



PSIRA
Private Security Industry Regulatory Authority

**REQUEST FOR QUOTATIONS FOR APPOINTMENT OF SERVICE PROVIDER
TO REVIEW THE BUSINESS CONTINUITY PLAN**

[ADM/2023/011]

Date Issued: 26 JUNE 2023]

Closing date and time: [10 JULY 2023 at 11:00]

**Non-Compulsory Briefing: [03 JULY 2023 at 11h00]
SERVICE PROVIDERS TO REGISTER FOR
VIRTUAL BRIEFING SESSION BY SENDING
EMAILS TO Rfqs@psira.co.za NO LATER THAN
29 JUNE 2023.**

TENDER BOX ADDRESS:

420 Witch-Hazel Avenue, Block B – Eco Glades 2 Office Park, Highveld Ext 70

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE BUSINESS CONTINUITY PLAN

1. PURPOSE

The purpose of request is for quotations to appoint a service provider to review the Business Continuity Plan of PSiRA which will include the following key activities:

- Orientation of Management on Business Continuity Management with emphasis on BIA and response strategies.
- Conduct Business Impact Analysis.
- Review and recommend improvement to the Business Continuity Plan, inclusive of the test plan, based on the BIA and ensure alignment to the Business Strategy.
- Presentation of the recommended improvements of the Business Continuity Plan to Management

2. BACKGROUND

The Private Security Industry Regulatory Authority was established in terms of Section 2 of the Private Security Industry Regulation Act (56 of 2001) in 2002. The strategic mandate of PSiRA originates from the Act and the regulations issued in terms of the Act. The mandate of PSiRA is to regulate the private security industry and to exercise effective control over the practice of the occupation of security service providers in the public and national interest and in the interest of the private security industry itself. In accordance with the objectives of the Authority, it is important that there is continuous service delivery even during disruptive events across all PSiRA offices informed by an updated Business Continuity Plan.

3. OBJECTIVES

3.1. To have reviewed and updated organisational Business Continuity Plan that is responsive to various business interruptions that the Authority may be exposed to.

4. SCOPE OF WORK

4.1. Orientation of Management which entails:

- A presentation to Management on Business Continuity Management with emphasis on the Business Impact Analysis

4.2. Conduct Business Impact Analysis

- Conducting of Business Impact Analysis for all programmes as follows grouped into the following business units:
 - Programme 1 – Finance, Business Information and Technology and Human Capital
 - Programme 2 – Law Enforcement and Regions (4 regions comprised of 10 branches)
 - Programme 3 – Training, Communications and Complaints Management
 - Office of the Chief Operations Officer – Risk Management, Research and Development, Strategy and Service Delivery and Registration (including regions)
 - Office of the Director, Office of the Corporate Secretariat and Forensic Services

4.3. Review of the Business Continuity Plan (update as per purpose)

- Review and updating of the Business Continuity Plan based on the outcome of the BIA including the following aspect of the Plan:
 - Disaster Recovery Plan
 - Incident Management Plan

- Submission and presentation of the revised Business Continuity Plan to the Authority.

5. PROJECT PHASES

The successful service provider must ensure the following milestones are reported in phases:

- 6.1. Phase 1** – Orientation of Management and conducting of BIAs.
- 6.2. Phase 2** – Review and submission of the Business Continuity Plan.

7. PROJECT COST STRUCTURE

- Successful service provider must ensure that the revised Business Continuity Plan is finalized within 3 months from date of signing the Service Level Agreement.
- The service provider must provide a detailed fee structure and cost breakdown in line with each deliverables/outputs.

8. SPECIAL CONDITIONS OF CONTRACT

- The appointed respective service provider will report directly to the project leader and submit reports in line with project plan.
- All project outputs and deliverables will be intellectual property of PSiRA.

9. EVALUATION CRITERIA

Service providers will first be evaluated in terms of the minimum requirements. Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified. Those who fulfil all the minimum requirements or have submitted the required documents will be further evaluated on **criterion 2** which is the functionality.

