



REQUEST FOR QUOTATION

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

RFQ DOCUMENT NUMBER:	RFQ2025/26-28 Courier and Postal Services
RFQ ISSUE DATE	15 October 2025
RFQ CLOSING DATE AND TIME:	21 October 2025 @ 11H00
RFQ VALIDITY PERIOD	120 days from the RFQ closing date
DESCRIPTION OF SERVICES REQUIRED	Provision of National courier services to the South African Qualifications Authority (SAQA) for a period of 36 months.
PERIOD OF CONTRACT	36 Months
RFQ RESPONSE ADDRESS	rfg@saqa.org.za
ENQUIRIES	Please direct all enquiries in writing to the following contact person and e-mail address: Mr. B Dramat E-Mail Address: bdramat@saqa.co.za or call 083 628 5113

SECTION 1: TERMS OF REFERENCE

1. INTRODUCTION

- 1.1. The National Qualifications Framework (NQF) Act, 67 of 2008 mandates SAQA to oversee the further development and implementation of the NQF, advance its objectives, and co-ordinate the three Sub-Frameworks.
- 1.2. The objectives of the NQF are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large.
- 1.3. By implication, therefore, SAQA as the custodian of the NQF plays an influential role in the entire education and training sector.
- 1.4. SAQA's reputation and goodwill to the citizens of South Africa and abroad is at stake should original documents not arrive in the hands of clients in time for their specific need; be it a job application, confirmation of employment, and the like.

2. PURPOSE

- 2.1. The purpose of this bid is to appoint a suitably qualified courier service agent who will provide delivery/courier services to SAQA

3. SCOPE OF SERVICES REQUIRED

The services required are as follows:

3.1 Collection, Distribution and Delivery:

- 3.1.1 The collection and delivery of documents from SAQA house at Hillcrest Office Park to different stakeholders, institutions, and individuals in and around South Africa.
- 3.1.2 SAQA needs a courier service provider that can pick up documents from SAQA House in Hillcrest Office Park and deliver documents between 0.5kg and 2kg (volumetric weight).
- 3.1.3 The timelines of the service will be as follows:
 - Same day delivery service,
 - Overnight delivery service, or
 - Delivery within 4 working days.

- 3.1.4 There is a delivery and collection of SAQA daily mail service at: Postnet Suite 248, Private Bag X06, Waterkloof, Pretoria, 0145, once a day distance of 15km.
- 3.1.5 The bidder must be able to contact clients and enquire on method of distribution for the Verification letters. SAQA Clients must be offered a choice between courier and collection.
- 3.1.6 **Collection centre within the proximity of SAQA House in Hillcrest Office Park**
- 3.1.6.1 The bidder must make provision for a client – collection point (walk in centre for collection of the letters in Pretoria),
- 3.1.6.2 The centre will process an average of 50 letters per day
- 3.1.6.3 The qualification holder will complete the authorisation form and bring proof of your identity, i.e. (Identity document, Passport, or driver's license) for collection.
- 3.1.6.4 The authorisation forms and mentioned proof should be submitted to SAQA on a monthly basis.
- 3.1.7 **Courier service for the verification letters**
- 3.1.7.1 The bidder must be able to courier the letters to clients.
- 3.1.7.2 The clients will decide on whether the letters should be couriered to DIRCO or to a recipient,
- 3.1.7.3 For all courier services the clients will send a request and instructions to the bidder using a dedicated email address
- 3.1.7.4 The bidder should provide a customised email address example : saqaverificationsletter@XXX.co.za.
- 3.1.7.5 The bidder should be able to handle and manage the email address
- 3.1.7.6 The courier service Cost is for the client and clients will pay directly to the bidder.
- 3.1.7.7 The bidder must be able to arrange delivery with the SAQA client via the Provided cell phone number BEFORE the first delivery is attempted.

