

REQUEST FOR QUOTATION ("RFQ")

APPOINTMENT OF A PROJECT MANAGEMENT CONSULTING SERVICES



Bid Number	EWSETA/RFQ/007/2023
Bid Scope	APPOINTMENT OF A PROJECT MANAGEMENT CONSULTANT
Issue Date	WEDNESDAY 26 APRIL 2023
Non-compulsory Briefing Session	NA
Closing Date for submission of bids	EXTENDED THURSDAY 01 MAY 2023 at 13:00hours
Inquiries (all inquiries should be in writing)	scmadmin@ewseta.org.za

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1. BACKGROUND INFORMATION

The Energy and Water Sector Education and Training Authority (EWSETA) is one of 21 SETAs established in terms of Section 9 of the Skills Development Act, 97 of 1998, as amended and reports to the Minister of the Department of Higher Education, Science and Technology.

Our mandate is to anticipate, build and manage the skills development and training needs of the energy and water services sectors through strategic skills planning within the context of the National Skills Development Plan 2030 implemented on 1 April 2020. EWSETA fulfils a significant part of its skills development mandate through implementation of skills development project in the energy and water sector.

2. OBJECTIVE

The objective of the project is to appoint a Project Management Consultant/Company to assist with the Project Management functions for the EWSETA to lead implementation of skills development projects across different learning interventions and across the country. In order to achieve the project, the EWSETA requires the following scope of services to be delivered.

All potential bidders should note that the services being procured are not for construction projects, but for discretionary grant projects. All construction project management-related bids will not be evaluated.

3. SCOPE OF WORK

The Project Management company should manage the implementation, monitoring and contract management of projects as approved, through collaboration with all relevant functions in the organization to ensure the successful commencement, management, completion and reporting of projects. Specific responsibilities will include:

3.1 EWSETA Projects Planning and Governance

Develop and implement best practices, techniques and tools for project planning, execution, project management, on-going milestone/deliverable tracking, reporting and key performance metrics.

- 3.1.1 Ensure that all EWSETA employees who are involved with projects are suitably competent in using the EWSETA project management methodology and templates developed.
- 3.1.2 Preparation of organizational project planning schedules for awarded projects.
- 3.1.3 Reviewing and input into policies and standard operating processes.
- 3.1.4 Input into drafting and concluding fit-for-purpose Service Level Agreement (SLAs) for all awarded projects.
- 3.1.5 Manage and capacitate project management team.

3.2 EWSETA Projects implementation

- 3.2.1 Drive and manage the onboarding and inductions of project service providers who are awarded projects to ensure all EWSETA requirements and criterion are fully met during the project's lifecycle and recruited learners in terms of expectations and responsibilities.
- 3.2.2 Liaison with internal and external stakeholders on implemented projects to manage risks and resolve project related issues
- 3.2.3 Ensure quality training is being provided, through close collaboration with the Quality Assurance function. I
- 3.2.4 Facilitate the development, documenting and reviewing of Strategic documentation i.e., Policies, SOPs, templated and all other supporting tools, risk registers amongst other documentation.
- 3.2.5 Maintaining regular communications and working relationships with project stakeholders. I
- 3.2.6 Oversee that the various project leads / coordinators effectively use all project tools such as agreed upon scope, deliverables and timelines.
- 3.2.7 Ensure skills delivery project administration such as internal communications, procedural controls (e.g., documentation control, issues control), filing, organising meetings, tracking whereabouts of participants, obtaining facilities, services and materials is undertaken across all projects. I
- 3.2.8 Monitor compliance to EWSETA policies and procedures, e.g., delegations of authority.
- 3.2.9 Ensuring that all projects' supporting documentation is obtained, verified and recorded according to the EWSETA records management system for accurate reporting. I
- 3.2.10 Submitting verified documentation to Finance to ensure timely and accurate payments relating to projects.
- 3.2.11 Collaborate with the finance team and various component managers to ensure skills project budgets are properly estimated and controlled; provide overall financial recommendations; and develop controls and measurements to monitor progress. I
- 3.2.12 Maintain current statements of work for all providers; track and approve provider invoices in a timely manner.
- 3.2.13 Maintain the Operational Risk Register for the Projects function.
- 3.2.14 Manage and capacitate project management team.

3.3 EWSETA Projects Reporting, Monitoring & Evaluation

- 3.3.1 Drive post implementation reviews and create a recommendations report to identify successful and unsuccessful skills projects.
- 3.3.2 Lead and coordinate internal project update meetings and document skills delivery project status and issues.
- 3.3.3 Implement the Project function's' risk treatment plans.
- 3.3.4 Develop internal reporting templates and reporting processes
- 3.3.5 Provide Projects' advice, leadership and guidance to EWSETA management and the Board on an ongoing basis to ensure compliance and governance.