9.1 Criteria 1- Mandatory Returnable Requirements

Quotations must be submitted in the prescribed format. These standard-bidding documents include the following:

- a. SBD 3.3 - Pricing Schedule.
- b. SBD 4 - Declaration of Interest.
- c. SBD 6.1 - Preference Points Claim Form.
- d. General Conditions of Contract (ALL pages to be initialled and last page must be signed by the service provider).
- e. Terms of reference (ALL pages to be initialled and last page must be signed by the service provider).
- f. Membership/affiliation with the Business Continuity Institute.
- g. Non-compulsory attendance of virtual briefing session.

9.1.1. Conditions of Request For Quotations

- All forms must be completed and signed. Incomplete and unsigned forms will be disqualified.
- Failure to comply with the mandatory requirements will lead to disqualification.
- Failure to initial each page of the TOR and the GCC will lead to disqualification.
- Failure to sign the TOR and the GCC will lead to disqualification.

9.2. Criterion 2 – Technical Evaluation

Functionality is worth 100 points. The minimum threshold is 60 points. Service providers who score less than 60 points on functionality will therefore be disqualified. Those who score more than 60 points will be further evaluated in terms of the specific goals.

TECHNICAL CRITERIA	WEIGHT
COMPANY PROFILE	25
<p>Experience of the Bidder will be demonstrated by the bidder providing the business profile stating the number of similar Business Continuity Programme projects undertaken by the Company. Appointment letters or purchase orders of Business Continuity Projects within the last 5 years period must be attached.</p> <ul style="list-style-type: none"> ✓ 25 points - 5 projects or more ✓ 20 points - 3 to 4 projects ✓ 10 points - 1 to 2 projects ✓ 0 points - Zero projects 	
PROJECT TEAM MEMBERS EXPERIENCE AND QUALIFICATIONS	30
<p>Experience of the core team working in undertaking Business Continuity projects. CVs of the project team will be used to allocate points as indicated below:</p> <ul style="list-style-type: none"> ✓ 30 points - 20 years and more combined experience in BCM ✓ 20 points - 15 years and up to 19 years' combined experience in BCM ✓ 10 points - 10 years and up to 14 years' combined experience in BCM ✓ 0 points - less than 10 years' experience in BCM 	
PROJECT TEAM LEADER	30
<p>Team leader must be AMBCI certified and have experience of leading or implementing Business Continuity Management projects. The certification must be attached. The CV of the Project Team Leader will be used to allocate points as indicated below:</p> <ul style="list-style-type: none"> ✓ 30 points - 10 years and more experience in BCM ✓ 20 points - 6 years and up to 9 years' experience in BCM ✓ 10 points - 2 years and up to 5 years' experience in BCM 	

✓ 0 points – less than 2 years' experience in BCM

REFERENCE LETTERS

15

The bidder to demonstrate previous experience by providing three (3) references letters on a letterhead from their clients where projects of similar nature were completed in the past 5 years. Prospective service providers must make sure that the letters are signed, and the contact details are completed (Contact details maybe in a form of general company email address of the referee or switchboard telephone number). The reference letters should correspond with the projects completed under Company Profile.

*****If any of the above information is missing, the bidder will be scored zero**

Points distributed as demonstrated below:

- ✓ 15 Points - 3 or more references
- ✓ 10 points - 2 references
- ✓ 5 points - 1 reference
- ✓ 0 points - Zero references/ not meeting the requirements

Total

100

NOTE: Service providers to take note that top three (3) shortlisted service providers may be required to provide the PSiRA Team with a presentation before the final award. The presentation should include a comprehensive project methodology.

9.3 Criteria 3- Specific Goals

- i. All service providers who achieve a minimum qualifying score on criteria 2: technical evaluation will further be evaluation in terms of preference points system as specified below:

CRITERIA	POINTS
Price	80
Specific Goals	20
Total points	100



PSiRA
Private Security Industry Regulatory Authority

Private Security Industry Regulatory Authority
420 Witch Hazel Avenue, Block B Eco Glades 2 Office Park, Highveld Ext 70
Tel. 086 10 (PSiRA) 77472
Int. +27 12 337 5500
Fax no.: 086 242 7180 / 086 246 7750
Email: info@psira.co.za
Website: www.psira.co.za

ii. Specific goals for this tender and points that maybe claimed are specified below:

SPECIFIC GOALS	POINTS
Women ownership 5 points for 75% - 100% black women owned. 3 points for 51% - 74% black women owned. 1 point for Below 51% black women owned.	5
Enterprise type (EME or QSE or GE) Size of the company as per the CSD report (5) 5 points for EME 3 points for QSE 1 point for GE	5
Youth ownership	5
Disabled Ownership	5
Total Points	20

iii. 80/20 preference points

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a rand value of equal to or below R50 Million, inclusive of all applicable taxes.

$$P_s = 80 \left[\frac{1 - (P_t - P_{min})}{P_{min}} \right]$$

Where:

P_s = Points scored for price of bid under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable bid

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10. PSiRA RIGHTS

Notwithstanding anything else in this Request for Quotation (RFQ), and without limiting its rights at law or otherwise, PSiRA reserves the right, in its absolute discretion at any time:

- a. Cancel or call for new RFQ.
- b. To appoint more than one service provider or contractor.
- c. Reject any quotation received after the closing time.
- d. Consider and accept or reject any alternative quotation.
- e. Alter the structure and/or the timing of this RFQ or the quotation Process.
- f. Reject any quotation that does not comply with the requirements of this RFQ.
- g. Terminate the participation of any service provider or any other person in the quotation process.
- h. Vary or extend any time or date specified in this RFQ for all or any service provider or other persons.
- i. Cease to proceed with or suspend the quotation process prior to the execution of a formal written contract.
- j. Require additional information or clarification from any service provider or any other person or provide additional information or clarification.
- k. PSiRA is not obliged to accept the lowest or any quotation thereof and reserves the right to withdraw this RFQ.**

11. GENERAL INFORMATION

- a. All compulsory forms contained in this request for quotation documentation must be completed and signed in full.
- b. Proof of Registration with the National Treasury Central Supplier Database (CSD) must be provided.
- c. Quotations should be submitted at the correct address, before or on the closing date and time. No late quotations will be accepted under any circumstance.

- d. Only original quotation documents will be accepted. No e-mailed or posted copies will be accepted.
- e. Service providers may make use of courier services and must confirm quotation acknowledgement with SCM office.
- f. Sealed and clearly marked quotations indicating the quotation Reference must be deposited in the PSiRA Head Office tender box situated at 420 Witch Hazel Avenue, Eco Glades Block B2-Eco Park, Centurion, Pretoria.

12. INSTRUCTIONS TO SERVICE PROVIDERS

- The service provider is required to confirm that it will hold its proposal valid for 30 days from the closing date of the RFQ, during which time it will remain without change, their proposed rates, and prices.
- Service providers are required to submit 1 indexed original document and 1 USB containing the original proposal (service providers must ensure that the documentation on the USB are the same as the one submitted as a hard copy document).

13. CONTACT PERSONS

The contact person for this assignment (Technical Enquiries)

Ms. Salome Machaka | Email: rfqs@psira.co.za

Bidding Procedures Enquiries

Ms. Thabo Tshounyane | Tel: 012 003 0487 | Email: rfqs@psira.co.za

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE BUSINESS
CONTINUITY PLAN**

Ms. Salome Machaka

Manager: Risk and Compliance



Signature

26.06.2023
Date

Name of Service provider

Service provider's Signature

Date

PSiRA

Private Security Industry Regulatory Authority

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: ADM/2023/011

CLOSING TIME 11:00

CLOSING DATE: 10 JULY 2023

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW BUSINESS CONTINUITY PLAN FOR THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSIRA) .

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

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3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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R.....

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R.....

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R.....

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R.....

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R.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

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R.....

..... days

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R.....

..... days

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R.....

..... days

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R.....

..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

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R.....

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R.....

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R.....

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R.....

TOTAL: R.....

Name of Bidder:

*** all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....		

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Private Security Industry Regulatory Authority (PSiRA)

Department: Supply Chain Management Office

Contact Person: Ms. Thabo Tshounyane

Tel: 012 003 0487

Email Address: rfqs@psira.co.za

Or for technical information –

Contact Person: Ms. Salome Machaka

Email Address: rfqs@psira.co.za

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 institution	State

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

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.

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.
- 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

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.

SBD4

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

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership 5 points for 75% - 100% black women owned. 3 points for 51% - 74% black women owned. 1 point for Below 51% black women owned.	5	

Enterprise type (EME or QSE or GE) Size of the company as per the CSD report (5) 5 points for EME 3 points for QSE 1 point for GE	5	
Disabled Ownership	5	
Youth Ownership	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:
