

REQUEST FOR QUOTATION (RFQ): CLEANING SERVICES-sefa REGIONAL OFFICE: MPUMALANGA.

Milestones of the project

MILESTONES	INFORMATION
RFQ NO	2671
Issue Date	02 November 2022
Closing Date and Time	08 November 2022 @11:00am , No late submissions will be accepted.
Compulsory site inspection	04 November 2022 from 11:00am to 12:00pm at Corner Ferreira & Streak Street 3 rd Floor, Suite 301 MAXSA Building Nelspruit 1200
Method of submission.	Responses should be submitted electronically to tamsanqam@sefa.org.za It is the Bidder's responsibility to ensure that the email is received on time by sefa.

1. INTRODUCTION AND BACKGROUND

- 1.1. Following a Cabinet decision and the State of the Nation address of 2011, the Small Enterprise Finance Agency (SOC) Limited (**sefa**), was established on 01 April 2012 in terms of section 3 (d) of the Industrial Development Corporation Act, No. 22 of 1940 (IDC Act). **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and brings together the activities of the three previous structures (Khula, **samaf** and the IDC small business activities).
- 1.2. **sefa** operates as a Development Finance Institution (DFI) to foster the establishment, development and growth of Small, Micro and Medium Enterprises (SMMEs) and contributes towards poverty alleviation, job creation and economic growth. **sefa** provides products and services to qualifying SMMEs as defined in the National Small Business Act of 1996, as amended in 2004, through a hybrid of wholesale and direct lending channels.



2. SCOPE OF WORK

Proposals are hereby requested from prospective Service Providers to render Cleaning Services and provision of cleaning material at the Small Enterprise Finance Agency (**sefa**) Mpumalanga Regional Office.

2.1 Cleaning Services

- | | |
|---------------------------------|-------------------------------------|
| (i) Office Square meters | : 135 m ² |
| (ii) No of toilet seat/ urinal | : One (01) for Male and Female |
| (iii) Number of kitchenettes | : One (01) - Tiled |
| (iv) Times | : 07h45 – 16h15 (40 Hours per week) |
| (v) Number of Cleaners Required | : One (1) Cleaner |
| (vi) Occupants | : sefa Employees |
| (vii) Flooring | : Carpets and tiles |
| (viii) Period | : 18 months |

2.2 PHYSICAL (DELIVERY) ADDRESS Small Enterprise Finance Agency (**sefa**)
Corner Ferreira & Streak Street
3rd Floor, Suite 301
MAXSA Building
Nelspruit
1200



3. SPECIFICATION

Daily duties
<ul style="list-style-type: none">- Clean & dust furniture- Emptying and cleaning waste bins twice a day- Remove all waste to a specified area- Sweeping or mopping of tiled floors- Dusting of all skirtings', windowsills and doors. Spot cleaning to be done when necessary- Clean Kitchen area, including washing dishes, cupboard, microwave and fridge & freezer- Wiping down walls, windows, glass doors & doorframes, appliances and steel furniture- Sweep or damp mop on daily basis- Clean and disinfect all telephones- Provide refuse bags for the bins daily when required- Serving tea during staff meetings and training sessions as and when required- Fill up water jugs for offices, boardroom(s) and training room(s) when necessary- Cleaning toilets- Hand soap and paper towel-replenish on request- Ad-hoc (assistance on event as and when required).- Disinfect/Sanitise all surface every 30 Seconds in line with COVID-19 Standards and specifications. This includes the sanitisation/disinfection of telephones, photocopy machined, door handles, etc.
Weekly Duties
<ul style="list-style-type: none">- Vacuum all carpeted areas<ul style="list-style-type: none">o Heavy traffic Areas – Dailyo Medium traffic Areas – Alternate Days (3 Days a Week)o Light traffic Areas – Twice a week- Polish tiled floors according to type of surface- Clean and polish chrome surface- Polish desks and office furniture- Clean all windows and glass on the inside- Clean storeroom once weekly
Monthly Duties
<ul style="list-style-type: none">- Wash office chairs & couches- Deep clean Urinals- Floor buffing and scrubbing (using the appropriate equipment)
Quarterly Duties
<ul style="list-style-type: none">- Clean all windows on the inside- Carpet cleaning- Windows
Bi- Annual Duties



- | |
|---|
| <ul style="list-style-type: none">- Deep clean (wash) all carpeted areas and tiled surfaces (twice a year at the time to be agreed upon with sefa)- Fumigation per six months |
| BI MONTHLY DUTIES <ul style="list-style-type: none">- Disinfect/Sanitises the offices in line with COVID-19 Standards and specifications. |

The scope of works to be carried out is listed on attached BOQ

4. QUOTATION RESPONSE

Bidders shall submit their response in accordance with the response format specified below (Each section must be clearly marked, and the documents must be emailed).

4.1. Schedule 1

Completion of all Standard Bidding Documents by hand and other requirements as reflected in the Special Conditions of Contract which covers the following:

- **SBD 4:** Bidder's disclosure (duly completed and signed);
- **SBD 6.1:** Preference Point Form (duly completed and signed);
- Original and valid Tax Clearance Certificate(s) (TCC) or *PIN* issued by SARS;
- Valid certified B-BBEE from accredited verification agency, certificate issued by registered auditor, accounting officer or a Sworn Affidavit indicating the contribution level of bidding entity;
- National Treasury Central Supplier Database (CSD) (attached proof of registration); and
- Submission of bidder's Companies & Intellectual Property Commission (CIPC) company registration documents listing all Directors or Shareholders and certify ID copy of Directors or Shareholders. Including company profile

5. EVALUATION CRITERIA

Quotations shall be evaluated in terms of the following process.

STAGE 1: INITIAL SCREENING PROCESS:



During this phase, quotations response will be reviewed for purposes of assessing compliance with Request for Quotation (RFQ) requirements including the general bid conditions, which requirements include the following:

- a. Submission of original certified valid B-BBEE certificate **(To be remove, we can still move to the next stage if the SP didn't submit the BBEE Certificate or submitted invalid certificate, unfortunately they will have to forfeit the BBEE points on preferential point system)**
- b. In the event of submission of a B-BBEE Sworn Affidavit, bidder must ensure that the Affidavit is stamped by the Commissioner of Oath and indicate the contribution level of the Bidding entity;
- c. Proof of registration report from National Treasury Central Supplier Database (CSD); **(To be remove, Bidders to be given 7 working days to be registered on CSD,)**
- d. Submission of bidder's Companies & Intellectual Property Commission (CIPC) Company Registration documents listing all Directors or Shareholders and original certified ID copies of Directors or Shareholders; and
- e. Completion of all Standard Bidding Documents (SBD's) and other requirements as reflected in the Special Conditions of Contract.
- f. Submission of original and valid Tax Compliance Status (TCS) Certificate or unique security personal, Identification (PIN) issued by the South African Revenue Services certifying that the taxes of the bidder are in order must be submitted at the closing date and time of bid.
 - o In bids where Consortium, Joint Ventures and Sub-Contractors are involved, each party must submit a separate proof of TCS or pin, Consortium, Joint Ventures and Sub-Contractors agreement signed by both parties.

Failure to comply with the requirements in Stage 1 (SCM Compliance) may lead to disqualification of the proposal.



STAGE 2- MANDATORY REQUIREMENTS

NO	MANDATORY	COMPLY / NOT
1.	<p>The service provider must provide at least one (01) relevant contactable reference of similar projects on the closing time and date of the RFQ. Reference letter from previous and current clients on the clients' letterhead, and the letter should contain the following or consolidated list of reference on the company letterhead:</p> <ul style="list-style-type: none">- Name of department/organization,- Description of the contract- Contact person and contact details- Contract value & duration of the contract	

Failure to comply with the requirements in Stage 2 (Mandatory Requirements) will lead to disqualification of the proposal.

6. POST – AWARD MANDATORY REQUIREMENT

6.1. The successful service provider must make sure that they comply with all relevant Employment legislation and applicable bargaining council agreement, including Unemployment Insurance Fund (UIF), Compensation for Occupational Injuries and Diseases Act (COIDA) and Pay As You Earn (PAYE).

6.2. The appointed service provider will be given three months period to submit certified copied of certificates (UIF & COIDA) after commencement of the contract).

6.3. The successful service provider must be liable to insuring the personnel against any injury or **death**.

6.4. The successful service provider must make sure that Tax Clearance, BEE, UIF and COIDA certificates are valid for the material time of the contract.

7. CONDITIONS

The following conditions shall be applicable:

The successful bidder is expected to use quality materials and chemicals. **sefa** reserves the right to approve cleaning materials, and chemicals, prior to the use thereof

The successful bidder must ensure that enough cleaning materials are kept on site to ensure that there is no shortage of such.



sefa reserves the right to request the successful bidder and its employees to undergo a security vetting process.
sefa reserves the right to invite short-listed bidders for presentations.
Cleaning services will be rendered during working hours from Mondays to Fridays, excluding weekends and public holidays unless otherwise specified.
The cleaning services must at all times be executed under full time supervision by the successful bidder's supervisor(s) on continuous basis. sefa reserves the right to deploy its official to do supervision and routine inspections. NB: The successful bidder must provide monthly reports to the Regional Manager when submitting an invoice for processing.
The successful bidder must ensure that their cleaning staff is always dressed in a distinctive acceptable uniform when on duty.
The cleaning of the premises must be done in the following order of preference on daily basis: <ul style="list-style-type: none">- Offices/Reception area /Conference rooms- Kitchenettes- Passages- Microwave ovens and fridges (in the kitchenettes as well as those not in the kitchenettes)- Cuttlery- Storerooms (Where Applicable)
The successful bidder is expected to inform its cleaners not to clean the offices in the absence of the occupants.
A lock-up facility will be made available by sefa for the safekeeping of stock and equipment where possible.
The successful bidder's supervisor(s) must report on a daily basis to the sefa's (Office Manager) of any defects in and to the areas concerned e.g. broken mirrors, blocked toilets/urinals, broken windows, leaking areas, pests, etc. identified during cleaning of the building.
The successful bidder shall, on a monthly basis, supply the following:



- A summarized written report to the **sefa's** (Regional Manager on specific problems).
- Suggestions on improved work methods and programmes
- Clients' complaints and remedial action
- All other matters related to this agreement

The successful bidder will not be allowed to store or leave equipment, goods or articles on the floor, example in the entrance hall, corridors, arcades, hallways or the steps, other than in the lock up facility to be provided by the department.

It is the responsibility of the successful bidder and its personnel to comply with the Health and Safety Act and any other applicable regulations.

All waste paper collected from emptying of dustbins etc. is the property of **sefa** and must be separated from the garbage.

sefa will not be held responsible in any way for any damages, losses, theft of equipment or any valuable of the successful bidder or injury of his/her employees while on site or in the execution of their duties.

All interior areas would be serviced during the day and a touch-up on the exterior would be required when necessary.

8. PERSONNEL REQUIREMENT

- ❖ Ensure that personnel working under this contract are in good health;
- ❖ That they are adequately trained prior to commencement of the contract;
- ❖ Ensure that replacement staff is available should the need arise and inform **sefa** of any removal and replacement;
- ❖ Staff uniform must be in good condition; and
- ❖ Personnel must be SA citizens and **sefa** reserves the right to validate citizenship.

9. DURATION OF THE CONTRACT

The contract is for a period of 18 months, starting from the date of appointment. To the extent that **sefa** merges with another institution, or there is succession in title, **sefa** reserves the right to terminate the contract by way of 30 days' notice.

10. ENQUIRES



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

Please note:

1. Quotations should be emailed to reach **sefa** by no later than **11:00 am** on the **08 November 2022**.

2. Quotation should be valid for at least **60 days**.

3. Please indicate your delivery period: _____

4. Is the delivery period firm for the duration of the contract?

Yes	No	N/a
-----	----	-----

5. Is/are the price(s) firm for the duration of the _____ contract?

Yes	No	N/a
-----	----	-----

6. Is the offer strictly to specification?

Yes	No	N/a
-----	----	-----

7. If not to specification, state deviation(s); _____

8. All Prices must be **VAT inclusive if the Service Provider is VAT vendor**, if no indication is given, prices will be evaluated as inclusive;

9. **No quotations received after the closing time and date will be accepted.**

10. It is the responsibility of the **tenderer to verify the receipt** of any email forwarded to this office.

11. If you are unable to quote, please email this page back to the sender and state the reason below

Reason for no quote: _____

12. This quotation is subject to the general conditions of contract, unless otherwise stated by issuer

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

Signature of Tenderer

Name and Capacity

Date

**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 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

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.



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

4 DECLARATION

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

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

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.



(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**

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).



1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;



- 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0



5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of
company/firm:.....
....

8.2 VAT registration
number:.....

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in
business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the
company/firm, certify that the points claimed, based on the B-BBE status level
of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate,
qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:
ADDRESS
.....
.....



Dear Prospective Bidders

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

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

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

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

**FRAUD
ALERT!**

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

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

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