3.4 Expected Outcomes and Deliverables

The Service Provider must adhere to the scope of services/ work and deliver according to the required outcome and deliverables. The table below shows some of the expected outcomes:

- 3.4.1 Implementation plan on the execution of the project.
- 3.4.2 Commitment Schedule
- 3.4.3 Updated governance documents (policies, standard operating procedures, tools and templates).
- 3.4.4 Training internal EWSETA staff on developed/updated governance documents (policies, standard operating procedures, tools and templates).
- 3.4.5 Monitoring and evaluation visits concluded
- 3.4.6 Updated project payment schedule and timely processing of payments.
- 3.4.7 Project close out report

4. MONITORING PROGRESS OF SERVICE

The EWSETA shall monitor and evaluate the progress of the service delivery as per the deliverables outlined in the contract and Service Level Agreement (SLA).

5. QUALITY ASSURANCE AND REVIEW OF THE SERVICE

The quality of the services will be managed via the approved schedule.

6. INDEPENDENCE AND OBJECTIVITY OF STAFF

In carrying out the services, the Service Provider must ensure that its staff maintains the objectivity by remaining independent of the activities they execute.

7. DURATION OF SERVICES/ WORK

This project undertaking will run for six months commencing when the contract is finalized.

8. EVALUATION CRITERIA

8.1 Stage 1: Pre-Qualification Criteria

8.1.1 Submission of Compulsory Documents:

Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.

8.1.1.1 Prospective bidders are required to provide proof of registration with the Central Supplier Database by submitting the CSD report. In case of a Joint Venture, each party must provide proof of registration with CSD.

8.1.1.1 Completed and signed Standard Bidding Documents attached to the bid.

8.1.1.2 In case of a Joint Venture, a written agreement between the parties which must clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

8.1.2 Non-compulsory documents

Prospective bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria may be disqualified.

8.1.2.1 Submit a valid Tax Clearance Certificate/ Tax Pin. A prospective bidder must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.

8.1.2.2 Certified copy of B-BBEE Certificate. A Joint Venture will qualify for the B-BBEE status level as a legal entity, provided that the legal entity submits their B-BBEE status level certificate. Failure on the part of the bidder to comply with the above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0) points.

8.2 Stage 2: Technical/Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of **75 points** (out of the 100 points), i.e. 75%, for Functionality in order to qualify to proceed to the next stage of the evaluation process, demonstration/interview session.

STAGE 2.1 CRITERIA

The service provider is to meet the below criteria which is applicable to the bid to be submitted to the EWSETA.

Functionality Requirement	Scoring	Weight
<p>Reference Letters as evidence of related project management services previously and successfully conducted. The work done must include project initiation, monitoring, reporting and finance.</p> <p><i>(NB: The Reference Letter(s) must not be older than 5years in the letterhead of the previously serviced client and should reflect at least name of the client, description of the project, year conducted, year completed, contactable reference name and contact details)</i></p>	<p><u>Experience in project management: in skills development landscape or finance</u></p> <p>3 valid reference letters = 20 points 2 valid letters attached = 10 points 1 valid letter attached = 5 points No valid reference letters attached = 0 points.</p>	20 Points
	<p><u>Demonstrated experience in the South African Education sector and SETA landscape.</u></p> <p>Reference letter(s) of the project leader/bidding company as evidence of work previously and successfully concluded in the SETA landscape or Education sector = 10 points</p>	10 Points
	<p><u>Finance experience:</u></p> <p>Reference letter(s) as evidence of work previously and successfully concluded in the SETA landscape = 10 points</p>	10 Points
CV for the proposed Project Manager and Support Consultant that will be responsible for undertaking the function at EWSETA .	<p>Project Manager</p> <p>7+ years' project management experience = 10 points 5 – 6 years' project management experience = 5 points</p>	10 Points
	<p>Project support consultant</p> <p>5 – 6 years' project management experience = 10 points 2 - 5 years of project management experience = 5 points Less than 5 years' project management experience = 0 points</p>	10 points

Qualifications/professional certification of the team	Qualifications Relevant degree in project management / finance	10 points
Bidders must attach relevant certified copies of highest qualifications/certifications. Qualifications may not be older than 6 months. Uncertified qualification/professional certificates will not be accepted as authentic. Foreign qualifications are required to be accompanied by a SAQA evaluation certificate.	Project Manager – 5points Support Consultant - 5 points No or irrelevant qualification / certificate = 0 points	
	PMBOK / Prince2 Certification for Project Leader = 5 points	5 points
Project Implementation Methodology Bidders must describe their proposed actions (methodology) to be employed to implement this project based on the scope of work and the nature of the organisation.	Bidder's project methodology outlines the below listed requirements: Demonstrates understanding of the sector – up to 5 points Demonstrates understanding of the SETA – up to 5 points Methodology is aligned to the scope of work and is adaptable internally– up to 10 points Inclusion of a project plan and its dependencies – 5points	25 points
TOTAL		100

The top five suppliers who meet the minimum technical/functionality evaluation score of **75%** may be invited to participate in the second assessment stage, demonstrating/presentation/interview session.

