

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE POSTBANK SOC LIMITED

REQUEST FOR QUOTATION (RFQ) NUMBER:	RFQ 03/2023 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	Appointment of a service provider to conduct an Internal Audit Engagement – Deposit Book and Large Exposures Internal Audit Engagement.
RFQ ISSUED DATE	07 March 2023
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE AND TIME	22 March 2023 @ 11:00am
OFFICE ADDRESS	National Postal Centre (NPC) Cnr 497 Sophie de Bruyn & Jeff Masemola Streets Pretoria 0002
RFQ RESPONSES MUST BE EMAILED TO:	Quotations should be emailed to RFQ.ProcurementNM@Postbank.co.za Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquires can be directed at this e-mail address Nokulunga.Moloi@postbank.co.za .

Important Notes to this RFQ:

Bidders /suppliers should ensure that RFQ responses are emailed to the correct email address, (RFQ.ProcurementNM@Postbank.co.za)

- If the quotation is late, it shall not be accepted for consideration.
- The Postbank reception is generally accessible 8 hours a day (07h30 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Bidders /Supplier to complete and sign all Annexures to this document (including Standard Bidding Document)
- Supplier must ensure compliance with their tax obligations

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SERVICE PROVIDER/SUPPLIER:

REGISTRATION NUMBER:

CSD UNIQUE SUPPLIER REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

- (I) Postbanks standard conditions of purchase shall apply.
- (II) Late submissions will not be accepted.
- (III) The recommended service provider/supplier will be required to complete and sign the Standard Bidding Documents (SBD) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
- (IV) Where local content is a requirement - The service provider must have completed signed and submitted SBD 6.2 Declaration Certificate for local production and content for designated sectors at the closing date and time of the RFQ.)
- (V) It is the responsibility of the service provider/supplier to ensure that the Postbank has updated information on the status of their business.
- (VI) No goods or services shall be delivered before the issuing of an official Postbank's Award Letter or Purchase Order (PO) signed by the authorised Postbank official. The Postbank reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the Postbank before the Postbank Award Letter or PO is issued.
- (VII) Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
- (VIII) Bidders /suppliers are required to be registered on the Central Supplier Database (CSD).
- (IX) Postbank reserves the right to cancel or reject any quote and not to award the RFQ to the lowest bidder or award parts of the RFQ to different bidders, or not to award the RFQ at all

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

Annex B :

RFQ SPECIFICATION

1. BACKGROUND TO THE POSTBANK

The South African Postbank (SOC) Ltd is a bank established in terms of The South African Postbank Act, No. 9 of 2010, amended by the South African Postbank Amendment Act 44 of 2013. The South African Reserve Bank regulatory conditions are that Postbank needs to operate on its own IT Infrastructure and Network that is separate from the South African Post Office.

2. BACKGROUND OF THE PROJECT

2.1. Postbank SOC (Pty) Ltd requires a service provider to conduct an independent assurance on the Deposit Book and Large Exposures Management processes for a period of 2 months. The Service Provider will be allocated this specific Internal Audit Engagement in order to enhance the risks coverage for the Postbank SOC (Pty) Ltd, and ensure that the appropriate team with the adequate competencies/skills set execute the allocated internal audit engagement.

2.2. Postbank SOC (Pty) Ltd Internal Audit is currently having the Chief Audit Executive and two Internal Auditors appointed, this entails that the capacity is very limited to provide the required assurance/consulting coverage on the key risks of Postbank SOC (Pty) Ltd.

2.3. Postbank SOC (Pty) Ltd risk profile indicate a number of risks impacting the strategic outcomes related to the Deposit Book and Large Exposures Management business activities.

2.4. The International Professional Practice Framework (IPPF) from the Institute of Internal Auditors, provides for internal audit engagements to be performed with proficiency and due professional care; and the following Standards states

2.4.1. "Internal auditors must have sufficient knowledge of key information technology risks and controls and available technology-based audit techniques to perform their assigned work. However, not all internal auditors are expected to have the expertise of an internal auditor whose primary responsibility is information technology auditing" [1210.A3].

2.4.2. "The chief audit executive must obtain competent advice and assistance if the internal auditors lack the knowledge, skills, or other competencies needed to perform all or part of the engagement" [1210.A1].

2.5. The IPPF, standard **1300 – Quality Assurance and Improvement Program stipulates** "*The chief audit executive must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity*". The Service Provider's Senior Internal Audit

Manager will play a critical role in ensuring adherence to this standard, quality of internal audit outputs/reports is dependent on the effective implementation of *ongoing monitoring; which is an integral part of the day-to-day supervision, review, and measurement of the internal audit activity.*

3. OBJECTIVE

The objective of the request for quotation is to appoint a Service Provider to conduct an independent assurance on the Deposit Book and Large Exposures Management processes for a period of 2 months

3.1 The appointed Service Provider will be allocated specific Internal Audit Engagements as indicated below, in order to enhance the risks coverage for the Postbank SOC (Pty) LTD.

3.2 The appointed Service Provider will be required to provide a team consisting of one (1) Senior Internal Audit Manager (who must be available 20% of the time allocated to the Deposit Book and Large Exposures Management Internal Audit Engagement to provide management service and quality assurance of work done), and two (2) Internal Audit Managers (who should be allocated full time to the Deposit Book and Large Exposures Management Internal Audit Engagement in line with the budget)

3.3 The appointed Service Provider will be required to execute and manage the delivery of the allocated Deposit Book and Large Exposures Management Internal Audit Engagement for the two months period and ensure compliance with the IPPF and IS Audit Standards, Finance Management Act (PFMA) and Treasury Regulations (TR).

4. SCOPE OF WORK AND KEY DELIVERABLES AND EXPECTATIONS

The scope of the engagement is to execute the allocated Deposit Book and Large Exposures Management Internal Audit Engagement responsible for:

4.1. The entire Quality Assurance of the Deposit Book and Large Exposures Management Internal Audit Engagement ensuring that the outputs are delivered in line with the IPPF and IS Audit Standards:

- Ensuring effective implementation of ongoing monitoring as a component of the Quality Assurance and Improvement Program. Specifically ensuring sign-off of engagement milestones is adhered to, and team coaching is optimal.
- Facilitating the process of the Client's Assessment of Service Quality, immediately after issuing the Final Engagement Internal Audit Report.
- Review results of the client's Assessment of Service Quality (ASQ) and report to the CAE.

- Ensuring that working papers are well documented and meeting the required standards across the Internal Audit Engagement.
- Confirm that the quality assurance checklist is completed and ensure that it is an accurate reflection of the status of the work performed and the working paper file.
- Ensuring declaration of independence and reporting any interference with independence during engagement execution to the Chief Audit Executive (CAE).

4.2. Conducting Engagement Planning:

- 4.2.1. Pre – Engagement Planning – issue the client notification letter; convening the team briefing meeting and contact meeting with the client.
- 4.2.2. Engagement Preliminary Assessment - optimize understanding of the environment and development of an audit approach addressing the risks' root causes and consequences; based on the defined scope in the annual internal audit plan and the result of the preliminary assessment.
- 4.2.3. Engagement Objective Design – design engagement objectives aligned to control objectives taking into account specific risks root causes and consequences
 - Achievement of outputs and outcomes
 - Safeguarding of assets;
 - Reliability and Integrity of financial and operational information;
 - Compliance with laws, regulations, contracts, policies, and procedures; and
 - Effectiveness and efficiency of operations and programs.
- 4.2.4. Engagement Resource Assignment and Alignment – ensure alignment of the required expertise in relation to the planned Deposit Book and Large Exposures Management Internal Audit Engagement.
- 4.2.5. Engagement Objective and Scope of Work/Engagement Confirmation –
 - Develop Engagement Letters and ensure that they accurately present the scope of engagement and audit approach informed by the risks, risks' root causes, and risk consequences, with its accompanying internal controls.
 - Convening the Engagement Scope Meeting to present the Engagement Letter
 - Facilitating the Engagement Letters sign-off by appropriate Management representatives.

4.3. Engagement Execution Control Adequacy Assessment:

- 4.3.1. Develop the System Description; perform the system verification and confirmation – specifically for the internal controls that manage the risk root causes and consequences, ensure its logical flow, and conduct a walk-through

4.3.2. Engagement Work Program (EWP) – Control Adequacy Assessment

- Design the Control Adequacy Assessment procedures
- Perform the controls adequacy assessments, assessing that controls are appropriately designed to mitigate the relevant risks' root causes and risks consequences aligned to the main risks, appropriately motivating the assessment on the EWP.
- Document comprehensive findings where evaluation indicates that controls are inadequate and ensure conclusions are supported by qualitative evidence.

4.3.3. Engagement Work Program – Design the Control Effectiveness Assessment Procedures

4.3.4. Engagement Work Program – Final Approval

4.4. Engagement Execution Control Effectiveness Assessment

4.4.1. Sampling - Determining the relevant sampling approach and conducting sampling in line with the Postbank Internal Audit Methodology and leading practice

4.4.2. Procedures Execution - Perform the control effectiveness procedures

4.4.3. Draft Internal Audit Report – develop the findings, ensure that they are supported by qualitative evidence (relevant, reliable, useful, and sufficient) and recommendations are based on appropriate evaluation of the root causes.

4.5. Engagement Reporting:

4.5.1. Develop the draft internal audit reports and ensure the adequacy of the root causes and alignment of the other elements (criteria, condition, effect, and recommendation).

4.5.2. Develop the Executive Summary taking into account the overall rating of the Internal Controls

4.5.3. Facilitating the review of the draft internal audit reports by the Chief Audit Executive, prior to issuing them to the relevant Business Units Management.

4.5.4. Facilitating the finalization and discussion of the draft internal audit reports with the relevant Business Units Management:

- Convene the Engagement Closing Meeting with the relevant Business Units Management and ensure appropriate documentation of quality minutes
- Present the overall engagement opinion, executive summary, and detailed engagement findings
- Ensure confirmation of root causes and provision of appropriate management comments and Integrated Management Action Plans.

- Evaluate the Integrated Management Action Plans provided by Postbank SOC (Pty) Ltd Management and ensure it addresses the risks, risks root causes, and risks consequences and that there is no duplication, adequacy of resources to implement action and reasonability of timeframes
- Discuss with the relevant Business Units Management the Assessment of Service Quality

4.5.5. Facilitating the Final Internal Audit Report sign-off by the Chief Audit Executive

4.5.6. Facilitating the process of issuing the Final Internal Audit Report as per the distribution list and ensuring its presentation to relevant governance structures.

4.5.7. Facilitating risk acceptance certificate sign-off, where management has resolved to accept the risks.

4.5.8. Conduct the overall quality assessment of the internal audit engagement

4.6. Managing the delivery of the allocated Internal Audit Engagement:

4.6.1. Developing a project plan and appropriately scheduling the Engagement.

4.6.2. Monitoring the progress on execution of the project plan, submitting the weekly timesheet and report in the bi-monthly progress meetings.

4.6.3. Compile and present progress reports to Executive Management and the Audit Committee.

4.6.4. Liaison with the Auditor General during the execution of the allocated Internal Audit Engagement to manage duplication.

4.7. The Service Provider will be required to provide the resources that are adequately skilled to execute the Internal Audit Engagement - Deposit Book and Large Exposures, cognisant of the high-level documented scope of engagements and budget estimate in the table below. The Service Provider should provide a team consisting of the following:

- 1 X Senior Internal Audit Manager,
- 2 X Internal Audit Managers

Strategic Outcome	1. Attain Retail and Business Bank Status 2. Achieve Financial Sustainability – optimize the revenue growth through the interest income 3. Enhance Organizational Productivity 4. Increase Business Accountability				
Strategic Risk/s	Counterpart and Credit Risks				
Operational Risks Description			Inherent	Residual	Appetite
Risk No.	Large exposures from investment activities - Loss of capital investments and failure of the investment counterpart to honor its obligations		High	Medium	
HIGH-LEVEL ENGAGEMENT SCOPE ADDRESSING RISK ROOT CAUSES FOR RISK					
Risk Root Causes	Current Controls	Control Adequacy and Effectiveness Assessment			Budgeted Hrs.
Credit deterioration of the investment	▪ Postbank Counter Part Credit policy that prescribes investment with sound credit		432		

