



REQUEST FOR QUOTATION:

RFQ 21983

**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A SHAREPOINT SPECIALIST ON
MONTH TO MONTH BASIS NOT EXCEEDING 3 MONTHS FOR ITHALA SOC LIMITED**

CLOSING DATE AND TIME: FRIDAY, 25 AUGUST 2023 @ 12H00

Quotations to be submitted via email: Quotes_LTD@ithala.co.za

Procurement Enquiries

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Name of service provider:

REQUEST FOR QUOTATIONS

RFQ 21983 APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A SHAREPOINT SPECIALIST ON MONTH TO MONTH BASIS NOT EXCEEDING 3 MONTHS FOR ITHALA SOC LIMITED

Competent service providers are hereby invited to furnish written quotations for performing the above-mentioned service / supplying the above-mentioned goods.

The following conditions will apply:

Price(s) quoted must be valid for at least **sixty (60)** days from date of your offer.

Price(s) quoted must be firm.

A firm delivery period must be indicated.

This RFQ will have a two stages of the evaluation process, and they are as follows:

STAGE 1- ADMINISTRATION OF COMPLIANCE

Mandatory

The bidder must have registered as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <https://secure.csd.gov.za/> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017

The bidder must be in good standing with SARS and such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.

Or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;

Integrity declaration – completed and signed

The proposing entities are bona fide entities, registered in accordance with the laws of SA; and sole proprietary must be in compliance.

Provide a valid Microsoft Gold Partner Certificate

Company competences: Microsoft Gold Partner in Microsoft Cloud Stack:

- Microsoft 365
- Microsoft Azure
- Messaging
- Artificial intelligent
- Collaboration and content
- Data Analytics
- Security

Provide valid Microsoft-certified SharePoint certificates for the proposed team

Resources: Skills & certificates

- Multiple Microsoft competencies with more than 5+ qualified Microsoft SharePoint Certified Professionals and skilled to deliver superior service.

- The bidder must provide three (3) relevant reference letters from clients where the bidder has implemented SharePoint.
- **NB:** Failure to provide any mandatory information required will result in the submission being deemed null and void and shall be considered non-responsive
- The bidder must provide three (3) relevant reference letters from clients where the bidder has implemented SharePoint.
- **NB:** Failure to provide any mandatory information required will result in the submission being deemed null and void and shall be considered non-responsive

(b) Non-Mandatory

Administrative Compliance such as but not limited to:

All proposals are complete (i.e. all required documentation are attached, all questions are answered);

B-BBEE Certificate or Sworn Affidavit

Company profile

STAGE 2 – PRICE AND SPECIFIC GOALS

Bidders who meet all the requirements for stage 1, will be evaluated through the price and specific goals evaluation.

This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and its Preferential Regulations 2022. For the purpose of this tender a maximum points of 80 will be allocated for price and one of the following specific goals will be acceptable for the claiming of points, i.e. Black women ownership, Black youth ownership or disability ownership. A maximum of 20 points will be allocated for either one of the specific goals to be claimed.

More than 51% owned by Blacks as per the category on Table 1	20
Less than 51% owned by Blacks as per the category on Table 1	10
Zero ownership of the category indicated on Table 1	0

The onus is on the service provider to provide documentary proof of the claims in terms of the specific goals, failure to submit proof will result in non-allocation of points, thus regarded as not claiming.

Enclosed is the Integrity Declaration which must be completed in full and signed by the service provider, **failure to complete and sign shall invalidate your quotation.**

A quotation must be submitted with the following documents:

- A copy of valid BBEE certificate or Sworn Affidavit (non-compulsory)
- Central Supplier Database (CSD) summary report

No awards will be made to person(s)

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or

Quotation must only be submitted by email Quotes_Ltd@ithala.co.za (quotes underscore at Ithala dot co dot za)

All quotations must be submitted on or before **12:00 on Friday, 25 August 2023**. No quotations will be accepted after this date and time.

Ithala SOC reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quotation or to accept a part of it. Ithala SOC does not bind itself to accepting the lowest quote or award a contract to the tenderer scoring the highest number of points.

Yours faithfully

SUPPLY CHAIN MANAGEMENT

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

A. TERMS OF REFERENCE

1. PURPOSE

Ithala SOC Limited is seeking to appoint an Authorized Microsoft Solution Partner to implement SharePoint Online and migrate on-premise SharePoint Document to SharePoint Online.

