



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SALGA	
RFQ number:	129414
RFQ Issue Date	22 OCTOBER 2025
COMPULSORY/ NON COMPULSORY SITE INSPECTION	Yes
Briefing Session Date and Time: <i>(if applicable)</i>	27 October 2025 @11 am ,Contact Person Babalwa Okoye 071 718 1373
RFQ Closing date:	31 October 2025
RFQ Description:	REQUEST FOR PHYSICAL SECURITY SERVICES AT SALGA BUILDING AT NO.41 BICCARD STREET IN BRAAMFONTEIN, JOHANNESBURG OFFICE FOR A PERIOD OF 6 MONTHS
<u>SPECIFICATIONS:</u> Please see the attached specification.	

Please note:

1. Quotation should be valid for at least 90 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation to the minimum thresholds for local production and content prescribed per sector:
 - a) Textiles, Clothing, Leather and Footwear: 100 %
 - b) Office Furniture: 85 %
12. For bids of above R30 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80
 - b) BBBEE Level of contribution: 20TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90
 - b) BBBEE Level of contribution: 10TOTAL: 100

NAME OF SERVICE PROVIDER: _____

TOTAL PRICE (INCL VAT): _____

RETURNABLE DOCUMENTS:

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Compliance Status (SARS Pin document)
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- Company CK documents
- Full CSD Registration Report or (MAAA number)
- ID copies of company directors

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

.....

Name (print)

.....

Signature



REQUEST FOR PHYSICAL SECURITY SERVICES AT SALGA BUILDING AT NO.41 BICCARD STREET IN BRAAMFONTEIN, JOHANNESBURG OFFICE FOR A PERIOD OF 6 MONTHS

1. PURPOSE

The purpose of this document is to call for proposals from suitable service providers to assist the South African Local Government Association (SALGA) with physical security service to protect SALGA property. The physical security required is aimed to display security measures that are designed to deny unauthorized access to the facility and property from damage or any harm or harmful situations such as theft or attacks.

2. KEY DELIVERABLES

- To perform access control duties and patrol the premises to prevent unauthorized persons from entering and removing equipment or material from the premises concerned.
- To guard and protect building, equipment and material against damage, theft and vandalism.
- To apprehend any suspicious person on the premises and to take action as mandated and required in terms of the Laws of the RSA.
- To report any suspicious action or unusual occurrence to the Admin Manager at SALGA National Office.
- To manage operations and ensure that guards are supervised on a daily basis and that they are equipped to perform their duties as agreed upon.

- To report any illegal incident to the Admin Manager and the South African Police Services.
- To patrol all the areas of the site in order to prevent criminal and suspicious activities. In order to improve site credibility, the employer may rotate security officers within allocated sites and beyond guided by prevailing security risks.
- To monitor security threats and risks within the premises, provide an early warning to Administration Manager to facilitate proactive intervention.

2.1.1. SCHEDULE OF MANPOWER

A total of 2 security officers is required for SALGA building to ensure efficient service at all times. The successful supplier should also be in a position to provide backup staff at all levels indicated below. The breakdown of the total posting of officers required is as follows:

DAY SHIFT	GRADE	NIGHT SHIFT	GRADE
1 X Main Gate and Reception	C	1 x Main Gate and Reception	C

NB: The minimum level of education in the case of Grade C security officers must be Grade 12 with proof security training qualification.

SALGA reserves the right to increase or reduces the quantities of manpower during the term of the contract guided by prevailing security risks and security plans.

The contractor shall be bound to supply whatever quantities SALGA requires during the period of the contract, irrespective of the extent by which the total quantities ordered may vary from those set out on the schedule of manpower above.

2.2 PREFERRED SERVICE PROVIDER COMPETENCIES

SALGA wishes to engage a successful supplier with demonstrated appropriate skills/expertise in the following areas:

- To provide service for a period of six (06) months commencing on date agreed upon by both parties.
- To enter into a service level agreement immediately after the letter of appointment is issued to the successful bidder.
- The service provider must be registered in terms of Section 20 of the Private Security Industry Regulations Act of 2001 (Act 56 of 2001).
- The service provider must, at its own expense, take out sufficient insurance against any claims, costs, loss and /or damage ensuing from its obligations and shall ensure that such insurance remains operative for the duration of this agreement.
- All security officers in the position of the company must be registered as security service providers in terms of Section 20 of the Private Security Industry Regulation Act.
- The service provider must allocate specific security officers to the organisation in order to ensure continuity of the security service to be rendered, (allocated officers only to be changed with prior consent of the Admin Manager at SALGA)
- Security officers are to be provided with uniforms and name tags by the service provider to ensure that they are easily identifiable.
- While on site, security officers should always be in neat uniform and act professionally in executing their tasks.

- In instances where the above is not compiled with, SALGA reserves the right that security officers be replaced immediately.
- The service provider must have a well-established and equipped 24-hour security control room (control room to be inspected by SALGA before the bid is awarded).
- The service provider must have an operational or project manager immediately available on a 24-hour basis to react in the event of emergencies.
- The service provider must ensure that each security official has a job description
- The service provider must ensure that security officers receive training in firefighting and first aid.
- The service provider should be willing to undergo security clearance when required by the relevant SALGA Security Agency.
- Service provider should provide a list of all the necessary communication aid available to its disposal.

2.2.1 LAWS TO APPLY

2.2.1.1 The contractor shall in all respect be construed in accordance with the Laws of Republic of South Africa and any differenced that may arise between the organisation and the contractor in regard to the contract shall be settled during Arbitration Processes or the Court of the Republic of South Africa.

2.2.1.2. The contractor shall comply with, but not limited to, with the following relevant legislation and subject to any amendments of these frameworks and should any of these above be amended or replaces, the replacement or amendment should be adhered to.

- The Private Security Industry Regulation Act (PSIRA), (Act no 56 of 2001).
- The Private Security Industry Regulations, 2002 dated 14 February 2002.
- The Appeal Regulations, 2002, promulgated on 14 February 2002.
- Provisions from the Security Officers Act, Act 92 of 1987 concerning funding and improper conduct.
- The Compensation for Occupational Injuries and Diseases Act (Act no 103 of 1993).
- All provincial ordinances and Local Authority by-laws and all relevant regulations promulgated under having an effect on the business of the security personnel provided in terms of this contract.
- The Occupational Health and Safety Act (Act no. 85 of 1993). The contractor will carry out his/ her obligations, including the appointment of officials in accordance with the requirements of this Act.
- The Criminal Procedures Act (Act no. 51 of 1977).
- The Firearms Control Act (Act no. 60 of 2000) (in case where the firearm might be used or required).
- Control and Access of Public Premises and Vehicles Act, 1985 (Act no. 53 of 1985)
- Code of Conduct for Security Service Providers, 2003 (Prescribed under the Private Security Industry Regulation Act, 2001; Code of Conduct is applicable.

2.3. CONTENT OF PROPOSAL

(Information to be submitted by the suppliers)

The proposal should include

- 2.3.1. all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc.; providing

information which will assist SALGA to assess its capabilities, competitive advantages, etc.

- 2.3.2. the summary of the bidder's mission statement, the vision statement, values and long-term strategies and objectives as comprehensively as possible.
- 2.3.3. a list of references for previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service is rendered in specific sectors in government and areas of expertise.
- 2.3.4. An organogram or list of partners, managers, specialists, together with the *curriculum vitae* of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.
- 2.3.5. A breakdown of the hourly tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 2.3.6. In so far as it is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as travelling.

2.3.7. The rate of remuneration of consultants will be subject to negotiation, not exceeding the applicable rates as contained in the guidelines referred to in 2.3.9 below.

2.3.8. The remuneration framework of consultants shall take the following into consideration:

- a) The “Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)” as issued by the South African Institute of Chartered Accountants (SAICA).
- b) The “Guide on Hourly Fee Rates for Consultants “as issued by the department of Public Service and Administration (DPSA); and/or
- c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.

2.3.9. How the bidder proposes to provide governance assistance to SALGA; and

2.3.10. In so far as it is possible, provide an overview of the methodology to be applied.

2.3.11. How the bidder will ensure that there is a transfer of skills to the SALGA team.

2.4 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration of six (6) months.

2.5. DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

2.5.1. Performing assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the Directorate of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

2.5.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

2.5.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to the relevant or legislated framework, as well as the SLA.

2.5.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report on the progress of the work, and at the Project Committee meetings, where applicable.



2.5.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon the appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

2.5.6 Expenditure incurred by the bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

3. INSTRUCTION TO BIDDERS

3.1 General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider providing Security Services at the Gauteng office for a period of six (6) months. The information contained herein provides a format to facilitate the bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e. a per unit fee based on activity.

3.2 Objectives

SALGA's objective in the call for proposals is to select a service provider to provide Security Services at the Gauteng office for a period of six (6) months, for the South African Local Government Association.

3.3 Terms of Contract

The terms of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder. It is anticipated that the term of the contract shall be for the duration of the assignment and shall expire upon fulfilment of the scope of work. The contract may be extended by mutual agreement. Thirty (30) days' written notice must be given if either party wishes to terminate the agreement prior to the contract's expiry date.

4. DISCLAIMER:

- *SALGA reserves the right not to award this RFP/RFQ to any bidder at its discretion or to cancel/withdraw this RFP/RFQ if deemed necessary during any stage of this RFP process.*
- *SALGA reserves the right to make a selection solely of the information received in the RFP/RFQ or to negotiate further with one or more bidder/s.*
- *Bidders are required to declare any conflict of interest they may have in the transaction. SALGA reserves the right not to consider or cancel any bid wherein such a conflict of interest exists or wherein such potential conflict of interest may arise.*
- *SALGA reserves the right to accept any proposal submitted or reject all proposals.*
- *SALGA reserves the right to terminate the agreement with 30 days' written notice to the winning bidder if:*

- *The winning bidder fails to perform per the specified service requirements as set out in this RFP/RFQ.*
- *The winning bidder otherwise violates the provisions of the RFP/RFQ to a substantial degree.*

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 State institution

- 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.

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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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

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

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

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

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 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)
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

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:

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