



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SAFCOL SOC LTD		
RFQ number:	RFQ/SHEQ/001/2023	
RFQ Issue Date	06 September 2023	
Closing date and Time	11 September 2023 At 12:00PM	
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None	
Briefing Session Date and Time: (IF APPLICABLE)	None	
RFQ validity period:	60 days (commencing from the RFQ Closing Date)	
RFQ Description:	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AFRICAN CROWNED EAGLE MONITORING FOR SAFCOL	
RFQ responses must be emailed to :	OR	Zwelakhe Fakude <hr/> 013 754 2700 ext 2921 / 063 705 1195
E-mail address		RFQCentralINSP@safcol.co.za PLEASE USE THE RFQ NUMBER AND DESCRIPTION ON THE SUBJECT LINE OF THE EMAIL WHEN RESPONDING TO THIS RFQ

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affidavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent, .
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.
2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER_(COMPANY_NAME)..... SIGNATURE.....

CAPACITY..... DATE.....

TERMS OF REFERENCE/SCOPE OF WORK

DESCRIPTION OF GOODS/SERVICE REQUIRED: **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE** **AFRICAN CROWNED EAGLE MONITORING FOR SAFCOL**

Purpose:

To establish whether the African Crowned Eagles populations on selected SAFCOL / Komatiland plantations in Mpumalanga Province are being impacted by plantation forestry activities and to make management recommendations to minimize potential negative impacts while maximizing positive impacts.

Specifications

1. Visit all known Crowned Eagle nest sites in the beginning of the breeding season (**September 2023**) to determine if the nesting site is active for the current season.
2. The monitoring / observing and documenting of all active Crowned Eagle nest sites where breeding has been identified to determine the 2023/2024 breeding success at these sites.
3. The identification and documentation of all new nest sites.
4. While monitoring the breeding success of the African Crowned Eagles pairs, sightings of other RTE bird species are also to be documented. (Peregrine Falcon, Lanner Falcon, Black Stork, etc).
5. To conduct reconnaissance to other SAFCOL / Komatiland Forests where there is suitable habitat for potential crowned eagle nesting sites.
6. The following plantations are included within this programme:

Table 1: Nest sites (co-ordinates to nests will be provided to successful service provider)

Nest nr	Nest name	Plantation	Co-ordinates to plantation office	
3	Queen Rose Trail	Nelshoogte	30 48 59	-25 49 26
6	Florence Hill	Berlin	30 44 46	-25 34 01
12	Goudstroom	Bergvliet	30 51 60	-25 04 58
18	Kaapsehoop*	Berlin	30 44 46	-25 34 01
34	Uitsoek	Uitsoek	30 34 12	-25 16 51
43	Witklip B36	Witklip	30 55 04	-25 13 20
46	Brooklands B30w	Brooklands	30 47 16	-25 16 14
48	Witklip F23w	Witklip	30 55 04	-25 13 20
Recon area - No nests identified yet		Blyde	30 51 04	-24 50 12
Recon area - No nests identified yet		Morgenzon	30 42 53	-24 52 34

Recon area - No nests identified yet	Tweefontein	30 46 56	-25 03 24
Recon area - No nests identified yet	Wilgeboom	30 55 23	-24 56 38

7. Every known active African Crowned Eagle nest on Komatiland properties in the Mpumalanga lowveld / escarpment should be monitored a minimum of four times during the breeding season during the periods as indicated below:
 - Monitoring of existing nests (**September 2023**)
 - Establish whether the pair has laid eggs, (**October 2023 – November 2023**)
 - If the chick survives to fledging and (**December 2023 – January 2024**)
 - Successfully fledges (**February 2023 – March 2024**)

This sequence on monitoring will indicate the breeding success of the species.

8. A monitoring schedule shall be provided, taking into consideration the service providers other commitments and weather conditions.
9. The project is to commence, **on receipt of a Purchase Order, no later than October 2023.** By 15 March 2024, the project should be completed. Completed includes the submission of the invoice and statement. Payment will be 30 days (End April 2024)
10. The service provider must provide all materials and equipment to perform the task. (Note: Extensive use of gravel plantation roads required. The condition of these roads may vary from good to poor)
11. The service provider should be able to respond at short notice to observe birds when displaying. Plantation staff are encouraged to report such sightings to the appointed service provider
12. Visits to the sites must be pre-arranged with the respective SHEQ (Environmental) / Plantation Manager.
13. Provide insight to animal activity below active nests by recording such activity with trail cameras.
14. Where there is a potential impact due to forestry activities in the immediate area where breeding is taking place (eg Harvesting / weeding operations), engagement timeously with the Environmental Practitioner and the Plantation Manager must be done to minimise the disturbance. A summary of these engagements, if they were required, to be included in the final report, due end March 2024.
 1. Reports must be finalised and provided to Komatiland Forests in a user friendly format (Word / PDF).:
 - Description of each nest, height above ground, nest tree type, co-ordinates, etc (after each site visit).
 - Identify prey remains below nests, when possible.
 - Comprehensive report by **15 March 2024.**
 - Inclusion of supporting photographs, including those obtained from trail cameras.
 - Provide information regarding the larger picture of the health of the crowned eagle population in the wider landscape.

- Provide recommendations / guidance as regards reducing the impact off forestry activities in the immediate area that can affect the success of breeding.
 - The information must be compatible with the requirements of the greater Birdlife Lowveld research project.
 - Along with the report, the service provider must provide an invoice and statement for the completed work. The invoice and statement must provide the information as provided on the official order and include the service providers contact details and the SAFCOL Vat number. Payment will be processed on completion of the full project.(30 days). No partial payments can be made during the project.
15. The service provider must include in his quotation, a feedback session to provide management and interested staff the outcome of the monitoring. This presentation will be in the form of a virtual session by using Microsoft Teams or a similar platform. This approach allows a lot more interested staff members to gain insight of the project. The presentation is to be provided to KLF.
16. Requirements from the potential service provider:
- ✓ Quote to be submitted by **01 September 2023.**
 - ✓ Proof of current and up to date registration in a relevant field with the South African Council for Natural Scientific Professions (SACNASP)
 - ✓ It is required that the service provider must submit the following together with the quotation:
 - **BBBEE** certificate and,
 - **A valid Tax Clearance** certificate,
 - ✓ Proof that services are registered on the Governments Central Supplier Database (CSD) (www.csd.gov.za). Bidders are required to **include their Central Supplier Database Supplier Number and Unique Registration Reference number.**
 - ✓ The service provider must ensure that the their information on the CSD, is up to date as regards tax status.
 - ✓ Provision of information as required for the “**Functionality Evaluation**”.
 - ✓ Past experience in monitoring raptors within the past five years.
17. KLF SHEQ (Environmental) will provide the service provider with:
- A list of the known sites (Refer to Table1)
 - Plantation maps.
 - An access permit as required by the National Forest Act (Act 84 of 1998)

RETURNABLE DOCUMENTS

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Clearance
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- CSD Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print)

.....
Signature

Capacity

Date _____

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Functionality Evaluation

Phase 3: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors

Phase 2: Functionality Evaluation

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Company experience = (20) Service Providers must demonstrate relevant experience in providing similar service in the past. Attach copies of either reference letters Reference letters must indicate the following: <ol style="list-style-type: none"> 1. Must be on the company letterhead 2. Year in which the service was rendered 3. The description of work performed. 	No Reference letters	0
	1-2 Reference letters	10
	3 and above Reference letters	20
Experience of Project Manage/Leader(40)	No experience	0

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Service Providers must demonstrate that their key personnel possess relevant experience to successfully execute the project Attach a concise CV with at least 3 contactable references	1-3 years	15
	4-6 years	30
	6 years and more	40
Qualifications of Project Manager/Leader(30) Service Providers must demonstrate that their key personnel possess relevant qualifications to execute the project. Attach copies of qualifications	B.Degree	5
	Hons Degree	15
	Masters Degree	25
	Doctoral Degree	30
Proximity to work area. (10) The service provider must be able to regularly visit the sites as specified and be able to go to site at short notice. Service Provider must attach Proof of residence in the Company name or Company's Directors names / Rates Accounts	Greater than 100 km	5
	Within 100km	10
	Total Points	100
	Minimum	65

Phase 3: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

SPECIFIC GOALS FOR THIS RFQ AND POINTS THAT MAY BE CLAIMED ARE INDICATED AS PER TABLE BELOW:

Criteria	Points
(80/20 system)	
At least 51% PWD Owned entities	5
At least 51% Black Owned Youth entities	5
At least 51% Black Women Owned entities	5
At least 51% Black Owned entities	5
Total Points	20

DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION: -

No.	Procurement Requirement	Required Proof Documents
2.1	Atleast 51% Black Ownership	<ul style="list-style-type: none"> • CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.2	Atleast 51% Black Women Owned	<ul style="list-style-type: none"> • CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.3	Atleast 51% Owned By People With Disabilities	<ul style="list-style-type: none"> • Letter from the Doctor confirming Disability • South African Identification Document
2.4	Atleast 51% Black Youth Owned	<ul style="list-style-type: none"> • CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.5	Implementation of RDP goals (Locality) Points	<ul style="list-style-type: none"> • Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder • South African Identification Document

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.

2.2

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.

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.

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.

- 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

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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

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

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 **80/20** preference point system.
- b) The **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

- (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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = 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 points is allocated for price on the following basis:

80/20

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

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 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 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 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 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 the 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Atleast 51% Black Ownership	5	
Atleast 51% Black Women Owned	5	
Atleast 51% Owned By People With Disabilities	5	
Atleast 51% Black Youth Owned	5	

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:

