B-BBEE Status Level Verification Certificates together with their bids to substantiate their B-BBEE rating claims.
- Bidder(s) must submit a B-BBEE Status Level Verification Certificate from Verification Agency accredited by the South African National Accreditation System (SANAS) or in case of bidder(s) qualifying as EMEs submit a sworn affidavit signed by the EME representative and attested to by a Commissioner Oath or B-BBEE certificate issued by the Companies and Intellectual Property Commission.
- Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.
- A trust, consortium or joint venture (including unincorporated consortium and joint ventures) must submit a consolidated B-BBEE Status Level verification Certificate.
- Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bid.
- Bidders must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

- ✓ Verification agencies accredited by SANAS; or

Bidders who qualify as EMEs

- ✓ Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.
- ✓ B-BBEE certificate issued by the Companies and Intellectual Property Commission.
- Certificates issued by IRBA and Accounting Officers have been discontinued and bidder(s) who submitted such certificate(s) will be considered invalid certificate and points for B-BBEE level of contribution will not be awarded.



PREFERENCE POINTS CLAIM FORM

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 ACT.

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80/90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20/10
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.

3.2 **DISPOSAL OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT**
 3.3 **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 or **90/10**

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

Where

Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmax = Price of highest acceptable bid

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

4.1 In terms of paragraphs 5.2 and 6.2 of the Addendum to the SASSA Supply Chain Management Policy, 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 3.1**

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. **SUB-CONTRACTING**

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if sub-contracting with an enterprise in terms of the SASSA's Terms of Reference (TOR) or Specification:

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

8. **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 **TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....



8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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.

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.

STANDARD BIDDING DOCUMENT (SBD) 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

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

3. DECLARATION

I, the undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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.

STANDARD BIDDING DOCUMENT (SBD) 4

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

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

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