8.3 STAGE 2.2 Demonstration/presentation session

Demonstrations/Presentations may be held at the EWSETA offices in Parktown, Johannesburg where each the bidders' proposed Project Manager will be expected to present. Shortlisted bidders will be presented with a scenario-based assessment were a bidder is expected to:

- Demonstrates understanding of the skills development environment.
- Demonstrates understanding of the SETA landscape
- Methodology is aligned to the scope of work
- Inclusion of a project plan and its dependencies

Bidders who meet the minimum score of **75%** will then proceed to the final stage of evaluation, below.

8.4 Pricing and Specific Goals Stage

8.4.1 The applicable preference point system for this tender is the 80/20 preference points system

80 points are awarded for price

20 points are awarded for specific goals

8.4.2 The points scored in respect of specific goals will be added to the points scored for price.

8.4.3 The following formula will be used to calculate the points for Price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

8.5 Points awarded for specific goals

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:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

	Points
Price	80
Specific goals:	
B-BBEE Status level contribution	20
Total points for Price and Specific goals	100

8.5.1 The following table must be used to calculate the score out of 20 for BBBEE

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

8.5.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their Bpreference points claims.

8.5.3 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

8.6 Financial Proposal

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs.

	Hourly Rate	Monthly rate
Project Manager	R	R
Support consultant (required onsite daily)	R	R
Two additional support staff members (required onsite daily)	R	R
Sub-Total	R	R
+ 15% VAT	R	R

Total	R	R
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EWSETA will not pay for travelling to EWSETA head office located at 22 Wellington road. Any disbursements should be factored into the pricing proposed to EWSETA.

Pricing schedule is compulsory and failure to complete same in prescribed above and without alterations may result in disqualification of the bid during the financial evaluation process. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered. Bidders are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement.

9. NOTES TO BIDDERS

Outlined below are basic requirements that each bid must comply with. Failure of any bid to meet any or all of these requirements may disqualify such a bid from the evaluation process:

- 9.1 A prospective bidders must ensure that that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.
- 9.2 The EWSETA will not be liable to reimburse any costs incurred by applicants in preparing their proposals.
- 9.3 Bids received late shall not be considered under any circumstances. A bid will be considered late if it arrives after 11:00 o'clock on/after the closing date.
- 9.4 EWSETA does not bind itself into making an appointment from proposals and offers received.
- 9.5 EWSETA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and price or not to make any appointment at all.
- 9.6 EWSETA will not make upfront payments.
- 9.7 Successful bidder must undertake to abide by the confidentiality undertakings contained in the agreement to be concluded.
- 9.8 The successful bidder will be informed of the outcome. A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised). The designated responsible person of the EWSETA is the Chief Executive Officer or her/his written authorised delegate.
- 9.9 A probation period of 30 days will apply to the agreement and a penalty regime system in the maintenance addressing recourse by the supplier or EWSETA will be implemented.
- 9.10 Please note that any plagiarism of any sort contained within any bid or any other documents submitted to the EWSETA by any bidder will result in the disqualification of the respective bidder and may potentially have legal ramifications.
- 9.11 EWSETA may request clarification or further information regarding any aspect of the bidder. The bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the bidder may be disqualified.

9.12 Nothing, as stipulated in these Terms of Reference may be amended without the written confirmation of the Chief Executive Officer of EWSETA or his/her delegated authority.

9.13 Any possible staff changes during the course of the engagement must be done in consultation and approval of the EWSETA.

10. SUBMISSION OF BIDS

Bidders are required to submit their proposals to scmadmin@ewseta.org.za

11. CLOSING DATE OF PROPOSAL

A comprehensive proposal together with pricing schedule must reach EWSETA by no later than **Extended Thursday, 11 May 2023 not later than 13H00 o'clock**. Please note that no late proposals will be considered.

12. TENDER VALIDITY

This RFQ shall be valid for 90 days calculated from Bid closing date.

13. FRAUD HOT-LINE

EWSETA subscribes to fair and just administrative processes. EWSETA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

EWSETA TIP-OFFS ANONYMOUS

Free Call: 0800 611 205

Email: ewseta@tip-offs.com ; Or visit their website www.tip-offs.com

14. ANNEXURE 2 - EWSETA GENERAL CONDITIONS OF CONTRACT

General

EWSETA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between EWSETA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by EWSETA. No servant or agent of EWSETA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by EWSETA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract. The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. EWSETA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to EWSETA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to EWSETA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to EWSETA when accepted by EWSETA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, EWSETA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, EWSETA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to EWSETA.

In the case of service, the Supplier corrects non-conformances as indicated by EWSETA.

Warranty

Without prejudice to any other rights of EWSETA under these conditions, the Supplier warrants that the items are in accordance with EWSETA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by EWSETA.

Indemnity

The Supplier indemnifies EWSETA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies EWSETA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by EWSETA.

Assignment and sub-contracting

The Supplier may not assign or subcontract any part of this order/contract without the written consent of EWSETA.

Termination

EWSETA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to EWSETA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of EWSETA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

15. ANNEXURE 1 – SBD4 - 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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 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;

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

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.

win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in 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

.....

Name of bidder

.....

Position