



REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR AIR TRAFFIC AND NAVIGATION SERVICES

RFQ REFERENCE NUMBER:	ATNS/SEC/RFQ141/05/04/2022/2023 Annual Integrated Report
ISSUE DATE:	05 April 2023
CLOSING DATE:	21 April 2023
CLOSING TIME:	12h00, CAT
COMPULSORY BRIEFING SESSION:	N/A
QUOTATION VALIDITY PERIOD:	60 Days
DESCRIPTION:	APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER FOR THE DEVELOPMENT OF THE ATNS 2023 INTEGRATED REPORT, SUSTAINABILITY REPORT AND ANNUAL FINANCIAL STATEMENTS.
RFQ DOCUMENTS MAY BE ADDRESSED TO:	<p>Procurement Officer: Thoko Phukubye</p> <p>Email address: RFQs@atns.co.za</p> <p>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</p> <p>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered.</p>
REQUIRED RETURNABLE DOCUMENTS	<ul style="list-style-type: none"> Central Supplier Database (CSD) Report Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1) General conditions of contracts (GCCs) -Initialled and signed. Quotation on the Company Letterhead



<p>REQUIRED ADMINISTRATIVE PRE-QUALIFICATION DOCUMENTS</p>	<ul style="list-style-type: none"> • Valid Tax Pin Status • Valid B-BBEE Certificate or Sworn Affidavit – Certified • Banking Details with a Bank Stamp • Quotation on the Company Letterhead • CIPC registration Documents
<p>MANDATORY DOCUMENTS:</p> <p><i>NB: FAILURE TO SUBMIT ALL OF THESE DOCUMENTS WILL RESULT ON YOUR QUOTATION BEING DISQUALIFIED.</i></p>	<ul style="list-style-type: none"> • Provide three (3) proof of Previous service relating to the Annual Integrated Reporting , Sustainability Reporting and Annual Financial Statement Reporting development and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ. • Provide a company profile indicating number of years in rendering Annual Integrated Reporting , Sustainability Reporting and Annual Financial Statement Reporting development in a public and /or private sector (Required: Minimum 5) • Provide details execution plan outlining how the scope of work will be delivered including dedicated resources for the project, their experience, and CVs.
<p align="center"><u>PLEASE NOTE:</u></p> <p>ATNS RESERVES THE RIGHT TO APPOINT MORE THAN ONE SERVICE PROVIDERS</p>	



PROCUREMENT OFFICER:	Thoko Phukubye
TELEPHONE:	011 607 1000
E-MAIL:	<u>RFQs@atns.co.za</u>

The ATNS requests your quotations on the services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposal on the date stipulated. Late submissions will not be considered. Incomplete / missing documentations will invalidate the proposal submitted. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.

This RFQ will be evaluated on the basis of the 80:20 preference point system as stipulated in the ATNS' Procurement Policies and Procedures.

BIDDING STRUCTURE

Indicate the type of Bidding/Tendering Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	
If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	
Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	



If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	



1. OVERVIEW

1.1 Integrated Report (IR)

ATNS has been compiling its annual IR in accordance with the International Integrated Reporting Council (IIRC) guidelines and aligns to the Global Reporting Initiative (GRI). The IR is a document used to communicate the organisation's strategy, governance, performance, and outlook regarding issues material to the business and value creation over the short, medium, and long term.

Reporting process helps organisations to set goals, measure performance, and manage change to make their operations more sustainable. The IR Framework aims to continuously improve the quality of information collected mainly, the six capitals, i.e., Financial, Manufactured, Intellectual, Human, Social and Relationship, and Natural capital. The Framework further promotes *Materiality* as the cornerstone of the IR. Materiality is defined as the matters that substantively affect the organisation's ability to create value (i.e., economically, socially, and environmentally).

1.2 Financial Report (FD)

ATNS compiles its Annual Financial Statements (AFS) in accordance with relevant requirements of the Public Finance Management Act No.1 of 1999 (PFMA), the Companies Act, 2008 (as amended) and International Financial Reporting Standards (IFRS). The financial report is compiled in line with IR and forms part of a suite of reports for the organisation.

1.3 Sustainability and Governance Disclosures

1.3.1. Global Reporting Index (GRI)

ATNS sustainability reporting process is guided by the Global Reporting Guidelines (GRI) which provides a set of general and specific disclosures for an organisation to report on their material sustainability issues. The GRI forms part of the IR and supports the non-financial and sustainability performance information included in the IR.



The report should be comparable, coherent, and consistent in content, flow, and design aspects as they form a suite of ATNS annual corporate reports.

1.3.2. King IV register (King IV™)

In terms of the King IV Report on Corporate Governance for South Africa 2016 (King IV), an organisation is expected to “*apply and explain*” the recommended principles to substantiate a claim that good governance is being practiced. The King IV register as set out in King IV details each of the 16 principles and provides commentary regarding the extent to which each principle has been applied in the organisation.

The report should be comparable, coherent, and consistent in content, flow, and design aspects as they form a suite of ATNS annual corporate reports.

1.4 Environmental, Social and Governance (ESG) report (Optional)

ESG issues are increasingly paramount to shareholders as they provide a view to stakeholders and shareholders on the organisation’s decision making and performance on ESG issues. These sustainability areas provide, through the ESG report, a dedicated platform to showcase performance in ESG related areas. This could be an online interactive performance report on the ATNS website.



ANNEXURE A – SPECIFICATION

2. SPECIFICATIONS

2.1 Design Elements

The creative direction for the IR should align with the IFRS, GRI, ESG report, and King IV Register. The creatives should embody the brand guidelines of ATNS and brand personality. The agency is tasked to develop and present three creative directions to the Bid Specification Committee (BSC).

Ultimately, the creative should be outstanding, yet remaining corporate and captivating. However, the agency is given the right to explore current trends and apply them accordingly.

The few examples below should not emulate the exact designs:



These designs are to demonstrate the required design standard however, the agency is requested to surpass the above design standard. The creative will be inclusive of infographics, graphs, and illustrations for IR and all other supplementary reports.

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**Air Traffic and Navigation
Services Company SOC Limited**

Company Reg. No. 1993/004150/30
ISO 9001 certified

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South Boulevard Road, Bruma
Private Bag X15, Kempton Park 1620
Tel +27 11 607 1000 | Fax +27 11 607 1570
www.atns.com

Directors: Z Majavu (Chairman)
NP Mdawe (Chief Executive Officer)
JM Moholola (Chief Financial Officer)
MA Amod, CR Burger, MJ Neluheni, KS Boqwana,
NL Ngema, NC Kubheka, PN Sibiya, P Mangoma, SG Kudumela

Acting Company Secretary: N Mongali



2.2. Report Theme

The theme for the 2022/23 report is yet to be determined.

2.3. Report Publication

Hardcopy Format:

To be determined (The final report need to be produced in a print ready file format).

Electronic Format:

The above reports should be translated into an electronic format that will be inclusive of infographics, graphs or illustrations that will be animated. The electronic format will be uploaded on the ATNS website where stakeholders can access it. <https://www.atns.com/reports.php>

Online Format:

The reports will be configured to an online format that will be incorporated into a web platform on the ATNS website. The reports will be inclusive of all sub-divisions and various reports. Below is a link to view an example of an online report. <https://transnet-ir.co.za/2022/>

Stock Image:

IR Photoshoot: The photoshoot will take place at a specific venue which will be arranged by the Office of the Company Secretary. The IR should include images of ATNS Board of Directors (Board) and the Executive Committee (EXCO) members.

The creative direction of the report should make provision for high-end aviation related stock images – Qty. 20.

