

REQUEST FOR QUOTATION

Supplier Name:

GOODS

☒

SERVICE

☐

RFQ number	iLABS/RFQ 2022/23:252
Date Issued:	24 February 2023
Description of Services/ Goods:	Appointment of a service provider for professional architectural and quantity surveying services for the construction of offices and bathroom renovations at iThemba LABS, Faure Western Cape, South Africa
Compulsory Site Clarification Meeting Details:	<p>Date and time: 3rd of March 2023 at 12h00pm. (No late bidders will be allowed to enter the premises after 12h15pm.</p> <p>Venue: iThemba LABS Premises, Old Faure Road, Faure, Western Cape</p> <p>The bidder shall be deemed to have examined conditions of the existing N-block building during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.</p>
Closing Date:	13 March 2023
Closing Time:	11:00 am
Delivery Address:	iThemba LABS, ATT: SCM Department, Old Faure Road, Faure, 7131
Submit RFQ to:	scm3@tlabs.ac.za (quotations / proposals must be sent via email only)
Date Goods or Service Required:	As Soon As Possible
For More Information (Technical):	Dr. Le Roux Strydom / Mr. Paul Gardiner (scm3@tlabs.ac.za)
For More Information (Supply Chain Management):	Mr. Odwa Mxenge (scm3@tlabs.ac.za)

THE FOLLOWING CONDITIONS WILL APPLY:

- **Where quotations / proposals are R 2 000.00 or more, preferential Procurement System Applicable: 80/20**
- Price(s) quoted must be valid for at **least sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **Submit your B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report (www.csd.gov.za)
- The attached forms to be completed by the Bidder (where applicable):
 - SBD 4 – Bidders Disclosure
 - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD (www.csd.gov.za) is compulsory and bids from unregistered bidders are not considered.

National Treasury Contact Details: +27 (0) 12 406 9222 or email csd.support@treasury.gov.za

SCHEDULE 1 - SPECIFICATION

Introduction to the NRF

The National Research Foundation ("NRF") is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

The NRF is a schedule 3A entity under the PFMA (Act 29 of 1999), which is required to plan and report on its activities and organizational performance, and which is to be audited by the AGSA on an annual basis. As part of the AGSA audit requirements, the NRF has to collect / document and store details, data and/or information of all persons and activities that form part of its performance record as proof thereof. In terms of this requirement, all persons making use of NRF facilities, platforms, equipment, tools etc., for research and related purposes are required to provide their personal details/data/information as per the template below or other similarly appropriate format. By completing your information in the template/register/record below and appending your signature thereto, you confirm your consent, in line with the Protection of Personal Information Act 4 of 2013, whereby the NRF and any of its business units may process (collect, receive, record, organize, collate, share, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy) the personal information you provide within and amongst its business units/functions for the purpose of fulfilling its statutory mandate, public accountability and other regulatory/legal requirements.

Introduction to the Business Unit responsible for this RFQ

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

Evaluation Process

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, functionality, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status. If all bids received are more than R 1 000 000.00, the proposal will be cancelled and re-issued.

Supplier Response

Name of Supplier:	
Address of Supplier:	
Contact Person:	
Contact Tel:	
Email Address:	
CSD Supplier Number:	MAAA.....
Lead Time for delivery	
Currency:	ZAR
Payment terms:	30 days from the date of receiving invoice

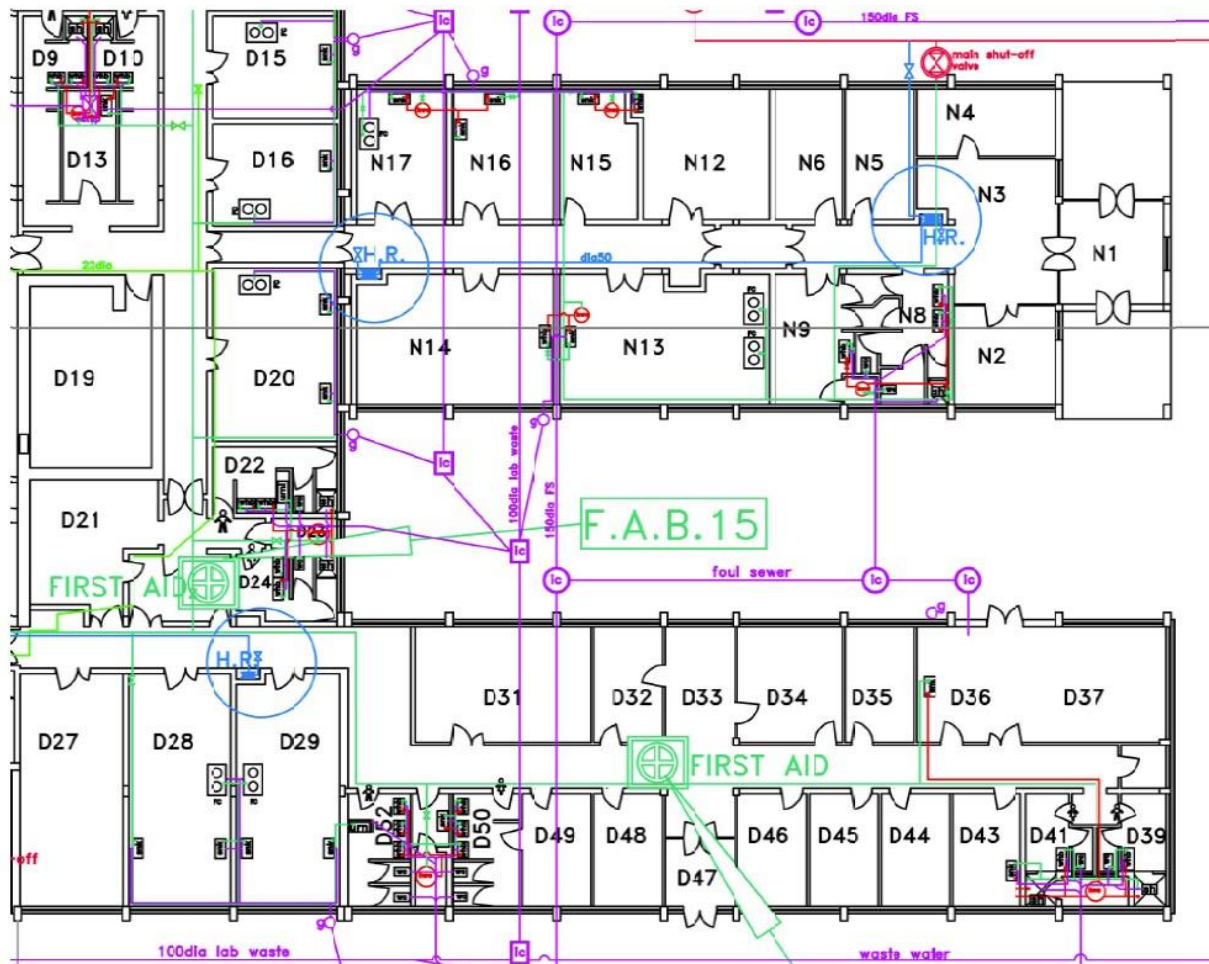
Administrative Compliance Returnable Documents (M – Mandatory); (O – Optional)		Submitted
Bidders Disclosure (SBD 4), signed and completed.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preference Points Claimed (SBD 6.1), signed and completed with BBBEE certificate or sworn affidavit (applicable for local bidders).	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Datasheet or pictures of the items quoted	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
B – BBEE Certificate or sworn affidavit	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Profile	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
CSD (Central Supplier Database) Proof of Registration (www.csd.gov.za)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Portfolio of works covering similar Architectural Design and Construction Projects (Restricted to a minimum of 3 projects) – The Projects must include the Value, Duration and Completion Date of the contract, preferably within the last three years.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Curriculum Vitae of professional Architect registered with SA Council for the Architectural Profession (SACAP) with a minimum of 5 years of relevant experience. (please provide proof of registration)	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Curriculum Vitae of professionally Quantity Surveyor registered with SA Council for the Quantity Surveying Profession (SACQSP) with a minimum of 5 years of relevant experience.	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Submission of Sub-Contractor details if applicable	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed Price Proposal [Refer to Pricing Schedule on page 9]	M	<input type="checkbox"/> Yes <input type="checkbox"/> No
(M – Mandatory); (O – Optional)		Submitted
Pricing completed	M	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bidders who fail to submit the mandatory documents may be disqualified from the evaluation process.

