



3233 Nokukhanya Luthuli Street
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 tel. (032) 559 6822
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 email: luthulimuseum@luthulimuseum.org.za
 website: www.luthulimuseum.org.za

RFQ NUMBER	LM 2025/0038
RFQ DESCRIPTION	RE-ADVERTISED APPOINTMENT OF A SERVICE PROVIDER TO SERVICE (ONCE OFF) FIRE EXTINGUISHERS AND HOSE REELS AT LUTHULI MUSEUM
RFQ ISSUE DATE	12 MAY 2025
SITE BRIEFING SESSION	NOT COMPULSORY – SERVICE PROVIDER TO MAKE AN APPOINTMENT IF THEY WANT TO COME INTO THE MUSEUM TO VIEW THE FIRE EXTINGUISHERS
CLOSING DATE & TIME	20 MAY 2025 AT 12H00
LOCATION FOR SUBMISSIONS	scmofficer@luthulimuseum.org.za
NUMBER OF DOCUMENTS	1 SOFT COPY

For enquiries, please contact scmofficer@luthulimuseum.org.za before closing date of the RFQ.

The Luthuli Museum request your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quotation submitted.**

SUPPLIER NAME:

NATIONAL TREASURY (CSD) SUPPLIER NUMBER:

POSTAL ADDRESS:

CELL/ TELEPHONE NO:

EMAIL ADDRESS:

CONTACT PERSON:

SIGNATURE OF BIDDER:

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central database in terms of National Treasury circular no 4A of 2016/17. The bidder must register prior to submitting a proposal/bid.



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RETURNABLE DOCUMENTS CHECKLIST

Quotation invitation document must be completed, signed and submitted by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
Central Supplier Database Registration Report - Recent		
Pricing Schedule / Quotation		
Valid SARS Tax Pin		
BBBEE Affidavit/ Certificate		
SBD 4 – Bidder Declaration		
SBD 6.1 – Preferential Procurement Claim Form		
CIPC Registration Documents		
Certified ID Copy of Company Director/s		
Proof of registration of the Technician with the South African Qualification & Certification Committee (SAQCC) Fire;		
Proof of SANS 1475 permit;		
Proof of registration with one of the accredited bodies (BSI; SABS or SACAS		
3 Traceable Reference Letter on Company Letterheads		
Valid COIDA certificate – letter of good standing from the Compensation Commissioner/Department of Labour		
Public Liability Insurance		

Note: This RFQ must be completed and signed by the authorised company representative.



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LUTHULI MUSEUM RFQ CONDITIONS

1. QUOTATION CONDITIONS

- a) **Luthuli Museum** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b) No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.
- c) **Luthuli Museum** reserves the right to:
 - I. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
 - II. Select solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidders(s) based on the criteria specified in the evaluation of this RFQ.
 - III. Contact any bidder during the evaluation process, to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
 - IV. Award a contract to one or more bidder(s).
 - V. Withdraw the RFQ at any stage
 - VI. Accept a separate RFQ or any RFQ in part or full at its own discretion.
 - VII. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
 - VIII. Select the bidder(s) for further negotiations based on the greatest benefit to **Luthuli Museum** and not necessarily based on the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the **Luthuli Museum** shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.



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TERMS OF REFERENCE

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SERVICE FIRE EXTINGUISHERS AND HOSE REELS AT LUTHULI MUSEUM

1. SPECIFICATIONS

1.1 All fire extinguishers, fire hydrants and hose reels shall be serviced in terms of OHS Act 83 of 1993 and vessels under

pressure Regulations 11 (1) which states that "No person shall fill, recharge, recondition, modify, repair; inspect or test any handled fire extinguisher unless they are a holder of a permit issued by the South African Bureau of standards in terms of SANS1475".

1.2 The Technician is required to be registered with the South African Qualification & Certification Committee (SAQCC) Fire.

1.3 The Service Provider or company must have a SANS 1475 permit, and it must be registered with one of the accredited bodies (BSI; SABS or SACAS) which are approved by the Department of Labour.

DESCRIPTION	QUANTITY
Fire Extinguisher 7,7 kg STP CO2	2
Fire Extinguishers 2,5 kg STP CO2	2
Fire Extinguisher 7,5 kg STP CO2	1
Fire Extinguisher 7,6 kg STP CO2	1
Fire Extinguisher 5,9 kg STP CO2	1
Fire Extinguisher 4,4 kg STP CO2	1
Fire Extinguisher 12,9 kg STP CO2	1
Fire Extinguisher 13,9 kg STP CO2	1
Fire Extinguisher 12,9 kg STP CO2	1
Fire Extinguisher 4,5 kg STP CO2	4
Hose reels L =30m 19mm	5

2.1 The pressure is at the recommended level

2.2 On extinguishers equipped with a gauge, the needle should be in the green zone, not too high and not too low

2.3 The nozzle or other parts are not hindered or obstructed in any way

2.4 The pin and tamper seal (if applicable) are intact

2.5 There are no dents, leaks, rust or other signs of abuse/wear

2.6 Wipe off any corrosive chemicals, oil, gunk etc that may have deposited on the extinguisher



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3. KEY DELIVERABLES

3.1 Any inspection is a physical examination to ensure that the device will perform optimally in accordance with its intended function.

3.2 Inspection should always be conducted when fire extinguishers are initially placed in service and thereafter at approximately once a year.

3.3 Fire extinguishers should be maintained at regular intervals i.e. annually or when problems are identified during an inspection or when problems are identified by the Contractee (i.e. NIOH).

3.4 Maintenance is a thorough check of the extinguisher with an intention to get maximum assurance that the extinguisher will operate effectively and safely.

3.5 It includes a thorough examination and any necessary repair; recharging; replacement and/pr hydrostatic testing.

4. HYDROSTATIC TESTING

SANS 1475 states that the service and maintenance of extinguishers, fire hose reels and above-ground hydrants shall be carried out annually with the additional requirement that powder, foam, water and water-based extinguishers be pressure tested every 5 years and CO2 extinguishers every 10 years.

4.1 Internal and external examination of the extinguisher as prescribed in the maintenance manual

4.2 Strip down the extinguisher to its shell and hose and fill with water to re-pressurize for the prescribed amount of time.

4.3 Completely dry the extinguisher to get rid of all the water and the reassemble and recharge it

4.4 If there is any leakage; distortion or permanent moving of couplings the cylinder will fail the hydrostatic test, and it must be condemned.

4.5 Supplier must have proper accreditation for hydrostatic testing

5. RECORD KEEPING

5.1 The month and year of the inspection must be recorded on the fire extinguisher including on the service report,

5.2 Name of person and agency carrying out the inspection with a valid ID and bring this along with every inspection.

5.3 Date of recharging and pressure testing.

5.4 Location of fire equipment; size and type of fire equipment.

5.5 Extinguisher requires a verification of service collar around the neck of the extinguisher.

5.6 Service report must be detailed and should contain information such as type of service: findings and actions taken for each fire equipment.

5.7 Next service due date.

5.8 Detailed service report must be sent to the Luthuli Museum Site Supervisor after the inspection.

6. INSURANCE

Supplier must provide proof of general liability and worker's compensation insurance.

7. DURATION

Once- off period.

9. RESPONSE TIME

9.1 Response time to emergency service requests should be within at least two business days for emergencies.



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10. REQUIREMENTS

Only responses/quotation that are submitted with the below listed documents will be accepted:

- A detailed quote on your company letterhead.
- SARS Tax Pin
- BBBEE Affidavit/Certificate
- CIPC Registration Documents
- Director/s Certified ID Copy
- Proof of registration of the Technician with the South African Qualification & Certification Committee (SAQCC) Fire.
- Proof of SANS 1475 permit.
- Proof of registration with one of the accredited bodies (BSI; SABS or SACAS);
- Minimum of x3 reference letters for similar services rendered.
- Valid COIDA certificate – letter of good standing from the Compensation Commissioner/Department of Labour
- Public Liability Insurance



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PRICING SCHEDULE

Name of Bidder: **RFQ Number:**

Closing Date:

RFQ shall remain valid for acceptance for a period of **60 days** counted from closing date.

The quoted price must include all expenses; disbursements and costs (e.g. overheads, labour, etc.) that may be required in and for the execution of the work described in the specification, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the contract as well as overhead charges and profit (in the event that the bidder is successful). The tendered price will be fixed, final and binding.

DESCRIPTION	QUANTITY	UNIT PRICE (excluding VAT)	TOTAL PRICE (excluding VAT)
Fire Extinguisher 7,7 kg STP CO2	2	R	R
Fire Extinguishers 2,5 kg STP CO2	2	R	R
Fire Extinguisher 7,5 kg STP CO2	1	R	R
Fire Extinguisher 7,6 kg STP CO2	1	R	R
Fire Extinguisher 5,9 kg STP CO2	1	R	R
Fire Extinguisher 4,4 kg STP CO2	1	R	R
Fire Extinguisher 12,9 kg STP CO2	1	R	R
Fire Extinguisher 13,9 kg STP CO2	1	R	R
Fire Extinguisher 12,9 kg STP CO2	1	R	R
Fire Extinguisher 4,5 kg STP CO2	4	R	R
Hose reels L =30m 19mm	5	R	R
SUB TOTAL			
VAT			
TOTAL			



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SERVICE PROVIDERS ARE REQUIRED TO ATTEND A COMPULSORY SITE INSPECTION MEETING AT THE ADDRESS BELOW TO ASCERTAIN THE SPECIFIED WORK IN ORDER TO QUOTE APPROPRIATELY.

SITE INSPECTION MEETING: NOT COMPULSORY

Venue: The Luthuli Museum,
3233 Nokukhanya Luthuli Street,
Groutville,
KwaDukuza
4450.

SERVICE PROVIDERS ARE TO MAKE AN APPOINT IF THEY WANT TO VISIT THE MUSEUM TO VIEW THE FIRE EXTINGUISHERS AND HOSE REELS.

Complete below:

1. Delivery Address: **Luthuli Museum**
3233 Nokukhanya Luthuli Street,
Groutville, KwaDukuza, 4450
2. Indicate Delivery period after order receipt
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed:

Signature:

Date:



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EVALUATION CRITERIA

RFQs received will be evaluated on mandatory criteria, and Price & specific goals comparison.

STAGE:1 MANDATORY CRITERIA

- a) SARS Tax Pin
- b) BBBEE Affidavit/ Certificate.
- c) Company Profile
- d) Recent CSD Registration Report
- e) CIPC Registration Documents
- f) Company Director's Certified ID Copy
- g) 3 Traceable Reference Letters
- h) Public Liability Insurance
- i) Standard Bidding Documents (SBD Forms)
- j) Proof of registration of the Technician with the South African Qualification & Certification Committee (SAQCC) Fire.
- k) Proof of SANS 1475 permit.
- l) Proof of registration with one of the accredited bodies (BSI; SABS or SACAS);
- m) Valid COIDA certificate – letter of good standing from the Compensation Commissioner/Department of Labour
- n) Public Liability Insurance

Note: Bidders that do not meet the set mandatory criteria will be eliminated from further evaluation process.

STAGE:2. PRICE AND SPECIFIC GOALS EVALUATION

Evaluation of the quotations received is based on the 80/20 preference point system as per PFMA regulation of 2022.

Specific Goal to be evaluated out of 20 Points:

SPECIFIC GOAL CRITERIA	POINTS
Race HDP (100% Black Equity Ownership)	10
Gender HDP (Women Equity Ownership is 51% or more)	4
Youth Equity Ownership (Youth Equity Ownership is 100%)	4
People with Disability	2
TOTAL	20

***** Enterprises that are not owned by historically disadvantaged person will be allocated 0 points.**



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Claim for Specific Goals for 20 Points Allocation

The 20 points will be applied as follow:

- a) If a Bidder is a Black company with a minimum of 100% Black Equity Ownership, 10 Points must be allocated. (If Black Equity Ownership is less than 100%, no points may be allocated)
- b) If HDP Women Equity Ownership is 51% or more, 4 Points must be allocated. (If Women Equity Ownership is less than 51%, no Points may be allocated).
- c) If Youth Equity Ownership is 100%, 4 Points must be allocated. (If Youth Equity Ownership is less than 100%, no Points may be allocated).
- d) If an entity has a Disabled Ownership 2 Points must be allocated. Proof must be submitted, in the form of Doctor's Notification of Disability. (If there is no Disabled Equity Ownership, no Points may be allocated).
- e) Points may be allocated cumulatively in respect of the above Four Groups under relevant circumstances, as set above.

Bidders must submit the following documents to claim points:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than 3 months)
- CIPC Documents and or shareholder Certificate
- Medical Doctor certificate, for Disability confirmation.

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals will be interpreted to mean that preference points for specific goals are not claimed.



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SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



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- 2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**
- 2.7.1 If so, furnish the following particulars:
- Name of person / director / trustee / shareholder/ member:
- Name of state institution at which you or the person connected to the bidder is employed :
- Position occupied in the state institution:
- Any other particulars:

- 2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**
- 2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:

- 2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**
- 2.8.1 If so, furnish particulars:

- 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- 2.9.1 If so, furnish particulars.



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4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all Bids invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once Bids 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
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a Bidder 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.



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1.6 The organ of state reserves the right to require of a Bidder, 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

“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;

- (a) “price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) “rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (c) “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
- (d) “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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

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



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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 Bidder 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 Bid Documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to Bidders: The Bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the Bidder)
Race HDP (Black Equity Ownership) (100% Black Equity Ownership)	10	
Gender HDP (Women Equity Ownership) (Women Equity Ownership is 51% or more)	4	
Youth Equity Ownership (Youth Equity Ownership is 100%)	4	
People with Disability	2	



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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 Service Provider 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 Bidder or Service Provider, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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