2. BACKGROUND

- Ithala SOC Limited has previously consumed Microsoft SharePoint Services and Licenses through a Share Service Agreement with IDFC.
- Ithala SOC has undertaken to manage all key technology services directly and not via IDFC.
- In addition, the Technology and Business Strategy of Ithala SOC is different to that of IDFC and as such, Ithala SOC requires a different Technology Stack and Services.
- Ithala SOC Limited procured Microsoft Office 365 licenses to be independent from IDFC.

3. CURRENT CHALLENGES AND MOTIVATION

- Ithala SOC Limited has been experiencing a huge business interruption due to the share services' failure at IDFC.
- Ithala SOC Limited has capacity challenges in terms of resources and Microsoft SharePoint.
- 25% Ithala SOC users have been migrated to Microsoft Office 365 and are unable to access on premise IDFC SharePoint due to two different domains.
- To mitigate the skill gaps, the appointed Microsoft SharePoint partner will work with internal IT resources to transfer skills during the project implementation.
- Although the service provider has the responsibility to deliver the project, it will be mandatory to work hand and hand with Ithala IT staff to build internal capacity.
- The service provider will be required to produce a manual document to operate the new Microsoft SharePoint Online.

4. STATEMENT OF WORK

Ithala SOC is seeking proposals from qualified bidders that have extensive experience with all aspects of SharePoint implementation. Consultant services are required in the areas of planning, design, documentation, development, deployment implementation, and training on Microsoft SharePoint with an emphasis on implementing SharePoint as a secure, corporate intranet, document management, business process management (BPM) and business intelligence solution.

The desired outcome of this SharePoint Online implementation is solutions that:

- Implement SharePoint Online
- Migrate on Premise SharePoint documents to SharePoint Online
- eliminates and/or minimizes paper documents and manual processing.
- improves unstructured information management capabilities (reducing the redundancies of business documents and frequent email transfers);
- accelerates workflow throughput.
- improves collaboration capability between departments.
- provides all departments within the organization with cost-effective active access to documents and related information.
- supports integration of tools and data specifically with MS Office and web-based applications.

This RFQ provides the requirements and evaluation criteria for implementing SharePoint. Ithala requests detailed responses from all prospective qualified bidders, including pricing, and service descriptions, in a specified format. Ithala will conduct a review of the responses received from this RFQ with the intention of contracting with a bidder with extensive experience with SharePoint requirements as set out in this RFQ.

5. VISIONING

Visioning through specific areas of the organization, i.e. technology committee, substantive department heads and management.

- Serve as the lead project manager/consultant during SharePoint project implementation and provide SharePoint development and support;

- Collaborate with the project team, department heads, and advocates, to understand Ithala's needs and translate those needs into technical requirements utilizing the most effective and efficient processes/solutions;
- Research new technologies, looking for ways to improve the overall effective and efficient use of SharePoint technology for Ithala;
- Catalog and structure the types of ideas;

6. CURRENT DEPARTMENT REQUIREMENTS

Current business processes and workflows are not automated, integrated or efficient. Processing a simple document can include numerous steps, including signing, printing, signing again, copying, emailing, etc. Implementing an automated system that integrates our contract information and documents, grant management, calendaring, reporting, accounting, human resources, and technology departments into one platform will enable Ithala to enhance and improve the effectiveness and efficiency of client services and business processes.

The bidder shall Implement a full SharePoint Online platform based on organization needs that deliver the following:

- The solution must demonstrate core capabilities for the full information management lifecycle from inception to archive (or deletion), while providing specific access controls.
- The bidder must collaborate with Ithala databases to connect SharePoint to interface with Ithala SOC existing management system.
- The solution must provide the ability to classify documents with metadata to make them easier to search and ensure a mandatory amount of metadata is captured for each document or record in the library.
- The solution shall provide retention policies for record conversion, archival, and deletion which can be set on a document type and executed automatically based on a preconfigured date.
- The bidder shall migrate corporate filer server data (as identified and outlined by Ithala to SharePoint and shall permit navigational security, with multiple layers of user-definable security to limit access.
- The solution shall permit electronic signature management – support for inserting signatures and managing records content and access
- The solution must provide the capability for the creation of online forms where users can request support from various internal services. The form should be compatible with desktop and portable devices.

- The solution must provide the ability to leverage multi-function machines' scan function to import scan documents from MFP copiers to libraries and sites.

7. FUNCTIONAL REQUIREMENTS

The Functional Requirements should capture uses cases for utilizing Sites, Content, Search, high-level site layout, branding and requirements for performance, capacity, security, and availability.

- Search will include internal files and /or databases.
- The Functional Requirements should capture high-level information concepts (e.g. Employee, Department, Policy, Procedures, etc.) and be traceable to specific business capabilities and /or business objectives.
- The Bidder will deliver an information architecture that will include a Site Folder Structure, User and Group Access, Roles, and Permissions, Metadata, Data Structure, Search, Web Services, Role-based Security, and Application Integration.
- All work will be conducted according to Ithala policies and procedures, which will be shared with the approved Bidder.

8. ARCHITECTURAL DESIGN AND IMPLEMENTATION

- In collaboration with Ithala SOC' project team, draft an implementation plan that addresses the needs of Ithala
- The bidder shall allow for migration, consolidation, taxonomy, and indexing of the documents and data to a SharePoint Online deployment, which includes configuration and analysis based on all program requirements, goals for usage

9. USER INTERFACE OF SHAREPOINT INTRANET PORTAL

- Design a dynamic home page that aligns with Ithala's objectives.
- Design team site templates that meet Ithala SOC advocacy and departmental needs
- Implement/Integrate a shared Outlook Calendar showing the availability of internal Resources, Examples include conference room availability, organizational-wide events, internal department events, etc.

10. DELIVERABLES

- The bidder shall arrange a project kick-off meeting. The project kick-off meeting will occur no later than 3 days following the award of the contract.
- The bidder shall provide Ithala with an initial work plan within the proposed RFQ response.
- A formal work plan is to be initially delivered following the project kick-off meeting to include a detailed task-by-task level work breakdown structure and schedule. In addition, the bidder shall deliver an optimal function SharePoint Online platform for Ithala to include:
 - SharePoint API integration with Ithala SOC existing systems, i.e. CRS, Financials, Helpdesk etc.
 - A document management system

Final deliverables will be worked out through the development of the Statement of Work with the selected bidder. Ithala anticipates that representative deliverables would be reports, recommended architecture, project planning documents, presentations, training materials, and similar documents.

11. GOVERNANCE PLAN

- The Bidder shall provide a Governance and Security Plan which define the rules, procedures, security and roles necessary for a successful SharePoint platform, site administration and growth. A recommendation of minimal and optimal staffing for the SharePoint system as designed should also be included. Ithala wants the following and recommendations for future governance planning:
 - Development of a deployment roadmap
 - Information architecture
 - SharePoint site and data migration
 - Development of a governance model and recommendations for governance management tools
 - Development of a security and licensing model
 - Enhanced features and functionality assistance (such as BI, Dashboards, Office Application integration)
 - Development of staff training solutions

B. PRICING SCHEDULE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
SUB TOTAL (EXCL. VAT)				R
VAT @15%				R
TOTAL (INCL. VAT)				R

NAME OF BIDDER: _____

SIGNATURE OF BIDDER: _____

DATE: _____

C. INTEGRITY DECLARATION

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to quote. 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 tenderer 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 quotation process.

2. Tenderer's declaration

- 2.1 Is the tenderer, 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
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- 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 Ithala SOC (Ltd)?

YES	NO
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- 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
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- 2.3.1 If so, furnish particulars:

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.

3 DECLARATION

I, the undersigned, (name & Surname)_____ in submitting the accompanying quotation, 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 declaration;
- 3.2 I understand that the accompanying quotation will be disqualified if this declaration is found not to be true and complete in every respect;
- 3.3 The tenderer has arrived at the accompanying quotation 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 quotation have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation closing or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the tenderer with any official of Ithala SOC (Ltd) in relation to this procurement process prior to and during the quotation process except to provide clarification on the quotation submitted where so required by the Ithala SOC (Ltd); and the tenderer was not involved in the drafting of the specifications or terms of reference for this quotation.
- 3.5. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.
- 3.6 The tenderer or any of its directors is / are not listed on the National Treasury's Register of Tender Defaulters or the Database of Restricted Suppliers, have not been convicted by a court of law for fraud and corruption during the past five years, have not had any contract between the bidder and any organ of state being terminated during the past five years on account of failure to perform on or comply with the contract

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS

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.

CORRECT.

I ACCEPT THAT ITHALA SOC (LTD) MAY REJECT THIS QUOTATION OR ACT AGAINST ME
IN TERMS OF ITS SCM POLICY 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 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

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(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:

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 as per the table in the conditions of tender (Page 2) (To be completed by the tenderer)
Black Ownership	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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 4.1, 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.

<p>..... SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS: