

**REQUEST FOR PROPOSAL (RFP)**

<b>RFQ NUMBER:</b>	MB-RFP- 2026.2027
<b>DESCRIPTION OF WORK REQUIRED:</b>	<b>THE PROVISION OF MEDICAL AID SCHEME BROKERAGE SERVICES TO EZEMVELO KZN WILDLIFE FOR A PERIOD OF FIVE (5) YEARS</b>
<b>CLOSING DATE AND TIME:</b>	DATE: <b>08 June 2026</b> Time: <b>11:00am</b>
<b>VALIDITY PERIOD:</b>	90 calendar days (commencing from the Closing Date)
<b>QUOTATION DOCUMENT MUST BE SUBMITTED BY E-MAIL TO:</b>	<ul style="list-style-type: none"> <li>✓ RFP must be emailed to <a href="mailto:medicalbroker@kznwildlife.com">medicalbroker@kznwildlife.com</a> before the closing time and date. <u>Failure to send to the above email address will result in your bid being disqualified.</u></li> <li>✓ <b>Please state the RFQ number as the reference number on the subject line when responding to the RFQ.</b></li> <li>✓ Only Quotations submitted in a <b>PDF format</b> will be considered and failure to comply will invalidate your bid.</li> <li>✓ Quotations must be submitted in an E-MAIL. If the size of submission is big, the bidder must compress the document into one file (Zip file). Submission of more than one E-MAIL will result in your bid being disqualified.</li> </ul>
<b>FOR ATTENTION:</b>	

<b>NAME OF BIDDER:</b>	
<b>BIDDERS SIGNATURE:</b>	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	<b>Mrs. Tessa Khumalo</b>	CONTACT PERSON	<b>Ms. Zakithi Vilakazi</b>
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<b>Tessa.Khumalo@kznwildlife.com</b>	E-MAIL ADDRESS	<b>Zakithi.Vilakazi@kznwildlife.com</b>
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			



## SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

1. Under no circumstances may the quotation forms be retyped or redrafted.
2. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
3. Bids submitted must be accurately completed. Bidders must ensure that all questions are answered. If questioned are “not applicable”, bidders must ensure that “N/A” is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Bidders will only be considered if the quotation document is accurately completed and accompanied by all relevant certificates and other necessary applicable information. Failure to comply with the same will invalidate your quote.
4. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
5. Any alteration made by the bidder must be initiated.
6. RFP must be emailed to [medicalbroker@kznwildlife.com](mailto:medicalbroker@kznwildlife.com) before the closing time and date. Failure to send to the above email address will result in your bid being disqualified.
7. **Please state the RFQ number as the reference number on the subject line when responding to the RFQ.**
8. Only Quotations submitted in a **PDF format** will be considered and failure to comply will invalidate your bid.
9. Quotations must be submitted in an E-MAIL. If the size of submission is big, the bidder must compress (Zip file) the document into one file. Submission of more than one E-MAIL will result in your bid being disqualified.

**THE PROVISION OF MEDICAL AID SCHEME BROKERAGE SERVICES TO EZEMVELO KZN WILDLIFE FOR A PERIOD OF  
FIVE (5) YEARS**

**TABLE OF CONTENT**

<b>NO</b>	<b>Description</b>	<b>Page</b>
1.	Background	<b>05</b>
2.	Invitation for Proposal	<b>05</b>
3.	Ezemvelo KZN Wildlife Employee Profile	<b>05</b>
4.	Proposal Specifications	<b>05</b>
5.	Scope of Work	<b>5-8</b>
6.	Phase 1: Administrative Compliance	<b>08</b>
7.	Phase 2: Mandatory Evaluation Criteria	<b>09</b>
8.	Phase 3: Functionality Evaluation	<b>09-11</b>
9.	Criteria 3: Presentation of the Proposal	<b>12-13</b>
10.	Tender Evaluation Methodology overview	<b>13</b>
11.	Award Criteria	<b>13</b>
12.	Capacity of the Bidder: Company Experience	<b>14</b>
13.	Capacity of the Bidder: Key Personnel Requirements	<b>15</b>
14.	Annexure A: Reference Form	<b>16</b>



## THE PROVISION OF MEDICAL AID SCHEME BROKERAGE SERVICES TO EZEMVELO KZN WILDLIFE FOR A PERIOD OF FIVE (5) YEARS

### 1. Background

The purpose of this Request for Proposal (RFP) is to engage with experts in the medical scheme industry who are interested in the supply of Medical Aid Scheme Brokerage Services to the Ezemvelo KZN Wildlife, as specified herein.

### 2. Invitation for Proposal

Proposals are hereby invited from suitably qualified service providers to offer Medical Aid Scheme Brokerage Services to the Ezemvelo for a period of five (5) years.

### 3. Ezemvelo KZN Wildlife Employee Profile

Ezemvelo KZN Wildlife in brief is an organization whose primary business is nature conservation within the Province of KwaZulu Natal. Part of the organization's operations include managing resort and tourism facilities. The organisation currently has a total staff complement of approximately 1661 employees who are spread throughout the province operating in various resorts and game reserves. The organisation is divided into two regions namely East Region and West Region. Its head office base is at Queen Elizabeth Park in Pietermaritzburg.

Occupational Category	Estimate No. of Employees
Skilled workers	1231
Unskilled	430
<b>TOTAL</b>	<b>1661</b>

### 4. PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified as per the Scope below.

### 5. SCOPE OF WORK

The scope of work will involve engaging with various stakeholders in the medical industry including but not limited to KZN Wildlife employees, management, Medical Aid Administrator, chairperson of the Medical Forum within the organization, EZEMVELO's recognized medical scheme, and GAP cover to employees and relevant authorities within the medical industry

#### 5.1. Administrative, Consulting, Advisory and Communication Services

- 5.1.1. The provision of professional unbiased advice on behalf of all EZEMVELO's recognized medical scheme, and GAP cover to EZEMVELO employees to make informed decisions when choosing medical scheme which will suit their healthcare requirements,
- 5.1.2. Perform comparative benefit analysis provided by various medical aid providers and advise the organization through a structure represented by various parties to ensure effective management of benefits;
- 5.1.3. The KZN WILDLIFE requires advisory services of a Medical Aid Scheme Brokerage who will need to provide support to the Ezemvelo by aligning its service offering to the Ezemvelo health care and wellness requirements;

- 5.1.4. The Medical Aid Scheme Broker will be required to understand the Ezemvelo business and environment, understand (within legal prescripts) the state of the Ezemvelo employees' health and wellness and their needs as well as be required to contribute towards developing and implementing the Ezemvelo employee benefits strategy over the next five (5) years.
- 5.1.5. The Broker must be aligned to the Ezemvelo Health and Wellness Strategy and provide relevant and effective support structures to all Ezemvelo employees and management.
- 5.1.6. The Medical Schemes Act 131 of 1998 (The Act) and the subsequent regulations to the Act have changed the way in which medical schemes conduct their business in South Africa, with the introduction of open enrolment and prescribed minimum benefits. It is important that the Ezemvelo anticipate any changes in this regard to be able to structure its strategy accordingly. In addition, National Health Insurance has been a topical issue and the successful Medical Aid Scheme Broker would be expected to deal directly with the Registrar of Medical Schemes regarding this initiative;
- 5.1.7. The Medical Aid Scheme Broker should be able to inform the Ezemvelo timeously of the timing of this impending change and also the applicable financial implications thereof;
- 5.1.8. The Medical Aid Scheme Broker must identify global trends that affect service delivery of medical schemes and forecast the effect this might have on the health care industry as a whole and indicate what impact this will have on the Ezemvelo;
- 5.1.9. Market analysis and provide the organization of what is best in the market in terms of medical aid services and benefits;
- 5.1.10. Successful bidder will be expected to conduct risk analyses and health care assessments for interested employees, in order to weigh up the most appropriate medical scheme options based on the employee's budget and specific requirements;
- 5.1.11. The Medical Aid Scheme Broker should be able to provide a professional independent medical Scheme review with no vested interest in any one medical scheme or medical scheme administrator.
- 5.1.12. The Medical Aid Scheme Broker must at all times adhere to the principles of best practice and must offer the best choice of medical scheme benefit options.
- 5.1.13. The Medical Aid Scheme Broker must assign a dedicated, RE5-qualified Consultant to Ezemvelo to deliver integrated medical scheme advisory services.
- 5.1.14. Proper analysis of KZN environment and understanding geographical spread of EKZNW facilities that they are not only in urban but rural areas as well to ensure that site visits will be performed in both areas.
- 5.1.15. Provide quarterly reports to the Head of HR on various aspects including market analysis, benefit comparative with costs analysis, employee challenges and interventions, queries management feedback
- 5.1.16. Communicate with the medical aid to provide Disease Demographic report to assist the organization in terms of Wellness interventions;
- 5.1.17. Participate in Wellness days and in HIV/AIDS days and be able to sponsor promotional materials for awareness purposes.

## 5.2. Administration and Consulting

- 5.2.1. Client Retention management system.
- 5.2.2. Provide quarterly progress report on claims and queries.
- 5.2.3. Provision of advice and assistance regarding underwriting, guidelines, trends in the market and new legislation.
- 5.2.4. Arrange and schedule information sessions during open window period for the different sites, which includes:
  - New medical scheme and GAP cover products and options.
  - Advice on changes in medical and GAP cover schemes regulations.
  - Interim premium increases

## 5.3. Services to Individual Members

- 5.3.1. Be able to assist employees in addressing queries in both English and isiZulu given the demographics within Ezemvelo;
- 5.3.2. Assistance with the completion of the application and amendments forms;
- 5.3.3. Ensure that all new and amendment applications are correctly completed;
- 5.3.4. Ensure that the new and amended applications are submitted on time for processing at Salary Administration;
- 5.3.5. Induct new employees via information sessions that will be presented to explain the benefits and various medical schemes to the new members of the company;
- 5.3.6. EZEMVELO and the SERVICE PROVIDER agree that members who are not allocated to the SERVICE PROVIDER shall be assisted by the SERVICE PROVIDER, in accordance with Circular 20 of the Council for Medical Schemes.
- 5.3.7. Render member education to employees during year- end revision once schemes have launched new benefits and contributions for the forthcoming year.
- 5.3.8. Advice members on appropriate and suitable options within scheme of choice depending on affordability, members' health condition and level of benefits to establish which option will best meet clients' needs.

**NB: Must be able to allocate a dedicated consultant to Ezemvelo to handle staff issues who will be able to converse/speak in English and isiZulu**

**The SERVICE PROVIDER undertakes to allocate and maintain a dedicated consultant exclusively assigned to EZEMVELO for purposes of handling staff-related matters. Such consultant shall be fluent in English and isiZulu and shall be reasonably accessible to ensure effective communication and prompt resolution of staff issues.**

The following scope of work will be expected from an appointed service provider is to assist all employees :



- with medical aid queries and in resolving them with relevant medical aid providers
- when they need help in completing the medical aid application forms
- Conduct medical aid workshops to ensure employees are up to date with the medical aid changes in terms of benefits, fees and charges
- with continuous membership;
- advice and educate employees on various available medical aid options;
- with facilitation of medical aid billing where necessary
- co-ordination of membership contribution billing

**5.4. Annual employee wellness services**

5.4.1. Submit quarterly statistical report on:

- Employees joining and cancelling medical aid;
- Hospital related queries in relations to medical aid challenges;
- Disease demographics for all the different chronic diseases, conditions and represented against geographic areas;
- Reports from hospitals where medical care cannot be provided due to non-participation in a scheme or insufficiency of the scheme product,

5.4.2. The content of the quarterly reports shall be as determined by EZEMVELO from time to time including the above.

5.4.3. Participate in the annual wellness programme for EZEMVELO, in conjunction with medical schemes, by creating wellness awareness on wellness days and provide risk assessment officers on wellness days for all medical aids. Participate in our HIV ANDAIDS days by providing T-shirts with the company logo.

5.4.4. The wellness programme will comprise of at least 16 wellness days per year at venues throughout the province and one HIV / AIDS Day.

**6. Phase 1: Administrative Compliance**

RETURNABLE DOCUMENT:
<ul style="list-style-type: none"> <li>• Proof of legal registration of the entity (or all members in a consortium)</li> </ul> copies of:
<ul style="list-style-type: none"> <li>• Certificate of incorporation and registration Tax compliance certificate</li> </ul>
<ul style="list-style-type: none"> <li>• Resolution or authorization empowering the signatory to submit the RFQ</li> </ul>

## 7. Phase 2: Mandatory Evaluation Criteria

The table below sets out the **mandatory evaluation criteria**.

Any bidder that fails to meet **any** of the mandatory evaluation criteria will be **disqualified**, and the bidder's proposal will **not be evaluated further**.

Description	
1.	The bidding company must be registered with the Financial Sector Conduct Authority (FSCA).  <b>Please submit a valid FSCA registration certificate.</b>
2.	The bidding company must be registered with the Council for Medical Schemes (CMS)  <b>Please submit a valid certificate of registration with the Council for Medical Schemes (CMS)</b>

## 8. Phase 3: Functionality Evaluation

The bid functionality will be evaluated out of a **total of 100 points** using the weighting categories set out below.

Any bidder that **scores below 75 points** for functionality will be **eliminated** and will **not be considered for further evaluation**.

REF. NO.	FUNCTIONALITY EVALUATION	
1.	<b>Criteria 1: Company Experience</b>	<b>45 Points</b>
	<p>" The bidder must submit <b>three (3) reference letters</b> from <b>current or previous clients</b> to whom the bidder is previously or currently providing <b>medical aid brokerage services</b>; each reference letter must have:</p> <ul style="list-style-type: none"> <li>• <b>Client name</b></li> <li>• <b>Contact person</b> (full name, position, telephone number, and email address)</li> <li>• <b>Duration of the contract</b> (start date and end date or confirmation that the contract is current)</li> <li>• <b>Description of the services rendered</b>, specifically relating to medical aid brokerage services</li> <li>• Be printed on the <b>client's official company letterhead</b>, or be authenticated with an official <b>company stamp and be signed and dated</b> by an authorised representative of the client</li> </ul> <p><b>N.B Failure to include any of the above information may result in the bid being deemed non-compliant.</b></p> <p><b>Sub-Points:</b></p> <ul style="list-style-type: none"> <li>i. <b>0 points</b> = non-submission/noncomplying documents</li> <li>ii. <b>15 points</b> = one (1) project with full set of documents</li> <li>iii. <b>30 points</b> = two (2) projects with full set of documents</li> <li>iv. <b>45 points</b> = three (3) projects with full set of documents</li> </ul>	
2.	<b>CRITERIA 2: CLIENT SIZE (BASED ON SUBMITTED REFERENCE LETTERS)</b>	<b>20 POINTS</b>

	<p>Based on the three (3) reference letters submitted under Criteria 1, the bidder must indicate the size of each client (maximum of three clients), in accordance with the information provided in the reference letters.</p> <p><b>Sub-Points:</b></p> <p>Reference letter: Size of each client.</p> <ul style="list-style-type: none"> <li>i. 0 Points = Client with less than 1000</li> <li>ii. 10 Points = Client with 1000 to 1999</li> <li>iii. 15 Points = Client with 2 000.00 to 2 999.00</li> <li>iv. 20 Points = Client with 3000.00 and more Employees</li> </ul>	
3.	<b>CRITERIA 3: PERSONNEL EXPERIENCE</b>	<b>35 POINTS</b>
	<p>The bidder must submit a <b>proposed project team</b>, accompanied by <b>detailed curriculum vitae (CVs)</b> and <b>copies of relevant qualifications or registration</b> for each proposed project team member, demonstrating <b>proven experience in medical aid brokerage services</b>. Each CV must clearly indicate: The individual's <b>role and responsibilities</b> related to medical aid brokerage services. Relevant <b>qualifications or professional registration</b> <b>Years of experience</b> in medical aid brokerage services. N.B Points will only be allocated to bidders who submit valid registration details and a CV. Submissions that do not meet these requirements will not be considered.</p> <p><b>A. Senior Broker Consultant:</b></p> <p>Sub-Points = 20 points.</p> <p>Relevant qualification</p> <ul style="list-style-type: none"> <li>i. <b>0 points</b> = non-submission</li> <li>ii. <b>10 points</b> = Proof of qualification: the bidder must submit a certified copy of an official RE1 certificate issued by an FSCA-approved examination body.</li> </ul> <p><u>Working experience in years</u></p> <ul style="list-style-type: none"> <li>i. <b>10 points</b> = 10 years and above.</li> <li>ii. <b>07 points</b> = 8 – 9 years.</li> <li>iii. <b>03 points</b> = 5– 7 years</li> <li>iv. <b>00 points</b> = 0-4 years</li> </ul> <p><b>B. Broker Consultant:</b></p> <p>Sub-Points = 15 points.</p> <p>Relevant qualification</p> <ul style="list-style-type: none"> <li>i. <b>0 points</b> = non-submission</li> <li>iii. <b>05 points</b> = Proof of qualification: the bidder must submit a certified copy of an official RE5 certificate issued by an FSCA-approved examination body.</li> </ul> <p><u>Working experience in years</u></p> <ul style="list-style-type: none"> <li>i. <b>10 points</b> = 7 years and above.</li> <li>ii. <b>07 points</b> = 5 – 6 years.</li> <li>iii. <b>03 points</b> = 3 – 4 years</li> </ul>	

iv. **00 points = 0 -2years**

**N.B Regulatory Examination (RE) Certification Requirement**

The bidder must submit **copies of official RE1 OR RE5 certificates** issued by an **FSCA-approved examination body**, such as **Moonstone**, for the **proposed Key Individual**.

The **RE1 OR RE5 certificate** must clearly reflect the following details:

- Full name of the individual
- South African ID number (or passport number, where applicable)
- Examination name: **RE1 OR RE5 – Regulatory Examination**
- Pass status (must indicate *Passed*)
- Date of successful completion

The certificate must **explicitly confirm** that the individual has **successfully passed the RE1 OR RE5 examination in terms of the Financial Advisory and Intermediary Services (FAIS) Act**.

**TOTAL POINTS = 100.**

## 9. CRITERIA 3: PRESENTATION OF THE PROPOSAL

Only bidders who score a minimum of **75 points** will qualify for the next stage. Bids that do not meet this minimum threshold will be disqualified from further consideration.

No.	Evaluation criteria	Sub-Points	Weighted Score
1.	<p>Medical Aid Scheme Brokerage Services</p> <ul style="list-style-type: none"> <li>Bidders are required to demonstrate a thorough and comprehensive understanding of the Ezemvelo KZN Wildlife requirements as outlined in the Terms of Reference. This includes an appreciation of the organisation's operational environment, geographically dispersed workforce across urban and rural locations, diverse employee categories, and the strategic importance of aligning medical aid brokerage services with Ezemvelo's health, wellness, and employee benefit objectives.</li> </ul>	10	20
	<ul style="list-style-type: none"> <li>The bidder must clearly illustrate how their proposed medical aid brokerage services will effectively address these requirements and deliver value-adding, compliant, and sustainable solutions over the duration of the contract.</li> </ul>	10	
2.	<p>Proven Methodology and Integration with Wellness Programme</p> <ul style="list-style-type: none"> <li>The bidder must demonstrate a proven, structured, and results-driven methodology for delivering medical aid brokerage services specifically tailored to the operational, geographical, and workforce needs of Ezemvelo KZN Wildlife.</li> </ul>	10	50
	<ul style="list-style-type: none"> <li>The methodology must include: <ul style="list-style-type: none"> <li>Innovative and sustainable management strategies for the effective administration of medical aid brokerage services</li> <li>Strategic initiatives aimed at optimising medical aid benefits, affordability, and employee participation</li> <li>A clear service delivery model that supports employees across both urban and rural locations, including multiple and remote sites</li> </ul> </li> </ul>	10	
	<ul style="list-style-type: none"> <li>The bidder must further provide a clear and detailed plan for integration with the Ezemvelo Wellness Programme and Wellness Unit, demonstrating how medical aid brokerage services will complement and support existing health and wellness initiatives. This must include coordinated wellness interventions, disease management support, employee education initiatives, and data-driven reporting to enhance employee health outcomes and organisational wellness objectives.</li> </ul>	20	
	<ul style="list-style-type: none"> <li>The methodology must clearly indicate how the bidder will meet all specified requirements in the Terms of Reference and deliver consistent, compliant, and value-adding services over the duration of the contract.</li> </ul>	10	

3.	<p><b>Staff Education and Advisory Plan on Medical Aid Benefits</b></p> <ul style="list-style-type: none"> <li>The bidder must demonstrate a clear and structured plan outlining how they will educate and advise Ezemvelo KZN Wildlife employees on medical aid benefits. The bidder is required to submit a comprehensive project plan detailing how year-end revision activities will be conducted, including the facilitation of information sessions and/or presentations on medical aid and GAP cover product options and benefits.</li> <li>The project plan must clearly address coverage of all Ezemvelo KZN Wildlife offices and sites and take into consideration the following: <ul style="list-style-type: none"> <li>Employee headcount per site</li> <li>Geographic location of employees (urban and rural sites)</li> <li>Business operating hours, including shift workers</li> <li>Flexible working arrangements (office-based and remote employees)</li> <li>Provision for executive and management consultations</li> <li>Capability to service multiple sites simultaneously within defined project timelines</li> </ul> </li> </ul>	15	30
	<ul style="list-style-type: none"> <li>The plan must demonstrate the bidder's ability to deliver consistent, accessible, and effective employee education across the organisation, ensuring that employees are well-informed and supported in making appropriate medical aid choices.</li> </ul>	15	

## 10. Tender Evaluation Methodology

### Overview

All compliant bids will be evaluated using a two-stage evaluation process consisting of:

- Functionality Assessment (Technical Evaluation)
- Presentation Assessment (Bidder Presentation & Clarifications)

The evaluation is based on a total of 200 points, allocated as follows:

- Functionality: 100 points
- Presentation: 100 points

The contract will be awarded to the bidder achieving the highest combined score, subject to meeting all mandatory and compliance requirements.

### 11. Award Criteria

**The tender will be awarded to the bidder who:**

- Achieves the highest combined total score out of 200 points (Functionality and Presentation), and
- Demonstrates full compliance with all mandatory requirements, statutory obligations, and procurement conditions set out in this RFP
- Ezemvelo KZN Wildlife reserves the right not to award the tender should no suitable bids be received.



**12. CAPACITY OF THE BIDDER: COMPANY EXPERIENCE**

The Bidder is requested to furnish the following capacity particulars. Failure to furnish the particulars may result in the Bid being disregarded

**Company Experience:** Submit three (3) The bidder must submit **three (3) reference letters** from **current clients** to whom the bidder is previously or currently providing **medical aid brokerage services**.

**EXPERIENCE DETAILS**

No.	Name of the Institution.	Project Description.	Contract Period. (Start period and end period)
1.			
2.			
3.			

**13.CAPACITY OF THE BIDDER: KEY PERSONNEL REQUIREMENTS**

Bid description	<b>THE PROVISION OF MEDICAL AID SCHEME BROKERAGE SERVICES TO EZEMVELO KZN WILDLIFE FOR A PERIOD OF FIVE (5) YEARS</b>
Bid number	MB-RFP- 2026.2027

The bidder must submit a **proposed project team**, accompanied by **detailed curriculum vitae (CVs)** and **copies of relevant qualifications or registration** for each proposed project team member, demonstrating **proven experience in medical aid brokerage services**. Each CV must clearly indicate: The individual's **role and responsibilities** related to medical aid brokerage services. Relevant **qualifications or professional registration** **Years of experience** in medical aid brokerage services. N.B Points will only be allocated to bidders who submit valid registration details and a CV. Submissions that do not meet these requirements will not be considered.

No. of Resources	Key Personnel	Name and Surname	Name of Qualification	Years of Experience
1	Senior Broker Consultant			
2	Broker Consultant			
3				

- The undersigned, who warrants that he/she is duly authorised to act on behalf of the enterprise, hereby confirms that the contents of this schedule, as presented by the tenderer, are within his/her personal knowledge and are, to the best of his/her knowledge and belief, true and correct.
- The undersigned further confirms that the key personnel proposed for this project are not listed by, nor participating with, any other bidder for the same tender. The bidder has submitted a signed letter of exclusivity from each key personnel member, confirming their sole commitment to the bidder for the full duration of the project.

Signed: _____	Date: _____
---------------	-------------

Name: _____	Position: _____
-------------	-----------------

Enterprise Name: .....



**ANNEXURE A**

**REFERENCE FORM**

<b>Bid Description / Project Description</b>	
<b>Bid number / Contract Number/</b>	

<b>Client Name</b>	
<b>Contract period</b>	
<b>Client contact person</b>	
<b>Contact details</b>	<b>Cell:</b> _____ <b>Tel:</b> _____
<b>Email Address</b>	

Criteria (Indicate correct number of employees)	3 000 and more	2 000 to 2 999	1 000 to 1999	Less than 1000.00	Reason for the rating
<b>Size of the company</b>					

Client name \_\_\_\_\_ Signature \_\_\_\_\_ (Client)

Thus, signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_