DETAILED SPECIFICATIONS:

1. EXISTING INFRASTRUCTURE

iThemba LABS utilises two adjacent buildings (Block D and Block N) of our premises in Faure, Western Cape for laboratories and offices as depicted below.

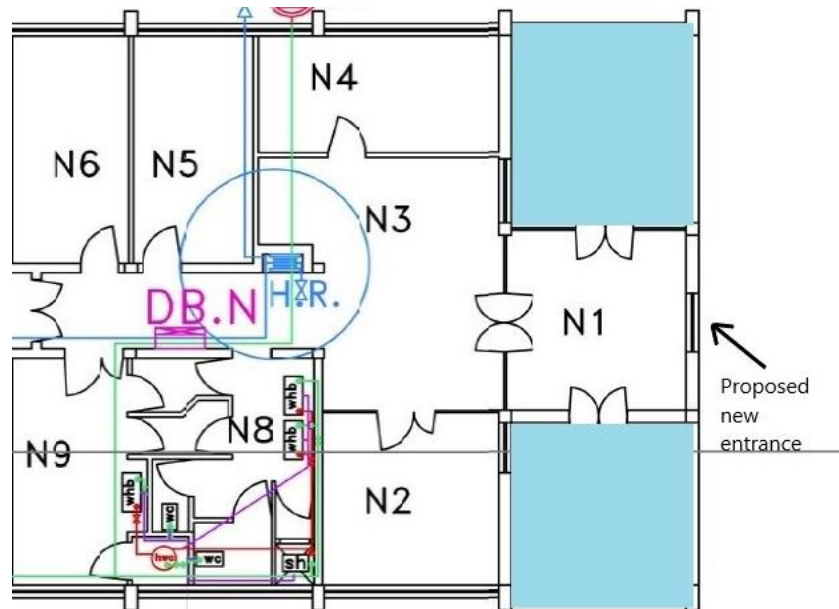


2. DETAILED SCOPE OF WORK

2.1 N-block works

iThemba LABS identified a need for additional office space within N-block which is proposed to be achieved by enclosing two existing under-roof areas adjacent to the main entrance foyer (N1) to N-block and outfitting the newly created rooms for offices. It is also proposed to relocate the main entrance of N-block in order to maximise the available new office space.

The existing entrance foyer of N-block labelled N1 and the two adjacent under-roof areas (shaded in blue) in the drawing below comprise an approximate floor area of 62 m².



View of N-block entrance from the south:



View of N-block entrance from the north-east:



It is further proposed to refurbish the ablution facilities of N-block labelled N8 in the drawing to a modern standard and converting them to unisex facilities.

2.2 D-block works

The floor plan shows a central corridor with a staircase. To the left of the corridor are rooms D29, D31, and D32. To the right are rooms D48, D49, and D50. Room D50 is a large room with a desk and chair. A green circle highlights a specific area in room D50. The plan also shows a large room (D50) with a desk and chair, and a green circle highlighting a specific area.

Bidders shall familiarize themselves with the requirements of the site and area where the construction and renovations shall be implemented including the plans and specifications related to each of these areas. The bidder shall be deemed to have examined existing conditions of N-block and D-block during the compulsory site clarification meeting. No claim will be recognized after submission of a tender on the grounds of a lack of knowledge of the foregoing.

All services required, definitions, deliverables, etc. to be in complete accordance with the latest Tariff of Professional fees as published by SACAP and SACQSP.

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The service provider will be appointed as the **Principal Agent** of iThemba LABS for this construction project.

Stage 3: Design Development:

Developing the approved concept to finalise the design, outline specifications, cost plan, financial viability and programme for the project.

Stage 4: Documentation and Procurement

Preparing the construction and procurement documentation, municipal council approvals, Bills of Quantities, confirm and implement the procurement strategies and procedures for effective and timeous procurement of necessary resources for the execution of the project.

Stage 5: Construction:

Preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works; managing, interim payments, administering and monitoring the contracts and processes, including the preparation and co-ordination of the procedures and documentation to facilitate practical completion of the works.

Stage 6: Close Out:

Fulfilling and completing the project close-out including the preparation of the final account Documentation to facilitate effective completion, handover and operation of the project.

3. SERVICE PROVIDER CAPABILITY AND EXPERIENCE

Bidder

The Bidder shall provide a company profile and details of having successfully completed a minimum of three (5) similar design and construction projects in the last three (3) years. Preference will be given to bidders who can provide signed certificates of completion (including project schedules) of recent projects, indicating the value, duration and completion date of the contract.

Architect

The Architect shall possess a professional qualification BArch or BSc (Architecture) or BTech (Architecture) and professional registration with SACAP. Proof of qualifications and professional registration must be provided.

Quantity Surveyor

The Quantity Surveyor shall possess a professional qualification BSc/BTech QS and Pr.QS registered with SACQSP. Proof of qualifications and professional registration must be provided.

4. SUB-CONTRACTING

If part of the work will be sub-contracted, company profiles of each sub-contractor to be submitted with the proposal.

The successful bidder may not subcontract the whole of the works.

Delivery address: iThemba LABS, Old Faure Road, Faure, Western Cape.

PRICING SCHEDULE

- Bidders must price in accordance with the pricing schedules below, this will enable iThemba LABS to compare priced offers.
- Bidders must also provide a separate detailed pricing proposal, indicating their fee proposals for each stage based on a percentage of the estimated project cost together with any discounts offered.
- Professional fees are to be calculated on the Cost of Works principle in accordance with the latest Guideline Tariff of Professional Fees as published by the SA Council for the Architectural Profession (SACAP) and the SA Council for the Quantity Surveying Profession (SACQSP) and are to be calculated on the **Cost of Works** principle.
- For purposes of determining the Bid Price, the Cost of Works is determined by the construction budget for the project. The estimated construction budget will be communicated during the compulsory briefing session.
- The final contract price for this bid will be determined by the actual cost of works for the construction works as per the Detail Scope of Works.
- Any price adjustments resulting from change orders to the scope of work during the project execution will be done strictly in accordance with the provisions of the General Conditions of Contract and the PROCSA Professional Service Agreement.
- Failure to submit a priced offer using the prescribed schedules will make the bid liable for disqualification.
- Do not leave any area blank in the pricing schedules.
- All payments will be made 30 days of receiving invoice.

<u>NO</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>AMOUNT</u>
	<u>PROFESSIONAL SERVICES</u>		
2.1	Stage 3 – Design Development <u>Deliverables required:</u> Detailed designs and architectural drawings; detailed cost estimates; detailed Bill of Quantities; Area schedule	1	R
2.2	Stage 4 – Documentation & Procurement	1	R

	<u>Deliverables required:</u> Tender documentation; Revision of construction budgets; Assistance with tender adjudication; Verification of priced contract documentation;		
2.3	Stage 5 – Contract Administration & Inspection <u>Deliverables required:</u> Cash flow forecasts and updating thereof; Estimates for variations; Contract instructions; Financial control reports; Valuation for payment certificates; attendance of site meetings (2 / month); Progressive and draft final accounts	1	R
2.4	Stage 6 – Close-Out <u>Deliverables required:</u> Final Accounts; Final valuations	1	R
2.5	Disbursement Allowances Allow amount stated for all copies and printing (Note: Traveling disbursements to be included within the prices of the relevant stages above)	1	R
	TOTAL (ALL Rates VAT INCLUSIVE)		R

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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 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.

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.

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

STANDARD BIDDING DOCUMENT (SBD) 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or}$		
$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$		

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & \\ Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & & \end{array}$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	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)
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		

Please submit Broad-based black economic empowerment (B-BBEE) certificate or sworn affidavit to substantiate the points claimed for specific goals.

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.

SURNAME AND NAME: SIGNATURE(S) OF TENDERER(S)
DATE:
ADDRESS:

Note: It is advised that documents be returned in PDF