3.2 **Customer Service**

The prospective bidder must provide a courier service solution that includes, but is not limited to the following (Details to be included in the bidding document):

- 3.2.1 A timeous, consistent, reliable and secure collection / delivery process.
- 3.2.2 An appropriate, secure vehicle to be provided for the collection and delivery of consignments.
- 3.2.3 An effective packaging and labelling process. The service provider must provide bags for the packaging of consignment and relevant label printing equipment.
- 3.2.4 Packaging and ad-hoc shipment preparation and other support services that will be beneficial in the efficiency of the service must be included.
- 3.2.5 Signing and authorisation procedures.
- 3.2.6 Scheduled services.

3.3 **Insurance**

- 3.3.1 Shipment public liability and insurance for each document must be included.
- 3.3.2 The service provider must either be a licensed intermediary or provide insurance with an authorised Financial Services Provider.
- 3.3.3 A detailed cost breakdown for these services is required as per the Bid document.
- 3.3.4 It should be noted that the service provider will be liable for any damage or loss of goods while in their possession.

3.4 **Tracking and tracing**

The service provider must provide detailed information in the proposal of its proposed tracking administration solution comprising of all the following:

- 3.4.1 Tracking and tracing system: The prospective bidder must have an online system in real time that tracks documents from pick-up at SAQA until the point of delivery.
- 3.4.2 A tracking solution that will allow SAQA to track progress of collection and delivery of consignments.
- 3.4.3 A tracking solution that will allow SAQA and its clients to track progress of collection and delivery of consignments.
- 3.4.4 A central hub where records, dispatching and receiving of parcels occur.

3.4.5 The solution must be accessible either via the web or mobile platform to SAQA and its clients, as well as the ability to deal with telephonic enquiries whilst the consignment is in transit.

3.5 **Proof of delivery**

3.5.1 Individualised invoicing, proof of delivery and monthly billing options must be included.

3.6 **Speed of delivery**

The service provider must always ensure that its employees respect the confidentiality of the delivery and ensure that they reach the intended recipient(s). All the deliveries must be effective within the required timeframes as stipulated:

3.6.1 Consignments must be delivered within 4 working days of collection.

3.6.2 Emergency deliveries must be delivered within 24 hours (local, provincial and national).

3.6.3 The operating hours of SAQA are Monday to Friday, between 08h00 and 16h30. Deliveries must always be made during office hours. However, the service provider must have the capability to offer after-hour service on special request.

3.7 The Courier company needs to arrange delivery with the SAQA client **via the Provided cell phone number BEFORE** the first delivery is attempted.

3.8 It is imperative that the following services are rendered every working day:

- Swift dispatch.
- Tracking.
- Monitoring.
- Sign off at the collection point of the intended receiver at the price, quality and speed agreed.
- This could include a vice versa service.

SERVICES LEVELS AND APPLICABLE PENALTIES

Service Description	Target	Penalty
Provide courier services within the agreed time lines.	100% compliance	20% deduction of the invoice per relevant parcel for missing the deadline.

PENALTY MAXIMUM LIMIT AND SERVICE DISPUTES

- 3.1. The maximum penalties will be limited to 20% of the total costs pertaining to the relevant parcel delivery.
- 3.2. Furthermore, should the 20% limit be reached four (4) times during the contract period, the SAQA reserves the right to immediately enter into a service dispute, that may result in the termination of the contract.
- 3.3. Notwithstanding the aforementioned, and without prejudice to any other rights SAQA has, the SAQA reserves the right to enter into service disputes at any point in time with the view of contract cancellation. During a service dispute, the service provider shall continue to render services in accordance with these service levels.

4. DURATION OF CONTRACT

- 4.1. The Contract will be for a period of 36 months.

4. EVALUATION OF BID

- 4.1. The bid will be evaluated in 3 stages:

- 4.1.1. Stage 1: Administrative compliance

- 4.1.2. Stage 2: Mandatory requirements

- 4.1.3. Stage 3: Price and Preference Points

4.2. Stage 1: Administrative compliance

- 4.2.1. Bids will be screened to ensure compliance with all administrative requirements.

- 4.2.2. Bidders must ensure that they complete and sign all bid documents and that they attach all required documents, including the Central Supplier Database details and information required by the RFQ.

4.3. Stage 2: Mandatory requirements

- 4.3.1. Bidders will be evaluated to ensure compliance with all mandatory requirements.
- 4.3.2. Bidders must ensure that they comply with all mandatory requirements of the RFQ to advance to Stage 3: Price and Preference Points.
- 4.3.3. **Bids that do not comply with any of the following mandatory requirements will be disqualified by SAQA:**

Document	Mark (X) for Attached documents
i. Copy of a Valid Unreserved Postal Service Certificate issued by ICASA in terms of Postal Services Act, 1998 (Act No. 124 of 1998)	
ii. Valid certificate of accreditation with SAEPA (South African Express Parcel Association)	
iii. The bidder must attach Two (02) signed reference letter/s on the letterhead of the client where relevant services were offered	
iv. Attach proof of insurance in place for goods/parcels to cover risk associated with damages/breakage and loss of goods/parcels.	

4.4. Stage 3: Price and Preference Points

- 4.4.1. Bidders who pass mandatory requirements will be evaluated in terms of the 80/20 system prescribed by SAQA in line with PPR 2022 as follows:
 - i. 80 Points for pricing
 - ii. 15 preference points for the company that has at least 51% black ownership
 - iii. 5 reference Points for the company that has at least 30% black woman ownership.

NB: Bidders must submit the certified B-BBEE Certificates copies/Sworn Affidavits indicating ownership percentage to claim the preference points.

PRICING SCHEDULE

1) Price for the delivery and collection of SAQA daily mail at:

- Postnet Suite 248, Private Bag X06, Waterkloof, Pretoria, 0145,
- once a day distance of 15km.

	Price for Delivery and collection of SAQA daily mail (varying weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
1.1	Collection, Distribution and Delivery of SAQA Letters	R	R	R	R
1.2	Collection centre within the proximity of SAQA House in Hillcrest Office Park	R	R	R	R
1.3	Courier service for the verification letters	R	R	R	R
A	Total price for Delivery and collection of SAQA daily mail (varying weight)	R	R	R	R

2) Price for the delivery of 1 parcel on the same day with a volumetric weight between 0.5 - 2 kg

2.1	Price for parcels same day delivery (Below 0.5 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
	South Africa (National)	R	R	R	R
2.2	Price for parcels same day delivery (0.5kg < 1 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 5 years
	South Africa (National)	R	R	R	R
2.3	Price for parcels same day delivery (1kg < 1,5 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 5 years
	South Africa (National)	R	R	R	R

2.4	Price for parcels same day delivery (1,5kg < 2 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 5 years
	South Africa (National)	R	R	R	R
B	Total price for parcel on the same day, for a 3 year period	R	R	R	R

3) Price for the overnight delivery of 1 parcel with a volumetric weight between 0.5 - 2 kg

2.1	Price for Overnight parcel delivery (Below 0.5 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
	South Africa (National)	R	R	R	R
2.2	Price for Overnight parcel delivery (0.5kg < 1 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
	South Africa (National)	R	R	R	R
2.3	Price for Overnight parcel delivery (1kg < 1,5 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
	South Africa (National)	R	R	R	R
2.4	Price for Overnight parcel delivery (1,5kg < 2 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
	South Africa (National)	R	R	R	R
C	Total Price for overnight parcel delivery for a 3 year period	R	R	R	R

4) Price for the delivery of 1 parcel within 4 days with a volumetric weight between 0.5 - 2 kg

4.1	Delivery within 4 days (Below 0.5 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
i.	South Africa national	R	R	R	R
ii.	African group	R	R	R	R

iii.	Asia and the Pacific group	R	R	R	R
iv.	Eastern European group	R	R	R	R
v.	Latin American and Caribbean Group	R	R	R	R
vi.	Western European and Others Group	R	R	R	R
D	Total Price for delivery within 4 days (Below 0.5 kg volumetric weight)	R	R	R	R
4.2	Delivery within 4 days (0,5 kg < 1 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Price for year 3
i.	South Africa national	R	R	R	R
ii.	African group	R	R	R	R
iii.	Asia and the Pacific group	R	R	R	R
iv.	Eastern European group	R	R	R	R
v.	Latin American and Caribbean Group	R	R	R	R
vi.	Western European and Others Group	R	R	R	R
E	Total price Delivery within 4 days (0,5 kg < 1 kg volumetric weight)	R	R	R	R

4.3	Delivery within 4 days (1 kg < 1.5 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
i.	South Africa national	R	R	R	R
ii.	African group	R	R	R	R
iii.	Asia and the Pacific group	R	R	R	R
iv.	Eastern European group	R	R	R	R
v.	Latin American and Caribbean Group	R	R	R	R
vi.	Western European and Others Group	R	R	R	R
F	Total price for delivery within 4 days (1 kg < 1.5 kg volumetric weight)	R	R	R	R

4.4	Delivery within 4 days 1,5 kg < 2 kg volumetric weight)	Price for year 1	Price for year 2	Price for year 3	Total price for 3 years
i.	South Africa national	R	R	R	R
ii.	African group	R	R	R	R
iii.	Asia and the Pacific group	R	R	R	R
iv.	Eastern European group	R	R	R	R
v.	Latin American and Caribbean Group	R	R	R	R
vi.	Western European and Others Group	R	R	R	R
G	Total price for delivery within 4 days 1,5 kg < 2 kg volumetric weight)	R	R	R	R

SUMMARISED PRICING SCHEDULE

	Total cost	Price for year 1	Price for year 2	Price for year 3
A.	Price for Delivery and collection of SAQA daily mail (varying weight)	R	R	R
B.	Total price for parcel on the same day, for a 3 year period	R	R	R
C.	Total Price for overnight parcel delivery for a 3 year period	R	R	R
D.	Total Price for delivery within 4 days (Below 0.5 kg volumetric weight)	R	R	R
E.	Total price for delivery within 4 days (0,5 kg < 1 kg volumetric weight)	R	R	R
F.	Total price for delivery within 4 days (1 kg < 1.5 kg volumetric weight)	R	R	R
G.	Total price for delivery within 4 days 1,5 kg < 2 kg volumetric weight)	R	R	R
	Total Price for the courier service for comparison purposes	R	R	R

SPECIAL CONDITIONS

1. RFQ SPECIAL CONDITIONS

- 1.1** Bidders must submit the recent National Treasury (CSD) Central Supplier Database's report.
- 1.2** Bidders are required to submit an original or certified copy of the B-BBEE certificate or Sworn Affidavit as per the B-BBEE Act. The SANAS Logo should be visible on the B-BBEE Certificate.
- 1.3** Bidders must complete, sign, and submit the attached SBD 4 and SBD 6.1 forms.
- 1.4** The proposal and required documents must be submitted using the PDF format only, through email to rfq@saga.org.za
- 1.5** In Instances, where brand names are mentioned, SAQA will accept equivalent items that have similar specifications.
- 1.6** The National Treasury's General Conditions of Contract (GCC) will apply and is enforceable on this RFQ.
- 1.7** The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Policy Framework Act (PPPFA).

2. PROTECTION OF PERSONAL INFORMATION

- 2.1** In this clause, the words "personal information", "processing" and "responsible party" have the meanings ascribed to them in the Protection of Personal Information Act, 2013 (Act No.4 of 2013).
- 2.2** SAQA will comply with the Protection of Personal Information Act, 2013 (Act No.4 of 2013, (POPIA) by lawfully processing personal information submitted by bidders in accordance with the conditions of lawful processing as set out in POPIA.
- 2.3** All bidders must comply with their obligations as set out in POPIA for which they are a Responsible Party before sharing any information with SAQA.
- 2.4** SAQA will not be held liable for any non-compliance with the provisions of POPIA or unlawful processing or sharing of information by a bidder.

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

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.

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;
- 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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 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

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).

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

1.6 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.

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 tender under consideration

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

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		15		
30% black woman ownership.		5		

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:

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