	<p>rating (minimum local currency Baa3/equivalent)</p> <ul style="list-style-type: none"> Market Risk Unit reviews annually the credit quality of the investment counterparts Monitoring of the Investment Counterpart daily Postbank has a threshold limit of 25% of total funds to the Investment Counterpart Monthly Reporting to Assets and Liability Committee (ALCO) and Executive Committee (EXCO) and Risk and Capital Management Committee (RCMC) 	<ol style="list-style-type: none"> Evaluate the adequacy of the measure to monitor the credit deterioration of the investment counterpart. Evaluate the effectiveness of measures to monitor the investments and ensure timely responses to evident credit status. Evaluate the enforcement of the agreements. 	
Economic environment impacting the Investment CounterPart	<ul style="list-style-type: none"> Expected Credit Loss Models analyzed half-yearly Signing an ISDA Master Agreement based on the exposure with Counterpart – hedging transactions 		

Operational Risks Description		Inherent	Residual	Appetite
	Large exposures for advance to SAPO over-the-counter-counter transactions – Loss of advances made SAPO for OTC transactions that were not utilized	High	Medium	

HIGH-LEVEL ENGAGEMENT SCOPE ADDRESSING RISK ROOT CAUSES FOR RISK			
Risk Root Causes	Current Controls	Control Adequacy and Effectiveness Assessment	Budgeted Hrs.
No compliance with the Master Services Agreement	<ul style="list-style-type: none"> Enforcement of the Master Services Agreement 	<ol style="list-style-type: none"> Evaluate the design of the Master Services Agreement regarding the management of the advances. Evaluate the measures to enforce the Master Services Agreement. 	

		3. Evaluate the effective adherence to the MSA.			
Strategic Risk/s	Concentration Risk				
Operational Risks Description			Inherent	Residual	Appetite
	Lack of reliability and integrity of the deposit book and Concentrated deposit book – significant exposure to a single or few depositors with a potential to negative impact in instances where the depositor withdraws		High	Medium	
HIGH-LEVEL ENGAGEMENT SCOPE ADDRESSING RISK ROOT CAUSES FOR RISK					
Risk Root Causes	Current Controls	Control Adequacy and Effectiveness Assessment			Budgeted Hrs.
Lack of a diverse deposit base	<ul style="list-style-type: none">Monitoring and reporting the deposit concentration to ALCO and EXCOImplementation of the Liability Strategy to diversify the deposit bookBranch due diligenceOperations verification of the depositVerification of Applicants	<ol style="list-style-type: none">Evaluate the design of the measures to diversify the deposit book.Evaluate that the deposit book has been effectively diversified and the liability strategy has been effectively implemented.Evaluate the processes to confirm the accuracy, completeness, and validity of the depositors.Evaluate measures to ensure that deposits are not overstated or understated.			
Overstatement and understatement					
Lack of credibility of the depositor					

Annex C : EVALUATION CRITERIA

The bid will be evaluated in three (3) phases:

5.1 Phase1: Mandatory Requirements Criteria

Bidders must indicate by ticking (✓) in the correct box indicating that they Comply or Do Not Comply.
Bidders must submit the documents listed in Table below.

Failure to comply with the following will result in disqualification of the bid

No	Requirements	Comply	Do Not Comply
5.1.1	<p><u>Proposed 1x Senior Internal Audit Manager Qualifications</u></p> <p>The proposed Senior Internal Audit Manager should have relevant qualifications in Internal Auditing/ Auditing.</p> <p>Provide a certified copy of qualification/s at minimum NQF level 7 in Internal Auditing/ Auditing</p>		
5.1.2	<p><u>Proposed 2 x Internal Audit Managers Qualifications</u></p> <p>The proposed Internal Audit Managers should have relevant qualifications in Internal Auditing/Auditing.</p> <p>Provide certified copies of qualifications at NQF level 7 in Internal Auditing/ Auditing</p>		

Bidder(s) who succeeded on Phase 1 will be evaluated further on Phase 2: Functionality Criteria

5.2 Phase 2: Functionality Criteria

CRITERIA	SCORING MODEL	WEIGHTING
<p><u>5.2.1 The Service Provider's experience</u></p> <p>The Service Providers should have minimum relevant 5 years of practical service experience, conducting Internal Audit in a banking environment covering the deposit book.</p> <p>Provide signed reference letters on the letterheads of the client indicating the following:</p> <ul style="list-style-type: none"> • Period, • Scope of the project indicating the type of Banking Internal Audit Engagements that were conducted and • Contactable reference in the recent past ten (10) years 	<p>The Service Providers should have minimum relevant 5 years of practical service experience, conducting Internal Audit in a banking environment covering the deposit book.</p> <ul style="list-style-type: none"> • No Banking Audit experience covering the deposit book = 0 points • Less than 3 years of Banking Audit experience covering the deposit book. = 10 points • 3 years to less than 5 years of Banking Audit experience covering the deposit book = 15 points • 5 years and above Banking Audit experience covering the deposit book = 20 	20
<p><u>5.2.2 Proposed 1x Senior Internal Audit Manager's experience</u></p> <p>Senior Internal Audit Manager should have a minimum of 5 years of practical service experience, conducting Internal Audit in a banking environment covering the deposit book.</p> <p>The experience must depict the involvement of the Senior Internal Audit Manager in all the phases of</p>	<p>The Senior Internal Audit Manager should have minimum relevant 5 years of practical service experience, conducting Internal Audit in a banking environment covering the deposit book.</p> <ul style="list-style-type: none"> • No Banking Audit experience covering the deposit book = 0 points 	40

<p>the Internal Audit Engagement (Planning; Execution; Reporting)</p> <p>Provide a detailed Curriculum Vitae (CV) indicating the following:</p> <ul style="list-style-type: none"> • Years of experience in managing Internal Audit team • Conducting Internal Audits in a banking environment covering the deposit book. 	<ul style="list-style-type: none"> • Less than 3 years of Banking Audit experience covering the deposit book = 10 points • 3 years to less than 5 years of Banking Audit experience covering the deposit book = 25 points • 5 years and above Banking Audit experience covering the deposit book = 40 	
<p><u>5.2.3 Proposed 2 x Internal Audit Manager experience</u></p> <p>Internal Audit Manager should have a minimum of 3 years of practical service experience, conducting Internal Audits in a banking environment covering the deposit book.</p> <p>The experience must depict the involvement of the Internal Audit Manager in all the phases of the Internal Audit Engagement (Planning; Execution; Reporting)</p> <p>Provide a detailed Curriculum Vitae (CV) indicating the following:</p> <ul style="list-style-type: none"> • Years of experience in managing an Internal Audit team • Conducting Internal Audits in a banking environment covering the deposit book 	<p>The Internal Audit Managers should have a minimum of 3 years of practical service experience, conducting Internal Audits in a banking environment covering the deposit book.</p> <p>1 or 2 Audit Managers with less than 3 years of practical Banking Audit experience covering the deposit book = 0 points</p> <p>2 X Audit Managers must have a minimum of 3 years practical Banking Audit experience covering the deposit book, each = 40 points</p>	40
TOTAL		100 points

Only Bidders scoring 80 points and above on functionality are eligible for further evaluation.

Annex D :

COST BREAK DOWN

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

PRICING SCHEDULE

- This annexure should be completed and signed by the bidder's authorized personnel as indicated below.
- Total fixed price that is inclusive of all costs and applicable taxes (VAT) for the entire project.
- An itemized or detailed breakdown of all costs quoted for each resource taking into account the Scope of Engagement (informed by the risks, risks root causes, and aligning controls, Estimated Budget Hours of the Internal Audit Engagement, and stipulated roles and responsibilities.

Item #	Description	Amount
	Deposit Book and Large Exposures – covering all risks highlighted above in the scope table	
1.	The entire Quality Assurance of the Deposit Book and Large Exposures Internal Audit Engagement ensures that the outputs are delivered in line with the IPPF and IS Audit Standards	
2.	Conducting Engagement Planning	
3	Engagement Execution Control Adequacy Assessment	
4	Engagement Execution Control Effectiveness Assessment	
5	Engagement Reporting	
6	Managing the delivery of the allocated Internal	

	Audit Engagement	
Total (Excl. VAT)		
VAT 15%		
Total Price (incl. VAT)		

The Service Provider warrants that the pricing quoted above is free of any errors and omissions and that the service will be executed at the price quoted.

Bidder's Name:

Signature:

Date:

6.1 : PHASE 2: PRICE ASSESSMENT

Price (100)

Criteria	Weight	Sub-criteria
Total Price	100 points	Benchmark against lowest quote

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 with any person who is employed by the procuring institution? **YES/NO**

2.2.1 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.

.....
.....

- 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.
- 3.5 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.
- 3.6 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.

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.

3.7 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

Annex F : GENERAL CONDITIONS OF CONTRACT AND STANDARD BIDDING DOCUMENTS

1. Bidders are required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

Detailed information on the General Condition of Contract are found in the link below:

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf