



REQUEST FOR QUOTATION (RFQ)

DESCRIPTION

PROVISION OF OCCUPATIONAL HYGIENE SERVICES FOR A PERIOD OF 24 MONTHS RFQ NO: LTAQ009-23/24

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **14 JUNE 2023 @ 12H00 AT THE LTA'S QUOTATION BOX, AT ERF 92/688, PORTION 2, N1 MAIN ROAD, SOUTHERN GATEWAY EXT 4, POLOKWANE.**

EMAILED SUBMISSIONS WILL NOT BE ACCEPTED.

- NO PAYMENT IS REQUIRED FOR THIS BID. BEWARE OF SCAMS.**

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least sixty (80) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms administrative compliance, price and PPR 2022 Preference Point System.
- 5) Please complete and sign all the pricing schedule and the SBD4. Failure to do so will invalidate your quotation.
- 6) A full CSD report may be attached, however Limpopo Tourism Agency will still verify the information directly from CSD.

ISSUED BY: THE CHIEF EXECUTIVE OFFICER LIMPOPO TOURISM AGENCY P.O. BOX 2814 POLOKWANE 0700 Tel: (015) 293 3600 Fax: (015) 293 3651	CONTACT PERSON (SPECIFICATION) MR CHRIS RAMOSHABA Contact No.: 082 566 4102 E-mail: chris@golimpopo.com	CONTACT PERSON (BIDDING PROCESS) MS. SEWELA NYAKA Contact No.: 066 039 0295 E-mail: sewelan@golimpopo.com
Name of Bidder: _____		
BID AMOUNT: R _____		



PROVISION OF OCCUPATIONAL HYGIENE SERVICES FOR A PERIOD OF 24 MONTHS

BID SPECIFICATIONS

TERMS AND REFERENCE

1. OBJECTIVES

1.1. The broad objectives of this bid include:

- 1.1.1 To provide prospective service providers with adequate information to understand and respond to Limpopo Tourism Agency (LTA) requirements for the provision of Occupational hygiene services.
- 1.1.2 To ensure uniformity in the responses received from each prospective service provider.
- 1.1.3 To provide a structured framework for the evaluation of proposals.

2. PURPOSE OF THE REQUEST FOR BID

The purpose of the request for the bid is to appoint a service provider for the provision of Occupational hygiene services to LTA for a period of 24 months.

3. SCOPE OF WORK

3.1 LTA requires the services of a registered company which is compliant with SABS quality standards to offer Occupational Hygiene services.

3.2 The Occupational hygiene services will be offered at the following offices:

- LTA Head Office: ERF 92/688, Portion 2, Southern Gateway EXT 4, N1 Main Road, Polokwane.
- Vhembe Regional Office: Cnr N1 and Songozwi street, Louis Trichardt

3.3 The occupational hygiene services are required according to specification listed below:

NO	ITEM	QTY TO BE SUPPLIED	FREQUENCY OF SERVICE/MAINTENANCE ON REQUEST
HEAD OFFICE-POLOKWANE			
	Item description		
1	Toilet Rolls 48 rolls 2 ply	5	Monthly
2	Seat Sanitizer refill service	5	Monthly
3	Air freshener 75 ml refill service	9	Monthly
4	Provision of Air freshener Dispenser battery replacement size: LR14/1.5V	18	Duration of contract- when required
5	Service of Sanitary She Pedal Bins	9	2 Week Cycle
6	White /pink Hand Soap 1l Valve	5	Monthly
7	Service of Bait Stations	124	Monthly
8	Auto Janitor 300ml refill service	16	Every 60 days
9	Paper Towel 150m refill service	24	Monthly
10	Provision for Auto Janitor battery replacement: size D/ 20Ah/ 1.5V	32	Period of contract when required
11	Water Purified 19L	35	Monthly
12	Fumigation services.	1 400m ² (2 Wings, 4 kitchens)	Monthly

The consumables and services must be quoted, to be supplied on request by the entity. The entity has own equipment at the Head Office in Polokwane which require the refill service and maintenance.

NO	ITEM	QTY TO BE SUPPLIED	FREQUENCY OF SERVICE MAINTENANCE ON REQUEST
MAKHADO REGIONAL OFFICE - LOUIS TRICHARDT			
1.	Toilet Rolls 48 rolls 2 ply	01	Monthly
2.	Water Purified 19L	04	Monthly
3.	Paper Towel Dispenser	03	Monthly- rent to own at the end of contract
4.	Paper Towel refill service	06	Monthly

5.	Auto Janitor dispenser	08	Monthly- rent to own at the end of contract
6.	Auto Janitor refill service	08	Every 60 days
7.	Hand soap dispenser	03	Monthly- rent to own at the end of contract
8.	Hand soap refill 1l	03	Monthly
9.	Auto Air Freshener dispenser	03	Monthly
10.	Air Freshener refill service	03	Monthly

The equipment at the Makhado regional Office will be rented to be owned by the entity at the end of the contract, the equipment must be installed and maintained by the bidder for the period of the contract.



SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

PRICING SCHEDULE

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NO	ITEM	QTY TO BE SUPPLIED	FREQUENCY OF SERVICE/MAINTENANCE ON REQUEST	UNIT PRICE	TOTAL MONTHLY PRICE	TOTAL FOR 24 MONTHS
HEAD OFFICE-POLOKWANE						
	Item description					
1.	Toilet Rolls 48 rolls 2 ply	5	Monthly			
2.	Seat Sanitizer refill service	5	Monthly			
3.	Air freshener 75 ml refill service	9	Monthly			
4.	Provision of Air freshener Dispenser battery replacement size: LR14/1.5V	18	Duration of contract- when required			
5.	Service of Sanitary She Pedal Bins	9	2 Week Cycle			

6.	White /pink Hand Soap 1l Valve	5	Monthly			
7.	Service of Bait Stations	124	Monthly			
8.	Auto Janitor 300ml refill service	16	Every 60 days			
9.	Paper Towel 150m refill service	24	Monthly			
10.	Provision for Auto Janitor battery replacement: size D/ 20Ah/ 1.5V	32	Period of contract when required			
11.	Water Purified 19L	35	Monthly			
12.	Fumigation services	1 400m ² (2 Wings, 4 kitchens)	Monthly			
	% mark-up for replacement of hygiene equipment					
	TOTAL					

The consumables and services must be quoted, to be supplied on request by the entity. The entity has own equipment's at the Head Office in Polokwane which require the refill service.

NO	ITEM	QTY TO BE SUPPLIED	FREQUENCY OF SERVICE MAINTENANCE ON REQUEST	UNIT PRICE	TOTAL MONTHLY PRICE	TOTAL FOR 24 MONTHS
MAKHADO REGIONAL OFFICE - LOUIS TRICHARDT						
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5.	Auto Janitor dispenser	08	Monthly- rent to own at the end of contract			
6.	Auto Janitor refill service	08	Every 60 days			
7.	Hand soap dispenser	03	Monthly- rent to own at the end of contract			
8.	Hand soap refill 1l	03	Monthly			
9.	Auto Air Freshener dispenser	03	Monthly			
10	Air Freshener refill service	03	Monthly			
	TOTAL					

You may attach a pricing spreadsheet/template.

The equipment at the Makhado regional Office will be rented to be owned by the entity at the end of the contract, the equipment must be installed and maintained by the bidder for the period of the contract.

Total Bid Amount (VAT Inclusive) FOR 24 months	R
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Company Name: _____

Signature of Bidder: _____

Date: _____



EVALUATION CRITERIA

CRITERIA - MANDATORY REQUIREMENTS

i. MINIMUM REQUIREMENTS

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please mark with an "X" to indicate compliance with the requirements		
		YES	NO	Comment
a)	Registration on Central Supplier Database (CSD)			
b)	Industrial Associations and certificate The bidder must be affiliated to Industrial Associations. The bidder must provide documentary proof of their affiliation to the following industry associations:			
	<ul style="list-style-type: none"> National Contract Cleaners Association (NCCA) 			
	<ul style="list-style-type: none"> South African Pest Control Association (SAPCA) 			
	<ul style="list-style-type: none"> Certificate or proof of transportation of hazardous waste 			

ii. EVALUATION METHODOLOGY

The bid evaluation process shall be carried out in three Phases namely:

- Phase 1 : Administrative Compliance
- Phase 2 : Evaluation on Functionality
- Phase 3 : Evaluation in terms of Price and Preference Point Systems in accordance with the Preferential Procurement Regulations 2022.

1. PHASE 1: ADMINISTRATIVE COMPLIANCE (Submission of compulsory documents by bidders and compliance to specification.)

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

Bidders are required to comply with the bidder requirements mentioned above.

Certified copies or original documents will be accepted.

Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

2. PHASE 2:EVALUATION ON FUNCTIONALITY AND TECHNICAL SPECIFICATIONS

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and preferential point system.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA			
	COMPONENTS	Points Awarded	
A	FINANCIAL ABILITY		20
	Submission of letter from the Bank (we reserve the right to verify)		
	Bank rating A	20	
	Bank rating B	15	
	Bank rating C	10	
	Bank rating D	05	
	Banking rating E downwards	0	
B	COMPANY'S EXPERIENCE (Detailed company's profile must be submitted)		25
	Bidder's proven competency in rendering the similar service, extensive knowledge of the project proven by the number of years rendering the similar services including social media platforms.		
	<ul style="list-style-type: none"> • 6-7 years • 4-5 years • 3-4 years • 0-2 years 	15 10 05 2	
	Signed reference letters on valid letterheads that prove experience of the organisation in providing occupational hygiene services.		
	<ul style="list-style-type: none"> • More than three reference letters • Three reference letters • Less than three reference letters 	10 05 02	
C	PREVIOUS PROJECT EXECUTED		10
	<ul style="list-style-type: none"> • R 400 000 or more 	10	

	<ul style="list-style-type: none"> Between R100 00- R400 000 Below R 100 000 	08 05	
E	CHEMICALS AND CONSUMABLES The bidder must supply only SABS approved and eco-friendly products as well as chemicals. The bidder must provide proof that products (Chemicals/consumables) to be supplied have been tested and approved by SABS. None	05 0	05
F	LOCALITY		40
	<ul style="list-style-type: none"> Company physically located in Limpopo Province Company located outside Limpopo Province Attach proof of residence (Municipal bill / Permission to Occupy (PTO)/ Proof of residence from Tribal Authority)	40 10	

The minimum qualifying score for functionality is **60%**.

3. PHASE 3 : EVALUATION IN TERMS OF PRICE AND PREFERENCE POINT SYSTEMS

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations, 2022.

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

When calculating prices:

- Unconditional discounts will be taken into account for evaluation purposes; and
- Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.

The formulae to be utilized in calculating points scored for price is as follows:

80/20 preference point system formula will be used to calculate the points for price of quotations/tenders with the rand value equal to or below R50 million

$$Ps = 80 - 1 \left[\frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of tender consideration

Pmin = Rand value of lowest acceptable tender

A maximum of **20 points** will be awarded in accordance with the table below, for quotations from R0 to R50 000 000:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women	4
4	Persons with Disability	4
5	Locality	2
6	Enterprises located in rural areas	2

- a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.
 - b. A specific goal will be allocated according to the percentage of ownership in the company (e.g., if black people own 50% of the company, the points for the specific goal will be 2, i.e. $50/100 \times 4 = 2$).
 - c. Only the tender with the highest number of points scored may selected.
CSD report will be used to as a means of verification of the specific goals.
4. Limpopo Tourism Agency reserves the right not to award the bid.



BIDDER'S DISCLOSURE

SBD 4 FORM

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,

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.

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.
- 3.5 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



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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

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

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	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)
Black People		4		
Youth		4		
Women		4		
Persons with Disability		4		
Locality		2		
Enterprises located in rural areas		2		

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:

.....

.....