3. REPORT WRITING SPECIFICATION

3.1 Project Management and Engagement

- Review gap analysis and determine improvement plan for 2022/23 report
- Project management inception to finalisation based on project management principles
- Provide relevant project documentation and schedules
- Schedule periodic project status meeting with the core team
- Provide periodic progress reports i.e., word, ppt etc.



3.2 Time Management

- After every output, submit timesheets to manage the allocated hours per activity
- No overtime or overspending of any activity will be permitted or accepted without prior official approval
- Regular project management meetings to be scheduled

3.3 Leadership engagement session

- Compilation of draft Leadership review statements (Chairman and CEO)
- Conducting scheduled interviews/sessions with the IR team/Leadership team, where required

3.4 Report compilation

- Conceptualization and report structuring
- Prepare information templates and required information for report preparation
- Structure and content population of the draft IR including copywriting
- Documentation review for IR (Corporate Plan, Quarterly Performance reports, Annual Performance plans and reports, Industry, and peer-related reviews)
- Writing and editing of the IR including supplementary reports
- Proofing of Financial Sustainability Disclosure (Incl. GRI, King IV, ESG report)
- Provide expert guidance in improving the report based on the outcome of the previous report and incorporate the improvements thereof

3.5 Materiality determination

- Provide guidance and coordinate the process for review of material issues for the reporting year
- Facilitation of materiality sessions with key stakeholders

3.6 Design elements

- Design and visual preparation of the report including diagrams, tables, etc.
- Support the graphic design and data layout
- Powerpoint slides for reporting and presentation
- Infographics



3.7 Quality Control and Alignment

- Management of vast reviews and information
- Support quality control, assurance process and version control both financial and non-financial information

3.8 Writer Credentials

The writer to be knowledgeable in corporate reporting including key disclosure frameworks such as:

- IIRC guidelines
- King IV
- GRI-G4
- UN 2015 Sustainable Developmental Goals
- PFMA and South African Treasury Integrated/annual reporting requirements

3.9 Lead Writer

- Over 8 years' experience in integrated report writing including financial and sustainability/ESG reporting
- Participation in corporate report/integrated/financial and ESG writing forums will be an added advantage



NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

PREFERENTIAL PROCUREMENT REFORM:

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favorably by the Company during the Tender evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.



THE EVALUATION OF THE RFQ:

STAGE 1	ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS
STAGE 2	MANDATORY REQUIREMENTS AND FUNCTIONALITY EVALUATION
STAGE 3	PRICE AND ATNS SPECIFIC GOALS

The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.

STAGE 1: ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

The bidder must comply with **ALL** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if ATNS is unable to verify whether the pre-qualification requirements are met, then ATNS reserves the right to-

- Reject the bid and not evaluate it, or
- Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

STAGE 2: MANDATORY REQUIREMENTS AND FUNCTIONALITY EVALUATION

FAILURE TO SUBMIT ALL OF THE BELOW REQUIREMENTS WILL RESULTS ON YOUR QUOTATION BEING DISQUALIFIED

Mandatory Criteria	Proof Required
Provide three (3) proof of Previous service relating to the Annual Integrated Reporting, Sustainability Reporting and Annual Financial Statement Reporting development and contactable references. References must be in a form of a signed reference letters on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this RFQ.	Yes
Provide a company profile indicating number of years in rendering Annual Integrated Reporting , Sustainability Reporting and Annual Financial Statement Reporting development in a public and /or private sector (Required: Minimum 5).	Yes
Provide details execution plan outlining how the scope of work will be delivered including dedicated resources for the project, their experience, and CVs.	Yes



Functionality Evaluation

Bidders will be required to score a minimum of 70 points (out of the 100 points), i.e. 70%, for Functionality in order to qualify to proceed to Stage 3 of the evaluation process. All bids that fail to achieve the minimum overall qualifying score of 70 points on functional/technical requirements will not be considered for further evaluation.

Functional criteria			Points
Item	Criteria	Description	Weighting
1.	Detailed Company Profile	<p>Providing a company profile indicating number of years in rendering. Company experience in Annual Integrated Reporting , Sustainability Reporting and Annual Financial Statement Reporting development:</p> <ul style="list-style-type: none"> (i) More than 10 years = (25 points) (ii) More than 5 years = (20 points) (iii) Less than 5 years = (0 points) 	25
2.	Company track record and contactable references	<p>References must be in a form of a signed reference letter/s on a client's business letterhead stating the scope and description of the services rendered, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 3 years by closing date of this tender.</p> <ul style="list-style-type: none"> (i) More than 5 reference letters = (25 points) (ii) 4 reference letters = (20 points) (iii) 3 reference letters = (10 points) (iv) Less than 2 reference letters = (0 points) 	25



3.	<p>Capabilities CV for the Lead writer who will be writing for these annual reports.</p> <ul style="list-style-type: none"> • Please only supply CV for ONE lead writer • CV must include an example of a written piece for an Annual Report • Lead writer to have experience in copy writing for Annual Reports 	<p>Lead Writer - years' experience in integrated report writing including financial and sustainability/ESG reporting</p> <p>(i) More than 15 years and over = (25 points) (ii) More than 10 years = (20 points) (iii) More than 8 years = (15 points) (iv) Less than 8 years = (0 points)</p>	25
4.	<p>Project Execution/methodology and resource</p>	<p>Provide proof approach and methodology in response to the scope of work:</p> <p>(i) Proof Provided on methodology/execution approach and with resources = (25 points) (ii) No Proof Provided = (0 points)</p>	25
Total Points:			100
Minimum threshold			70



STAGE 3: PRICE AND ATNS SPECIFIC GOALS: **Evaluation for Price and ATNS specific goals**

Quotations will be evaluated in terms of the ATNS' Procurement Policies and Procedures using the 80:20 point system. 80 points will be awarded for price and 20 points for ATNS specific goals claimed.

PRICE	80
ATNS SPECIFIC GOALS	20

B-BBEE rating certificates are applicable, and points will be allocated in terms of the ATNS specific goals as indicated in the table below. Bidders must submit valid B-BBEE Certificates, requested declarations, utility statements and any other supporting information that may be required to claim ATNS specific goals.

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. Bidders are required to submit pricing schedule as per the table below on a company

Note to tenderers: The tenderer must indicate how they claim points for each preference point system in the provided SBD 6.1 attached.

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)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10	<i>(To be completed by the tenderer in SBD 6.1 attached)</i>



This RFQ will be evaluated according to the above on ATNS specific goals. Failure to submit supporting documents may result to a bidder being allocated zero (0) points. Bidders are required to claim ATNS specific goals in the provided **SBD 6.1** attached.

CONTRACT TERMS

Whilst ATNS have taken every reasonable step to ensure the accuracy of this brief, the Company accepts no liability in relation to the accuracy of any representations made. Tenderer should accept that their tender response is on the basis and reliance of its own judgment and information. ATNS reserves the right to vary the scope and terms as described in this document. If any variation does take place tenderer will be advised as soon as possible in writing.

The successful tenderer will be engaged subject to acceptance of a contract containing the standard Terms and Conditions as given. The contract contains standard clauses including a retention clause for non-satisfactory completion, breach of contract and confidentiality clauses and a requirement for the tenderer to have adequate professional indemnity insurance. All Tenderers must bear in mind that if circumstances dictate, ATNS reserves its right to withdraw from any commitments that will be entered into within this statement of work.

All designs and documentation submitted by the tenderer will be treated as confidential.

ATNS reserves the right to reject, withdraw or cancel any or all Proposals/Tenders, to undertake discussions with one or more Tenderers and to accept that tender or modified tender which in its sole judgment, will be most advantageous to the Company, price and other evaluation factors having been considered.



SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Email address: RFQs@atns.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thoko Phukubye		CONTACT PERSON		
TELEPHONE NUMBER	011 607 1000		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	thokop@atns.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					



ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE: