



REQUEST FOR PROPOSAL

FOR

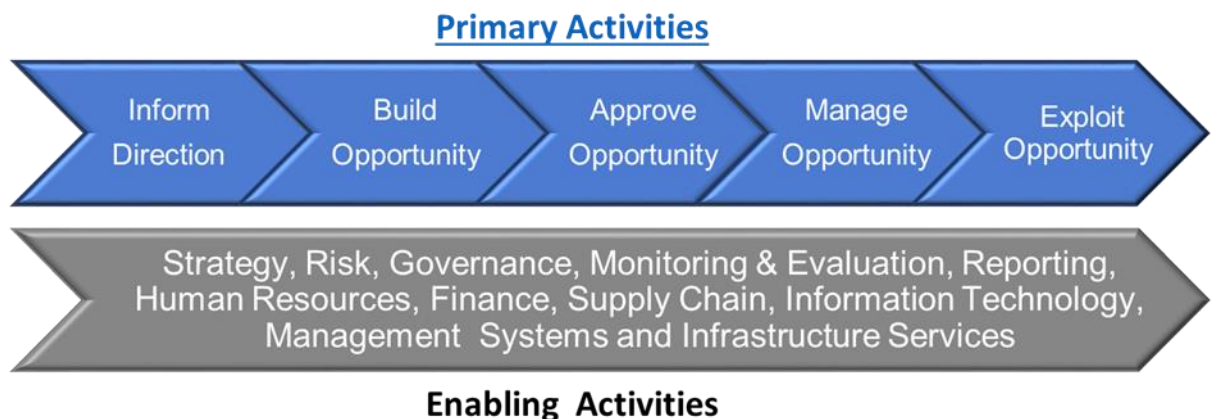
A SERVICE PROVIDER TO DEVELOP and DESIGN A COFFEE TABLE BOOK

Issue Date: Monday 13 October 2025

Response Deadline: Tuesday 21 October 2025 at 11h00

1. INTRODUCTION

- 1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.
- 1.2 The Technology Innovation Agency (TIA) an entity of the Department of Science, Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



2. PURPOSE

TIA is seeking to appoint a suitable qualified, reputable and knowledgeable service provider to produce, end-to-end design and layout of visually appealing coffee table book for the TIA's 15th anniversary.



3. BACKGROUND

TIA Marketing and Communication is responsible for marketing and promoting TIA's mandate and offerings. It supports the agency with marketing, brand management, communication, events management, graphic design and audio-visual material development.

The Agency intends to produce a high-quality coffee table book that captures the essence of our journey, impact, and future aspirations. The book will celebrate our history, achievements, people, and impact in a format that is both elegant and accessible. The book will be used for promotional and commemorative purposes.

4. SCOPE OF WORK

Proposals are hereby invited from experienced service providers to undertake the end-to-end design and layout, production of visually appealing, professionally crafted , high standard visual storytelling coffee table book.

The appointed service provider will be responsible for the following:

Concept Development

- Collaborate with TIA to understand the vision, objectives, and target audience
- Develop, present a concept proposal outlining the contents, organisation, design and other creative aspects relative to the production of the book.
- Propose a creative concept , including mood board, visual theme, typography, and layout structure.
- Recommend suitable materials for high end print production.
- The service provider is expected to commence with the next steps of the project on approval of the concept by TIA.



Editorial and Content Production

- Work with TIA to structure the book content
- Develop materials (research, write stories, conduct interviews, and photography).
- Manage content editing, proof reading, and image selection

Design and Layout

- Design internal pages including cover, content, introductory pages, image spreads, captions, and credits.
- Create infographics, pull quotes, or visual enhancements as required.
- Submit layout drafts for client review and incorporate feedback in a structured revision process.

Book Lay-out/Mock-up

- Integrated photographs, illustrations, infographics, and editorial content.
- Ensure consistency and readability throughout the book.
- Prepare at least three (3) design mock-ups or sample spread for approval.
- The service Provider shall allow at least five (5) revisions of the book layout/mock-up

B. Ownership

The Agency shall own all documents, proposals, write-ups, creative concepts, and original materials (hi-resolution raw and final files including editable files) formulated and designed in conjunction with this requirement, with full and exclusive rights, relative to the future use thereof. Such materials should be submitted to the Agency.

C. Intellectual Property

Any intellectual property shall remain the sole property of the Agency, including but not limited to copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, confidential information, or trade secrets. The Service Provider shall refrain from using such intellectual property upon the contract's termination.



All proposals should be submitted in electronic format only. The portfolio of work must be captured as part of the electronic proposal.

N:B

- The bidder must provide a detailed approach, methodology and process to be adopted in developing/producing and designing the book. The bidder must provide a full example or framework of previous work done for each of the following categories:
 - a) Concept development
 - b) Editorial and Content Production
 - c) Design and layout
- The bidder must provide an organogram and detailed CVs of the team members that will be working on the project outlining their roles and responsibilities. Should the bidder decide to replace a team member allocated to TIA project during the contract. The bidder must ensure the replacement possesses the same skills set and expertise equal to the previous candidate.

5. ELIMINATION CRITERIA

Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location.
- Non-compliant tax status by the time TIA appoints
- Non-registered service providers in the Central Supplier Database

- 6.** Clear budget breakdown (Kindly provide itemised billing for each service required).



7. PROPRIETARY INFORMATION

TIA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the Bidder, to be proprietary to TIA. It shall be kept confidential by the Bidder and its officers, employees, agents and representatives.

The Bidder shall not disclose, publish, or advertise this specification or related information in part or to any third party without the prior written consent of TIA. This applies regardless of whether the recipient of this RFP responds with a proposal or not.

8. ENQUIRIES & RESPONSES

Nana Modiba – nana.modiba@tia.org.za

9. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English

10. VERIFICATION OF DOCUMENTS BY THE SERVICE PROVIDERS

Respondents should check the numbers of the pages to satisfy themselves that none is missing or duplicated. No liability will be accepted by TIA regarding anything arising from the fact that pages are missing or duplicated.

11. SUBMISSIONS OF RFPs

It is the responsibility of the prospective supplier to ensure that the proposal is submitted by no later than **Tuesday 21 October 2025 at 11h00**. Proposals should be submitted to Nana Modiba at: nana.modiba@tia.org.za

12. GENERAL TERMS AND CONDITIONS

- 12.1 The Respondent is responsible for all costs incurred in the preparation and submission of the proposal
- 12.1.1. Kindly note that TIA is entitled to:



- 12.1.1.1. Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before the closing date. All Respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments in good time;
- 12.1.1.2. Verify any information contained in a proposal;
- 12.1.1.3. Not to appoint any bidder;
- 12.1.1.4. Vary, alter, and/or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- 12.1.1.5. An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- 12.1.1.6. TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. TIA normally awards the contract to the Bidder who proves to be fully capable of handling the contract and whose Proposal is technically acceptable and/or financially advantageous to TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- 12.1.1.7. TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- 12.1.1.8. TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- 12.1.1.9. The Bidder hereby offers to render all of the services described in the attached documents (if any) to TIA on the terms and conditions and in accordance with the specifications stipulated in this RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 12.1.1.10. This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- 12.1.1.11. The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 12.1.1.12. Validity period: 90 days



12.1.1.13. Failure to comply with any of the terms and conditions as set out above will invalidate the Proposal.

12.1.1.14. TIA's decision on proposals received shall be final and binding

12.2 TIA may disregard any submission if the bidder, or any of its Directors:

12.2.1 Abused the Supply Chain Management (SCM) system of any Government Department / Institution

12.2.2 Committed proven fraud or any other improper conduct in relation to such system.

12.2.3 Failed to perform on any previous contract and the proof thereof exists.

12.2.4 Restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on specific goals.

13. EVALUATION CRITERIA

In addition to the requirements as stated, all proposals will be evaluated based on evaluation criteria below, and the 80/20 preference point system. To assess which proposals will best suit the corporate operational requirements of TIA, proposals will be assessed as follows:

No	Evaluation criteria	Scoring guide	Weighting	Max score
1	Experience: The bidder must also provide a full company profile detailing its experience in relation to the requirements.	Provide a company profile outlining years of experience in production, design and layout of a coffee table book. 5 = 10 years and more in production, design and layout of a coffee table book 4 = 7 – 9 years in designing, production, design and layout of a coffee table book	0.25	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
		3 = 5 - 6 years in production, design and layout of a coffee table book. 2 = 3 – 4 years in production , design and layout of a coffee table book. 1 = Less than 3 years in production , design and layout of a coffee table book.		
2.	The bidder must demonstrate their Strategy and creative development approach for design, layout and production of a coffee table book.	The bidder must provide a detailed outline of strategy and creative development approach to be adopted for design, layout and production of a coffee table book and provide case studies. 5 = Detailed outline of strategy and creative development approach to be adopted for design, layout and production of a coffee table book. The bidder must provide portfolio of evidence (5 case studies) highlighting criterion detailed in evaluation criteria number 2. 4 = Detailed outline of strategy and creative development approach to be adopted for design, layout and production of a coffee table book. The bidder must provide portfolio of evidence (4 case studies) highlighting criterion detailed in evaluation criteria number 2. 3 = Detailed outline of strategy and creative development approach to	0.3	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
		be adopted for design, layout and production of a coffee table book. The bidder must provide portfolio of evidence (3 case studies) highlighting criterion detailed in evaluation criteria number 2. 2 = Detailed outline of strategy and creative development approach to be adopted for design, layout and production of a coffee table book. The bidder must provide portfolio of evidence (2 case studies) highlighting criterion detailed in evaluation criteria number 2. 1= Detailed outline of strategy and creative development approach to be adopted for design, layout and production of a coffee table book. The bidder must provide portfolio of evidence (1 case studies) highlighting criterion detailed in evaluation criteria number 2.		
3.	Reference letters The bidder must provide contactable, and samples references for work done in the past 5 (five) years in line with the scope of work in section 4.	Reference Letters and samples 5 = 5 reference letters and samples for work done in the past 5 (five) years in line with the scope of work in section 4 4 = 4 reference letters and samples for work done in the past 5 (five) years in line with the scope of work in section 4	0.15	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
		3 = 3 reference letters and samples for work done in the past 5 (five) years in line with the scope of work in section 4 2 = 2 reference letters and samples for work done in the past 5 (five) years in line with the scope of work in section 4 0 = Less than 2 reference letters and samples for work done in the past 5 (five) years in line with the scope of work in section 4		
4.	Personnel experience Provide details of your expertise and experience. CV's of resources that will be allocated should be included outlining the roles and responsibilities. The bidder must provide an organogram of the team members that will be servicing the TIA account.	Writers , copy editing and content creators 5 = 10 years in writing, copy editing and content development of the proposed team 4 = 7 – 9 years in writing, copy editing and content development of the proposed team 3 = 5 - 6 years in writing, copy editing and content development of the proposed team	0.3	5

No	Evaluation criteria	Scoring guide	Weighting	Max score
	The team must include, but not limited to, the following team: (Creative Director, Graphic Designer, Copywriter and editor) The bidder must include CVs of all team members to be servicing the TIA's account and specify the areas of specialty, client portfolio experience	2 = 3 – 4 years in writing, copy editing and content development of the proposed team 1 = Less than 3 years in writing, copy editing and content development of the proposed team Creative Director / Graphic Designer 5 = 10 and more years in design and layout of the proposed team 4 = 7 – 9 years in design and layout of the proposed team 3 = 5 - 6 years in design and layout of the proposed team 2 = 3 – 4 years in design and layout of the proposed team 0 – Less than 3 years in design and layout of the proposed team		
	Total weight		1	
	Minimum qualifying score (expressed as percentage)			70%

14. SECOND STAGE: PRESENTATION

15. Service providers who obtain the threshold of 70% will be invited for a presentation. Presentations will be held at the TIA offices in Pretoria or virtually where each supplier will be assessed according to their ability to effectively respond to the scope of work as detailed above. Each bidder will be measured on the following:

Approach and methodology: The bidder must provide a detailed approach, methodology and process to be adopted in developing, designing the coffee book. The bidder must provide a full example or framework of previous work done for each of the following categories: a) Concept development b) Editorial and Content Production c) Design and layout	5 = Excellent; 3 = Acceptable; 0 = Unacceptable
Proposed project plan : The bidder must provide a detailed project plan outlining , deliverables, responsibilities and project milestones	5= Excellent; 3 = Acceptable; 0 = Unacceptable
Minimum qualifying score	65%

Third Stage: Evaluation in terms of Specific Goals

Bidders who met the 65% threshold will be evaluated further based on 80/20 specific goals as below:

Specific goals	Points	Proof
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At least 51% black ownership	10	CSD Report
Less than 51% black ownership	0	
At least 51% black women ownership	10	CSD Report
Less than 51% black women ownership	0	
1. Total points for Specific goals	80	
2. Price	20	Quotation
Total	100	



BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any

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.



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

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.



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
.....	
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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 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

- “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;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “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
- “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:

80/20

or

90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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)
At least 51% black ownership		10		
Less than 51% black ownership		0		
At least 51% black women ownership		10		
Less than 51% black women ownership		0		

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:

.....

.....



Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. **Bidders are required to submit financial proposals in aseparate envelope clearly marked financial proposal as per the schedule below on a company letterhead.**