

REQUEST FOR QUOTATION (RFQ)

To: Potential Bidders
From: Supply Chain Management (SCM)
Date: Monday, 31 July 2023
Subject: **Terms of Reference:** Professional service provider who will be required to do remedial work, design, manufacture, and install interior signage at Umtata sefa office.

TERMS OF REFERENCE

1. PURPOSE OF THE SPECIFICATION

- 1.1.** The purpose of this Request for Quotation (RFQ) is to appoint a Professional service provider who will be required to do remedial work, design, manufacture, and install interior signage at Eastern Cape, Umtata **sefa** office.
- 1.2.** The Professional service provider will also be required to do site visits, consultations and coordination, design, provide samples and submittals, signage installation, site restoration, remedial work, and completion of signage in the identified areas.

2. BACKGROUND

- 2.1.** Small Enterprise Finance Agency (SOC) Ltd, commonly known as **sefa**, was established on 1 April 2012 due to the merger of South African Micro Apex Fund, Khula Enterprise Finance Ltd, and the small business activities of Industrial Development Corporation (IDC).
- 2.2.** **sefa**'s mandate is to foster the establishment, survival, and growth of SMMEs and contribute towards poverty alleviation and job creation.

RFQ No.	POS0000003083
Issue Date	31/07/2023
Closing Date and Time	04/08/2023 @ 11h00 am, No late submissions will be accepted.
Compulsory Briefing session	N/A
Closing date for questions and answers	03/08/2023 @ 12h00 Midday
Method of submission.	Responses should be submitted electronically to: procurement@sefa.org.za and/or lindiwed@sefa.org.za It is the Bidder's responsibility to ensure that the email is received on time by sefa.



3. SCOPE OF WORK

3.1. The successful service provider will be required to do the following:

3.1.1. Site visits, consultations, and coordination

3.1.1.1. To view the site in order to obtain correct measurements of the signage and other items that must be accurately fitted.

3.1.1.2. To engage in consultations with **sefa** to ensure requirements for signage are met.

3.1.1.3. Before the commencement of the work, verify the overall project schedule with **sefa** and coordinate the signage installation and all other work for the signage with the overall project schedule.

3.1.1.4. Coordinate the schedule of site visits, deliveries, installations, and other on-site activities with the **sefa** and schedule all work so that operations and activities are not disrupted.

3.1.2. Coordinate the discussions around the sizes, placements, and mounting of all signage components to reflect the graphics that **sefa** will approve and verify that signage will be able to be installed as required, fit correctly, function properly, and will be able to be mounted properly, safely, and securely.

3.2. Design

3.2.1. Design inside signage (**details below in no. 6**)

3.2.2. Signage that will incorporate **sefa** 's branding standards, as appropriate.

3.2.3. Signage that will leverage the spatial organisation of the facility and utilise architectural design features, shape, colour, lighting, etc.

3.2.4. Signage will be easy to recognise, consistent, clear, distinctive, and easy to read.

3.2.5. Signage will be attractive and exhibit a professional quality of workmanship, which will reflect positively on **sefa**.

3.3. Samples and submittals

3.3.1. Provide one (1) required samples, submittals, proofs, mock-ups, and prototype signage of signage before signing off for manufacturing.

3.3.2. All samples and submittals will be made with such promptness as to cause no delay in the work. Schedule the work so that **sefa** will have enough time to review each submittal, excluding transporting time, and without overlap.

3.3.3. The accepted samples and submittals must represent all materials furnished for the project.



3.4. Site restoration and remedial work

- 3.4.1. Provide all required repairs at locations where the signage has been installed or removed so that the repaired areas blend seamlessly with the surrounding areas. i.e., two entrance glass doors, the reception wall, and the boardroom.
- 3.4.2. Repair and restore the areas to the original condition and appearance of any finishes, doors, walls, surfaces, landscaping, and other site and building conditions, finishes, and features that are affected by the installation of the signage and the removal of the existing signage.
- 3.4.3. Provide new materials and finishes as required to repair and restore the areas affected by the installation of the signage and the removal of the existing signage. The new materials and finishes will match the existing finishes and materials in the areas surrounding the locations where the signage has an installed or removed.
- 3.4.4. Coordinate site restoration with the installation and removal schedule to restore areas as soon as possible after signage installations and removals are completed.

