

SSASSA 01 (QO)

INVITATION FOR QUOTATIONS

**THE SOUTH AFRICAN SOCIAL SECURITY AGENCY INVITES QUOTATIONS
FOR THE PROVISION OF *description of works***

Project title:	<i>Appointment of service provider to edit, design, layout and print the annual report for SASSA for the next three years</i>		
RFQ No:	43/23/SB	Closing Date:	25 July 2023
Closing time:	11:00	Validity period:	60 days

1. COMPLETION OF QUOTATION/BID DOCUMENTS:**1.1 All quotations documents must be completed in ink.**

All quotations and completed SBD forms must be addressed to the South African Social Security Agency hand delivered in a sealed envelope marked with the RFQ number stated above. **NB: PLEASE SIGN THE QUOTATION REGISTER AT RECEPTION.**

1.2 Where the quotations are above R 30 000 Vat inclusive, suppliers are encouraged to hand deliver their quotations and must be deposited in the QUOTATION BOX situated at the reception at **SASSA House, 501 Prondisa Building Cnr Steve Biko & Pretorius Streets, Arcadia, Pretoria 0083. Late quotations will not be considered.****1.3 This quotation is subject to the GCC (General Conditions of Contract) and any other special conditions of contract where applicable.****1.4 The taxes of the successful bidder must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations. **SARS PIN SHOULD BE SUBMITTED TOGETHER WITH THE QUOTATION FOR TAX COMPLIANCE VERIFICATION PURPOSE.******1.5 Your quotation must include costs breakdown and that is inclusive VAT inclusive, (where applicable)**

[*paying the right social grant, to the right person,
at the right time and place. NJALO!*]

South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

- 1.6 Quotations above R30 000 must be accompanied by an original or certified original B-BBEE certificate issued by SANAS accredited agencies. Exempted Macro Enterprise (EME's) must submit an original Sworn Affidavit signed by EME's representative and attested by commissioner of oath. Failure to submit will result into the supplier not awarded points for B-BBEE level of contribution.
- 1.7 Quotations equal to or above R30, 000 Vat inclusive shall be evaluated on 80\20 point system.
- 1.8 Suppliers to indicate validity of quotation and delivery date for goods and services.
- 1.9 The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition (paragraph 1.10) WILL result in the invalidation of your quotation.

2. DESCRIPTION OF SERVICE REQUIRED:

Description of Goods / Services	Quantity
<i>Appointment of service provider to edit, design, layout and print the annual report for SASSA for the next three years</i>	

NB: Please find attached SBD Forms and Detailed Specification or TOR's

3. ENQUIRIES RELATED TO DOCUMENTS MUST BE ADDRESSED TO:

BUYER:	U.SHANGASE	Telephone no:	012 400 2285
Cell no:	N/A	Fax no:	

Name: Shangase U.S

Signature: 

Date: 19 Jul. 23



*paying the right social grant, to the right person,
at the right time and place. NJALO!*

South African Social Security Agency
Head Office

SASSA House • 501 Prondisa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO EDIT, DESIGN, LAYOUT AND PRINT THE AGENCY'S ANNUAL PERFORMANCE REPORTS FOR THE PERIOD OF THREE YEARS

1. Purpose

To appoint a company to edit, design, layout and print:

1.1 The Annual Performance Reports for the period of three years:

- 2022/2023
- 2023/2024
- 2024/2025

2. Background

In terms of section 55 (1) (d) of the PFMA, the accounting authority for a public entity must submit the annual report and financial statements within five months of the end of a financial year to the relevant treasury and the executive authority responsible for that public entity. Furthermore, the executive authority responsible for the public entity must table annual report, financial statements and audit report on the statements in the National Assembly, in terms of section 65 (1) (a) of the PFMA.



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*

South African Social Security Agency
Head Office

SASSA House • 501 Prodinsa Building Cnr Beatrix & Pretorius Street
Pretoria • Private Bag X55662 Arcadia • Pretoria 0083
Tel: +27 12 400 2000 • Fax: +27 12 400 2257
www.sassa.gov.za

3. Motivation

- a. The service provider must be appointed in time in order to have enough time to edit, design, layout and print these documents as well as to deliver as per date and time determined by SASSA.

4. SPECIFICATIONS

Annual Reports

4.1.1 A4 Book	
Paper (Cover)	Full Colour, 300 gsm Hi Q matt coated paper
Paper (Content)	100 gsm Hi Q matt, coated paper
Paper (Size)	297 mm height x 210 mm width (A4 Portrait) – Full colour throughout, Pur Binding
No of Pages	155 (including cover – 151 text and 4 cover pages)
Quantity	1000 printed books
CDs	1 branded compact disc CD content: <ul style="list-style-type: none"> • website compatible/ web version of AR, should not exceed 5MB as per intranet and internet requirements • Final editable version (open file) of the document • print ready file of the AR
Editing	Edit entire content
Proof reading	Proof Read entire content

1 Braille Copy	Final AR Content to be converted to Braille and then printed.
Printer's Proofs	Three versions of printer's proofs for A4 document

4.1.2 A3 size Digital Copy

1 A3 size Digital Copy	Final copy of the AR to be relayed out in large font – (font size 20)
Paper (Cover)	Full Colour, 300 gsm Hi Q matt , coated paper
Paper (Content)	230 pages on 130gsm Hi Q matt, coated paper
Paper (Size)	420mm height x 297 mm width
Binding	Wire bind on long edge plus transparent PVC cover
Colour	Full Colour printing throughout
Printer's Proofs	One printer's proof for the A3

4.1.3 Other requirements with the appointed service provider

Delivery Date	As per project plan agreed upon between the appointed service provider and SASSA
Artwork	<ul style="list-style-type: none"> • Photograph, logos and content to be supplied by SASSA • All designs will be in line with SASSA's corporate id.

4.1.3 Other requirements with the appointed service provider	
Pre-production	SASSA requests that we test the final product before bulk production and printing
Post Production	Service Provider to supply CD of finished design of document in original form to SASSA and pdf
Other Considerations	All content designs, artwork and all aspects of this project, shall be exclusively SASSA's property and Copyright.

5. Delivery Conditions

- The delivery of the printed copies will be partial.
- A3 and Braille copies will not be delivered at the same time as the 1000 (A4) printed books since the Braille and 20pt (A3) copies takes a longer time to finalise hence the timeframes differ.

6. EVALUATION CRITERIA:

Proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). The evaluation shall be conducted as follows:

Stage 1:

- **Phase 1: Special Conditions**
- **Phase 2: Administrative Compliance**

Stage 2:

- **Phase 1: Price and Specific Goals**

Stage One: Phase 1: Special conditions

- a) Service provider must have **minimum three years' experience** working with government departments and/or public entities especially with **editing, design, layout and printing annual reports, annual performance plans and strategic plans**

The service provider to attach the following as a **proof** that they have **successfully rendered similar work** (for government departments and/or public entities):

- Company profile.
- Reference letters from at least three different clients.

The reference letter to reflect the following:

- Company letter head
- Signature by client
- Contact details

NB: Failure to submit the above mentioned information will disqualify the bidder.

Stage One: Phase 2: Administrative Compliance

The service provider must submit the following:

- Fully completed and signed standard bidding documents (SBD Forms)
- **Tax Compliance Status Pin (SARS).**

Stage 2: Phase 1: Price and Specific Goals

Price and Specific Goals	100
Price	80
Specific Goals	20

Price

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

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

Specific Goals

Preference points must be awarded to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of points (80/20)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20

B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others (Non-Compliant)	0
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.	

7. General Conditions

- a) SASSA to meet with the service provider once the appointment is finalised in order to develop a project plan which will contain activities and timeframes;
- b) Service Provider must be able to deliver within short timeframes (work on weekend and deliver based on the project plan).
- c) SASSA reserves the right to conduct references provided by the service provider.
- d) **The quotation must be detailed as per the SASSA attached specification and where the quotation is itemised, the supplier must indicate price for each line item. Failure to comply with this condition WILL result in the invalidation of your quotation.**

8. Skills requirement

- a. Layout and design
- b. Language skills
- c. Quality printing
- d. Proof Reading
- e. Editing

9. Request for proposal

Proposal should include a quote (**VAT INCLUSIVE**) which has to be submitted by the service provider by a date determined by Supply Chain Management.

10. Enquiries

Please address all your enquiries to SCM as per the Request for Quotation/Advert.

Bill of Quantities

- Editing, Design, layout and printing of Annual Report for the following financial years: 2022/23, 2023//24, and 2024/25.

1. A4 Book

No	Item Description	Quantity	2022/23		2023//24		2024/25	
			Unit Price	Total Cost	Unit Price	Total Cost		
1.	Editing	1 per year						
2.	Design and Layout	1 per year						
3.	Printing 1000 copies (297mm x 210 mm width) 155 pages – (including cover – 151 text and 4 cover pages) A4 Portrait Full Colour throughout Pur Binding Paper Content: 100 gsm Hi Q matt, coated paper Paper Cover: Full Colour, 300 gsm Hi Q matt: coated paper	1000						
4.	Three sets of printer's proofs	3 per year						

No	Item Description		2022/23		2023/24		2024/25	
		Quantity	Unit Price	Total Cost	Unit Price	Total Cost		
5.	Proof Read entire content	1 per year						
6.	1 Braille Copy Final AR Content to be converted to Braille and then printed.	1						
7.	1 Branded Compact Disc: CD content: <ul style="list-style-type: none"> Website compatible/ web version of AR, should not exceed 5MB as per intranet and internet requirements. Final editable version (open file) of the document. Print ready file of the AR. 	1						
	Total cost							

2. 1 Large Font Document (Font Size 20 using A3 paper)

No	Item Description	Quantity	2022/23		2023//24		2024/25	
			Unit Price	Total Cost	Unit Price	Total Cost		
1.	Design and Layout	1 per year						
2.	Print 1 copy (420mm height x 297 mm width) <ul style="list-style-type: none"> • 230 pages • Font Size 20 using A3 paper • Full Colour throughout • Wire bind on long edge plus transparent PVC cover • Paper Content: 130 gsm Hi Q matt, coated paper • Paper Cover: Full Colour, 300 gsm Hi Q matt: coated paper 	1 per year						
3.	1 printer's proof	1 per year						
	Total Cost							

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** 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.
- 1.2** 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.

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.

STANDARD BIDDING DOCUMENT (SBD) 4

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;

Stamp out social grants fraud and corruption
Call 0800 60 10 11 / 0800 701 701

STANDARD BIDDING DOCUMENT (SBD) 4

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

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.

STANDARD BIDDING DOCUMENT (SBD) 4

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**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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
Total points for Price and SPECIFIC GOALS	100

- 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:

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 \\
 P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

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 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} & \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(1 + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(1 + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

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.

Number of

Where either the 90/10 or 80/20 preference point system is used, the tenderer must indicate how they claim points for each

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

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:

.....

.....

.....