

## **REQUEST FOR QUOTATIONS (RFQ)**

### **Description of Services: Provision of Psychometric Assessments**

**RFQ number: NHFC/HO/07/01**

**Request date: 05 July 2023**

**Closing date: 12 July 2023 (No late submissions will be considered)**

**Closing Time: 11H00 am**

### **Supporting Documents**

The following copies must be attached when returning the RFQ:

1. Copy of a valid B-BBEE Certificate/ Sworn Affidavit (Non disqualifying item but non-submission will render the bidder as non-compliant for B-BBEE points).
2. CSD Registration Summary Report,
3. Tax Compliance Status Pin - No award will be made to the bidder who failed to supply NHFC with a tax compliant proposal.

### **Compulsory Requirements**

The following copies must be attached when returning the RFQ:

1. Valid Company registration with the Health Professions Council of South Africa (HPCSA).
2. Submission of the following signed and completed Standard Bid Documents (SBD) Forms which are attached to this request:
  - SBD 4: Bidder's Disclosure – failure to complete and sign the SBD document will render your bid non-responsive.

- SBD 6.1 Preference points claim form in terms of preferential procurement – failure to complete and sign the SBD document will render your bid non-responsive.
3. All quotes must be prepared according to the scope of work and pricing schedule attached in this RFQ.
  4. Company Profile

The assessment of the submission will be based on the above-mentioned documentation. Exclusion of requirement items may cause a disqualification. Bidders who fail to submit the required supporting documents with their bids will be requested to submit them within 24 hours of the closing of bid for inclusion in the Bid for evaluation, if a bidder fails to submit the required supporting documents within the stipulated time, their bid may be rejected.

### **Rules for bidding**

The NHFC reserves the right to reject submitted proposal(s) if it discovers that the bidder (or its directors/members) has any serious adverse reports, whether confirmed by a court or not, such as:

- Being cited as aiding and abetting state capture,
- involvement in fraud and / or corrupt activities;
- misrepresenting audit outcomes of an organisation;
- listed on the National Treasury restricted database;
- being under investigation or facing allegations that may result in criminal charges; or
- Any report as a result of which the NHFC may suffer reputational harm in any way by doing business with the bidder.

Enquiries and quotations regarding the RFQ must be directed to the below persons in writing only:

### **SCM Enquiries**

SCM Official: Pabalelo Shirindza

Email: [Quotations@nhfc.co.za](mailto:Quotations@nhfc.co.za)

## SPECIFICATIONS

### Provision of Psychometric Assessments

#### 1. INTRODUCTION

The NHFC, is a Schedule 3A Development Finance Institution (DFI) of the National Department of Human Settlements, was established in 1996 with the principal mandate of broadening and deepening access to finance for the low to middle income South African households.

The target market of the NHFC is the low-to-middle income housing market which typically includes households who earn between R3 501 and R22 000 per month. The NHFC mandate requires the company to make housing and housing finance accessible and affordable to facilitate this objective.

This is done through:

- Providing wholesale funding to housing development projects for ownership, social housing, and private rental, including inner cities, and for incremental housing purposes;
- Partnering with banks and other non-banking retail financial intermediaries to increase their sustained lending and innovation in the target market served; and
- Leveraging private sector funding for the sustainable development of human settlements.

More specifically, NHFC's strategic priorities are to:

- Expand housing finance activities, through the effective provision of housing finance solutions, enabling low-to-middle income households to have the choice of renting, owning, or incrementally building to meet their housing needs;
- Facilitate increased and sustained lending by financial institutions to the affordable housing market;
- Mobilise funding into the human settlements space on a sustainable basis, in partnership with a broad range of institutions;

- Conduct the business activities of the NHFC in an ethical manner that ensures the continued economic sustainability of the NHFC, while promoting sustainable social and environmental development; and
- Stimulate the low-to-middle income housing sector by providing robust, relevant, and timely research and market analysis to practitioners and housing customers.

## **2. BACKGROUND OF REQUEST FOR QUOTATION (RFQ)**

NHFC seeks to appoint a service provider with the required expertise to conduct psychometric assessments for the National Housing Finance Corporation.

## **3. PURPOSE OF REQUEST FOR QUOTATION (RFQ)**

The purpose of this Request for Quotation (RFQ) is to solicit quotations from potential service providers for the Provision of Psychometric Assessments for the NHFC.

## **4. SCOPE OF WORK**

NHFC seeks a service provider with the required expertise to conduct Psychometric Assessments for the National Housing Finance Corporation. This must be accompanied with the necessary credentials that demonstrate prior experience in having done so.

The successful service provider must deliver the following tasks:

- Psychometric assessment for recruitment and selection, training, and career development, succession planning.
- Competency based assessment for executive.
- Competency based assessment for middle management.
- Competency based assessment Professional/ Specialist.
- Competency based assessment Team leader / supervisory.
- Assessment battery/ tool that will be used to conduct the assessments.

- Providing feedback to the successful candidate after assessment have been conducted.
- Cost of assessments done in other provinces, if candidate not based in Gauteng.

#### 4.1 Contract Term

The service provider will be required to sign a contract and will be appointed for a duration of **sixty (60) months (five years)** as and when required from the date of appointment. Duration of contract will be based on performance which will be assessed on a quarterly basis and reviewed annually.

#### 4.1 Delivery Location and Operations Provisions

The NHFC' Head Office is based in Sandton, Johannesburg. Kindly note that most of the NHFC business is operating remotely, therefore flexibility is required for some meetings to be online virtual meetings.

#### 4.2 Expected Date of Delivery of Service

The appointed service provider is expected to be appointed by the **14 August 2023**. The required scope of work to be delivered by the appointed service provider is expected to commence from **14 August 2023 to 31 July 2028**.

### 5 EVALUATION CRITERIA

NHFC promotes the concept of "best value" in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value.

Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

#### Criterion 1 – Supporting Documentation and minimum criteria

Bidders will first be evaluated in terms of the gatekeeper/minimum requirements on page1 of this document. Bidders who do not fulfil all the requirements or do not submit the required documents will not proceed to the next phase of functionality. Those who fulfil all the requirements or have submitted the required documents will be further evaluated on functionality.

## Criterion 2 – Functionality

Functionality is worth 100 points. The minimum threshold is **80** points. Bidders who score less than **80** points on functionality will therefore be disqualified. Bidders who score **80** points and above will be further evaluated in terms of price and preference points. The functionality evaluation is broken down as follows:

### 5.1. Functionality

Table 1

Criteria	Requirements for service providers	Weighting points
	<b>Company Experience</b>	<b>20 points</b>
	<p>The company must have 5 years' experience in conducting psychometric assessment. Minimum of three (3) contactable reference letters to be provided indicating above required services not older than 5 years.</p> <p>Reference letters should be on official letterhead, signed and contact details must be provided.</p> <p>Please note that NHFC reserves the right to contact the references as part of the due diligence process for RFQs.</p> <p><b>0 points</b> = no reference letters</p> <p><b>10 points</b> = 1 reference letters in similar project.</p> <p><b>15 points</b> = 2 reference letters in a similar project</p> <p><b>20 points</b> = 3 reference letters in a similar project</p> <p><b><i>This should be supported by the submission of reference letters</i></b></p>	

	<b>Expertise of Team Leader</b>	<b>20 points</b>
	<ul style="list-style-type: none"> <li>• Demonstrate that the team leader has the requisite qualification(s) in any one of the following: Psychology / Industrial or Educational Psychology to execute the project by submitting qualifications of team leader:               <ul style="list-style-type: none"> <li>○ No qualifications = <b>0 points</b></li> <li>○ Undergraduate qualification = <b>10 points</b></li> <li>○ Postgraduate qualification = <b>20 points</b></li> </ul> </li> </ul> <p><b>Must attach proof of certified qualifications (Certification date should not be older than three (3) months)</b></p>	
	<b>Key Personnel Experience</b>	<b>20 points</b>
	<p>Registered Psychometrist or Psychologists and has an excellent track record in delivering the highest quality of professional psychometric assessment.</p> <p>The experience of the proposed personnel in similar project in relation to the scope of work will be evaluated.</p> <p><b>0 points</b> = (non-responsive) Service provider has not provided CV/profiles.</p> <p><b>10 points</b> = Personnel has limited levels of experience in conducting psychometric assessment (less than 3 years) based on their CV/profiles</p> <p><b>15 points</b> = Personnel has extensive levels of experience in conducting psychometric assessment (between 3-5 years) based on their CV/profiles</p>	

	<p><b>20 points</b> = Personnel has outstanding levels of experience in conducting psychometric assessment (more than 5 years) based on their CV/profiles</p> <p><i><b>This should be supported by the submission of a cv</b></i></p>	
	<p><b>Project Approach and Methodology</b></p> <p><b>Bidder must submit a comprehensive project plan indicating the readiness to deliver as per the required deliverables indicated in the scope of work.</b></p>	<b>40 points</b>
	<p><b>0 points = Methodology not submitted</b></p> <p><b>20 points = Poor Methodology</b></p> <p>Bidders demonstrate understanding of the project.</p> <ul style="list-style-type: none"> <li>• Terms of reference &amp; brief.</li> <li>• Quality of strategic methodology and approach.</li> </ul> <p><b>30 points = Good Methodology</b></p> <p>Bidder submitted a comprehensive project plan indicating readiness to deliver as per the required scope of work and deliverables.</p> <ul style="list-style-type: none"> <li>• Understanding of terms of reference &amp; brief</li> <li>• Quality of strategic methodology and approach</li> <li>• Applicability of strategic methodology and approach</li> </ul> <p><b>40 points = Excellent Methodology</b></p> <p>Bidder to submit comprehensive project plan indicating readiness to deliver as per the required scope of work and deliverables.</p> <ul style="list-style-type: none"> <li>• Understanding of terms of reference &amp; brief</li> <li>• Demonstrated understanding of the NHFC</li> <li>• Quality of strategic methodology and approach</li> <li>• Applicability of strategic methodology and approach</li> </ul>	
<b>TOTAL</b>		<b>100</b>
<b>Minimum threshold</b>		<b>80</b>



**Table 2 - Experience of Service Provider**

Previous Client	Contact name contact number and email of previous client	Description of training provided	Duration of Training

## 6. PRICING SCHEDULE

### Pricing Instructions

1. The Bidder must price all items according to the scope of work
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 60 days from the bid closing date.

**Table 3: Pricing Schedule**

No.	Description of Services	Unit Total	Total for 2 Candidates (Excluding VAT)
1.	Psychometric assessment for recruitment and selection, training, and career development, succession planning.	R	R
2.	Competency based assessment for executive	R	R
3.	Competency based assessment for middle management	R	R
4.	Competency based assessment Professional/ Specialist	R	R
5.	Competency based assessment Team leader / supervisory	R	R
6.	Assessment battery/ tool that will be used to conduct the assessments.	R	R
7.	Providing feedback to the successful candidate after assessment have been conducted.	R	R
8.	Cost of assessments done in other provinces, if candidate not based in Gauteng.	R	R
<b>TOTAL AMOUNT BEFORE VAT</b>			<b>R</b>
<b>TOTAL AMOUNT FOR VAT (IF APPLICABLE)</b>			<b>R</b>
<b>TOTAL AMOUNT INCLUSIVE OF VAT</b>			<b>R</b>

### Pricing Conditions:

- Quotation must be submitted in the bidder's company letterhead.
- Quotation should be based on the levels indicated in the scope of work
- Quotation should be based on appointment been made by the 14 August 2023
- Price(s) quoted must be valid for at least sixty (60) days from the date of your offer and be according to the RFQ document.
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost.

### 6.1 Criterion 3- Price and BBBEE evaluation

All bids that achieve the minimum qualifying score of **80** points for Functionality, (acceptable bids) will be evaluated further in terms of the 80/20 preference point system. The preference point's claim is in terms of the Preferential Procurement Regulations.

As per the table below, price is evaluated over 80 points and preference points over 20:

### 6.2 Phase 3 - Price and Preference Evaluation

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor).

As per the table below, price is evaluated over 80 points and preference points over 20:

B-BBEE Status Level Of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4

8	2
Non-Compliant contributor	0

**NB:**

**Special Conditions:**

- Quotations must be submitted in the bidder's company letterhead.
- No pre-payments are allowed, awarded bidder will be paid within 30 days after receipt of invoice.
- Quotation submitted should be based on Scope of Work/Key Deliverables. Failure to adhere to scope of work will render your quotation non-responsive.
- Price(s) quoted must be valid for at least 60 days from the date of your offer and be according to the RFQ document.
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost
- Supplier to indicate excepted delivery of service/goods as indicated in Scope of Work/Key Deliverables.
- Supplier will be evaluated on performance based on delivery of Scope of Work/Key Deliverables

The quotation must be submitted via email to [Quotations@nhfc.co.za](mailto:Quotations@nhfc.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 interest<sup>1</sup> 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.

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<sup>1</sup> 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.

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 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 consortium<sup>2</sup> 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 (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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<sup>2</sup> 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.



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 ON 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 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

#### 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 80/20 preference point system.

b) Either the 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:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating

contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

$P_s$	=	Points scored for price of tender under consideration
$P_t$	=	Price of tender under consideration
$P_{min}$	=	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 points is allocated for price on the following basis:

**80/20**

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

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 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 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 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Supporting evidence for meeting preferential procurement targets (bidder to provide the below supporting evidence to claim allocated points for each specific goal)	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)
B-BBEE status contributor level. Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate	B-BBEE status contributor level. Valid affidavit (as issued by DTI/or CIPC), must be an original or certified copy or a certified copy of SANAS accredited verification certificate		

## 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:** .....

.....

.....

## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Proof of tax compliance status;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
    - Bidder's Disclosure form;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding





documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

## CONTRACT FORM - RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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4. I confirm that I am duly authorised to sign this contract

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

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WITNESSES

1 .....

2 .....