3.5. Signage and branding installation

- 3.5.1. Verify on-site conditions at the start of the work and during the course of the work as needed to understand the site conditions during all phases of the project and to confirm that signage and branding will be coordinated with any changes to the site conditions that may occur during the course of the work.
- 3.5.2. Provide all the preparation, materials, equipment, tools, labour, and inspections necessary for the construction and installation of the signage and branding.
- 3.5.3. Acquire all necessary reviews, permissions, and approvals and provide written documentation to **sefa**, so they verify that all the required permissions have been properly obtained.
- 3.5.4. Provide all safety barricades, warning signage, as required safely complete the work.
- 3.5.5. Provide structural and mounting hardware necessary for the proper construction and all required hardware, software, controllers, power supply units, cables, conduit, wiring, and all other components for the signage and branding installation.
- 3.5.6. Coordinate installation schedules with **sefa**.
- 3.5.7. Carefully, securely, properly, and safely install all signage and branding in the correct locations agreed upon with **sefa**.
- 3.5.8. In addition to reviewing and acceptance of graphics reviewing and acceptance of all Samples, Sign Face Layouts, Mock-Ups, Prototype Signage and branding, and Proofs are required prior to the start of production.



3.6. Completion of work

- 3.6.1. The work will be under the charge and care of the bidder until final payment/Acceptance by **sefa**. The work will be considered completed and accepted once written notice is received from **sefa** confirming the completion and acceptance of all work.
- 3.6.2. Upon completion of the work and before final payment/acceptance, the bidder will provide **sefa** with a complete set of record documents that will include graphics for all signage and locations showing as-built conditions.
- 3.6.3. Upon completion of the work and before final payment/acceptance, provide **sefa** with a complete set of digital files for all submittals.
- 3.6.4. **sefa** to sign off on the work after the physical inspection signage and branding work once it is completed by the bidder.
- 3.6.5. All digital files, graphics, silkscreens, patterns, and models are to be preserved and will become the property of **sefa**.

3.7. Other requirements

- 3.7.1. The bidder will be required to provide the following:
 - 3.7.1.1. Electrical connections to the main power supply in the case of illuminated signage and branding.
 - 3.7.1.2. Remedial work for internal wall surfaces where signage and branding will be removed, i.e., repairing the immediate area around the current sign positions.
 - 3.7.1.3. Submit a bidder safety file.
 - 3.7.1.4. Site establishment and disbursement.
 - 3.7.1.5. Cherry picker, if so required and
 - 3.7.1.6. Delivery, storage, and protection

4. PACKING

- 4.1. The bidder must provide such packing of the signage and branding as it is required to prevent damage or deterioration during transit to their final destination.
- 4.2. The packing must withstand, without limitation, rough handling during transit, exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packing, case size, and weights must take into consideration, where appropriate, the remoteness of the signage and branding final destination and the absence of heavy handling facilities at all points in transit.
- 4.3. The packing, marking, and documentation within and outside the packages must comply strictly with such special requirements as must be expressly provided for in the RFQ.



5. DELAYS IN THE BIDDER'S PERFORMANCE

- 5.1. Delivery of the signage and branding must be made by the bidder in accordance with the schedule agreed by **sefa** and the bidder.
- 5.2. If at any time the bidder encounter conditions impeding the timely delivery of the signage and branding, the bidder must promptly notify **sefa** in writing and verbally of the fact of the delay, its likely duration, and its cause(s).

6. ADDITIONAL INFORMATION

- 6.1. **sefa** will provide the appointed bidder with the **sefa** corporate identity in PDF format.
- 6.2. The bidder will only remove any existing signage and branding once directed to do so by the **sefa**.
- 6.3. **sefa** will coordinate with the bidder so that all the signage and branding will be properly assembled, will function correctly, and can be adequately, safely, and securely installed.



7. SIGNAGE AND BRANDING SPECIFICATION AND PRICING SCHEDULE

sefa's Umtata Office buildings					
Item	Description	Size	Quantity	Cost per item	Total Cost
Internal Signage	PARROT Sign Frame with sefa's logo – slide sefa's logo and remedial work on the wall 		1		
	Passage of the building Ceiling suspended sign with sefa's logo for direction.	400mm x 250mm	2		



sefa's Umtata Office buildings					
Item	Description	Size	Quantity	Cost per item	Total Cost
					
	RECEPTION WALL PAPER PRODUCTION PROCESS • Large format digital printing • Full colour • Material: Wallpaper • Wallpaper applied to the wall with glue COLOUR PALETTE C: 0 M: 64 Y: 100 K: 0 C: 95 M: 0 Y: 100 K: 27 C: 0 M: 100 Y: 63 K: 12 C: 23 M: 2 Y: 0 K: 77	10595mm x 2700mm & 10595mm x 1000mm	1		



sefa's Umtata Office buildings					
Item	Description	Size	Quantity	Cost per item	Total Cost
					
	RECEPTION AND BOARDROOM sefa LOGO To be mounted on the reception wall and boardroom wall Full colour		1		
	OPEN-PLAN DESK PARTITIONING PRODUCTION PROCESS • Large format digital printing • Colour vinyl • Glass frosting vinyl COLOUR PALETTE C: 0 M: 64 Y: 100 K: 0 C: 23 M: 2 Y: 0 K: 77 C: 0 M: 100 Y: 63 K: 12 Frosted vinyl	1600mm x 1640mm	3		



sefa's Umtata Office buildings					
Item	Description	Size	Quantity	Cost per item	Total Cost
	Consultation				
	Site Establishment, inspection, and Disbursement				
	Electrical connections to the main power supply in the case of illuminated signage				
	Remedial work for external and internal wall surfaces where signage will be removed, i.e., repairing the immediate area around the current sign positions.				
	Cherry picker				
	Safety File				
TOTAL					
Notes:					



8. EVALUATION CRITERIA

8.1. This RFQ will be evaluated in two (2) stages as follows:

- 8.1.1. **Stage 1-** Administrative Compliance Requirements (Initial Screening Process)
- 8.1.2. **Stage 2** – Mandatory Requirements
- 8.1.3. **Stage 3** - Price and Preference (Specific Goals).

8.2. Stage 1 - Administrative Compliance Requirements (Initial Screening Process)

- 8.2.1. The bidder must submit a fully completed and signed Standard Bid Document (SBD 1, 3.3, 4 & 6.1).
- 8.2.2. The bidder must submit proof of registration on CSD (Central Bidder Database) in the form of the CSD Report.
- 8.2.3. The bidder must submit a valid Tax Compliance Status (TCS) Certificate with a unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in the order must be submitted at the closing date and time of bid/RFQ.
- 8.2.4. The bidder must submit a certified valid B-BBEE certificate; in the event of submission of a B-BBEE Sworn Affidavit, the bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the contribution level of the Bidding entity.
- 8.2.5. The bidder must submit Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certified ID copies of shareholders / Directors / Members / Partners.
- 8.2.6. General Conditions of Contract (GCC): (Initial each page)

Note:

- 8.2.7. If the bidder is listed on the National Treasury List of Restricted Bidders must result in disqualification of the bid
- 8.2.8. If any of its directors are Listed on the Register of Defaulters must result in disqualification of the bid.

Note: All bidders who do not comply with the items listed above may be disqualified and not be evaluated further.

8.3. Stage 2 - Mandatory Requirements

No.	Description	Comply / Not Comply
1.	The bidder must provide three (3) work-related (office signage and branding) reference letters from contactable references relating to similar projects with a similar scope. For each project, include the following: project name, location, time frame, and completion date. The projects should have been done at most in the last two (2) years.	
2.	The bidder will provide sefa with complete schedule information for the production, installation, and all other work for signage and branding.	



No.	Description	Comply / Not Comply
3.	Provide one (1) required sample, submittals, proofs, mock-ups, and prototype signage of signage before signing off for manufacturing.	

Note: All bidders who do not comply with the items listed above will be disqualified and not be evaluated further.

8.4. Schedule 2: price proposal

The bidder must complete the pricing schedule.

NB: Please complete the pricing schedule to avoid the invalidation of such an RFQ.

8.5. Budget

The bidder should provide a comprehensive Pricing/fee structure per the table above.

9. EVALUATION OF PROPOSAL ON APPLICABLE POINTS SYSTEM

- 9.1.** In terms of Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the amended regulations, responsive bids will be adjudicated by the State on the applicable point system.
- 9.2.** The applicable preference point system for this tender is the 80/20 preference point system.
- 9.3.** In terms of 80/20 points system, points are awarded to bidders on the basis of:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	100 points

Specific Goals for this tender and points that may be claimed are indicated per table below:

Criteria	POINTS
	(80/20 system)
Black ownership	10
30% Black Women Ownership	5
Any % of ownership by Black Designated Groups >0	3
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	2
Total Points	20

Black ownership: 100% Black owned entities will score the full 10 points, and between 51% - 99% black owned entities will score 4 points.

9.3.1. Black Designated Group means:



- a) Unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution.
- b) Black people who are youth as defined in the National Youth Commission Act of 1996.
- c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act.
- d) Black people living in rural and underdeveloped areas.
- e) Black military veterans qualify to be called military veterans in terms of the military veteran Act 18 of 2021.



10. ENQUIRES

For the duration of this RFQ until the eventual appointment of the service provider and Contracting, **ALL** inquiries regarding this RFQ **MUST** be addressed to Supply Chain Office at procurement@sefa.org.za and or lindiwed@sefa.org.za

Please note:

1. Quotations should be e-mailed to **sefa** by **11:00 am** on **04 August 2023**.
2. Quotation should be valid for at least **60 days**.
3. Please indicate your delivery period: _____
4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
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5. Is/are the price(s) firm for the duration _____ of the contract?

Yes	No	N/a
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6. Is the offer strictly to specification?

Yes	No	N/a
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7. If not to specification, state deviation(s). _____
8. All Prices must be **VAT inclusive if the Service Provider is a VAT vendor**; if no indication _____ is given, prices will be evaluated as inclusive.
9. **No quotations received after the closing time and date will be accepted.**
10. The tenderer is responsible for verifying **receipt** of any email forwarded to this office.
11. If you are unable to quote, please email this page back to the sender and state the reason below
Reason for no quote: _____
12. This quotation is subject to the general conditions of the contract unless otherwise stated by the _____ issuer

I/we agree that the offer herein shall remain binding upon me /us and open for acceptance by sefa during the validity period indicated and calculated from the closing time stated above.

Signature of Tenderer

Name and Capacity

Date



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 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**

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.



2.3.1 If so, furnish particulars:

.....
.....

2.4 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other

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.



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.
- b) Either 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 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
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

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:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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 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 method) (To be completed by the tenderer)
Black Ownership	10	
30% Black women ownership	5	
Any % of ownership by Black Designated Group >0	3	
Reconstruction Development Programme Objective: Promotion of SMMEs (Entities that are EME or QSE)	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:



Dear Prospective Bidders

sefa takes a zero-tolerance approach to fraud, corruption and bribery.

sefa is committed to acting fairly, with integrity, in all its' relationships and business dealings both internally and externally (with its suppliers, contractors and other stakeholders).

Please note that under no circumstances will **sefa** ever require any payment to secure an award of an RFQ or a tender. Individuals that claim that an upfront payment to an individual, third party or a **sefa** official, is a blatant attempt at defrauding suppliers and such a scam must immediately be reported to the **sefa** Anti-Corruption line. **sefa** follows a fair, competitive and transparent procurement process in evaluating and awarding bids.

Should you or anyone wish to report any suspected fraud, corruption or bribery, you can BLOW the whistle by calling a free hotline on 0800 000 663



FRAUD ALERT!

sefa warns the public of a scam on social media (LinkedIn) in which some individual claims to be a representative of **sefa**.

Please note that **sefa** does not charge any admin fee for application and we won't conduct business on social media.

PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO **sefa** 0800 000 663

