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From: The National Radioactive Waste Disposal Institute

Request for Quotation No:	NRWDI/BRD/2026-02
RFQ Closing Date:	01 October 2026
RFQ Closing Time:	11:00
PROVISION OF BOARD SECRETARY SERVICES FOR SIX (6) MONTHS	

NAME OF BUSINESS:.....

CONTACT NAME:.....

CONTACT NUMBER:.....

CSD NO:.....

Email Address:.....

ISO CERTIFICATION

YES NO

QUOTATION VALIDITY PERIOD: **60 Working Days from closing date.**

DELIVERY INCLUDED:

YES NO

Dear Sir/Madam

Please provide a quotation for the following items as per the specification below.

Prices must be firm and indicate all amounts excluding VAT.

VAT must be included as a separate line item.

1. SPECIFICATION / PRICING STRUCTURE

NRWDI seeks to appoint a suitably qualified and experienced independent contractor to provide company secretarial (inclusive of governance, compliance and legal advisory) services to the Board of Directors.

Activity Number	Description	Number of Hours	Cost per Hour (ZAR)	Total (ZAR)
1A	Initial briefing with Company Secretary.	3	R	R
1B	Review of NRWDI information / documentation / portal demonstration provided by Company Secretary.	5	R	R

OPEN

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1C	Compilation and submission of a detailed project plan and activity schedule.	6	R	R
1D	Introductory meeting with the Board Chairperson and Company Secretary to discuss detailed project plan and activity schedule.	1	R	R
2A	Preparation for, distribution of packs and other administrative activities for the January to February 2027 cycle of Board and Committee meetings (reporting on Q3 of FY2026-27) – inclusive of agenda development and premeeting with chairpersons and CEO.	15	R	R
2B	Attendance, facilitation, minute-taking and reporting at the January to February 2027 cycle of Board and Committee meetings (reporting on Q4 of FY2026-27).	25	R	R
2C	Preparation for, distribution of packs and other administrative activities for the April to May 2027 cycle of Board and Committee meetings (reporting on Q4 of FY2026-27) inclusive of agenda development and pre-meetings with chairpersons and CEO.	15	R	R
2D	Attendance, facilitation, minute-taking and reporting at the April to May 2027 cycle of Board and Committee meetings (reporting on Q3 of FY2026-27).	25	R	R
3A	Governance, legal and compliance advisory services to the Board and directors (including induction of new directors).	30	R	R
3B	General Board administration (payment of Board fees, director correspondence, director and shareholder queries, training, correspondence, disclosure declarations, etc.).	60	R	R
3C	Support the FY2026-27 external audit by the AGSA commencing in April 2027 (facilitating director disclosures, CAATS auditing, making available board minutes and organisational records, etc.)	10	R	R

4A	In consultation with the CEO and Board chairperson, develop a Board Training and Development Plan using a combination of freely 10available and paid for (within budget) resources covering corporate governance and nuclear safety and waste radiological waste disposal for approval by the Board by February 2027.	30	R	R
4B	In consultation with the CEO, executive management and the Board and Committee chairpersons, develop a Board and Board Committee workplans for the 2027-28 financial year (starting 1 April 2027) for approval by the Board by February 2027.	10	R	R
4C	Conduct a self-evaluation of the Board's effectiveness, the effectiveness of the Board Committees and the chairpersonship of the Board Chairperson by end December 2026.	30	R	R
4D	Initiate (together with executive management) and support the independently conducted (procured by NRWDI on a competitive basis) Board Evaluation to be completed by end May 2027.	10	R	R
Sub Total				R
VAT				R
Grand Total				R

2. DESCRIPTION OF THE NEED

2.1 Background

- 2.1.1 The National Radioactive Waste Disposal Institute (NRWDI) seeks to appoint a suitably qualified and experienced independent contractor to provide company secretarial (inclusive of governance, compliance and legal advisory) services to the Board of Directors.
- 2.1.2 The appointed contractor shall assist the Board in discharging its governance responsibilities in accordance with the Public Finance Management Act, the National Radioactive Waste Disposal Act, the King V Report on Corporate Governance for South Africa, NRWDI's Board and Board Committee. Charters, applicable legislation, normative guidance, and governance best practice.
- 2.1.3 The appointment shall be for an initial period of six months and may thereafter may be renewed at NRWDI's sole discretion.

2.2 Scope of work and expected duration are detailed below:

Activity Number	Description	Number of Hours
1A	Initial briefing with Company Secretary.	3
1B	Review of NRWDI information / documentation / portal demonstration provided by Company Secretary.	5
1C	Compilation and submission of a detailed project plan and activity schedule.	6
1D	Introductory meeting with the Board Chairperson and Company Secretary to discuss detailed project plan and activity schedule.	1
2A	Preparation for, distribution of packs and other administrative activities for the January to February 2027 cycle of Board and Committee meetings (reporting on Q3 of FY2026-27) _ inclusive of agenda development and premeeting with chairpersons and CEO.	15
2B	Attendance, facilitation, minute-taking and reporting at the January to February 2027 cycle of Board and Committee meetings (reporting on Q4 of FY2026-27).	25
2C	Preparation for, distribution of packs and other administrative activities for the April to May 2027 cycle of Board and Committee meetings (reporting on Q4 of FY2026-27) inclusive of agenda development and pre-meetings with chairpersons and CEO.	15
2D	Attendance, facilitation, minute-taking and reporting at the April to May 2027 cycle of Board and Committee meetings (reporting on Q3 of FY2026-27).	25
3A	Governance, legal and compliance advisory services to the Board and directors (including induction of new directors).	30
3B	General Board administration (payment of Board fees, director correspondence, director and shareholder queries, training, correspondence, disclosure declarations, etc.).	60

3C	Support the FY2026-27 external audit by the AGSA commencing in April 2027 (facilitating director disclosures, CAATS auditing, making available board minutes and organisational records, etc.)	10
4A	In consultation with the CEO and Board chairperson, develop a Board Training and Development Plan using a combination of freely available and paid for (within budget) resources covering corporate governance and nuclear safety and waste radiological waste disposal for approval by the Board by February 2027.	30
4B	In consultation with the CEO, executive management and the Board and Committee chairpersons, develop a Board and Board Committee workplans for the 2027-28 financial year (starting 1 April 2027) for approval by the Board by February 2027.	10
4C	Conduct a self-evaluation of the Board's effectiveness, the effectiveness of the Board Committees and the chairpersonship of the Board Chairperson by end December 2026.	30
4D	Initiate (together with executive management) and support the independently conducted (procured by NRWDI on a competitive basis) Board Evaluation to be completed by end May 2027.	10

- 2.3 It is envisaged that between a lower limit of approximately 240 hours and an upper limit of approximately 275 hours would be required to complete the project over the six months' period.

Project Plan and Risk Management

- 2.4 The Service Provider will develop a project plan containing line-item budgeting, with key milestones and deliverables clearly indicated, as part of their quotation. The Contractor / Bidder should identify any risks that might hinder delivery and indicate how they will avoid or overcome such problems.

Tools of Trade

- 2.5 The Contractor / Bidder is required to have the office equipment and the resources (including but not limited to laptops, reliable internet connection capable of supporting video streaming and recording, access to Microsoft Teams and an email connection, and, an own office with the basic

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office equipment.

Place of Service

- 2.6 NRWDI follows a hybrid work model. The Contractor / Bidder must, as and when required, without limitation or additional compensation, be able to render services at NRWDI's Midrand offices and at venues of Board Meetings.

Reporting Arrangements

- 2.7 The Contractor / Bidder shall function under the direction of the Board through its Chairperson, maintain an independent and advisory relationship with the Board, and report administratively to the Chief Executive Officer or a delegated authority. The cost breakdown / financial proposal is considered inclusive of attendances related to reporting arrangements and not separately billed.

Service Level Agreement

- 2.8 The Contractor / Bidder will sign a Service Level and Non-Disclosure Agreement with NRWDI to ensure that their conduct during the project is consistent with the legal expectations of the organization.
- 2.9 For the duration of the contract, the Contractor / Bidder will maintain a policy of professional indemnity and liability insurance (to be confirmed upon appointment).
- 2.10 If the Contractor / Bidder fails to meet the performance standards outlined in this Scope of Work, NRWDI shall, in addition to any other remedies it has at law, be competent to forthwith terminate the contract.

3. EVALUATION CRITERIA

The evaluation will be carried out in three Phases:

- Phase 1: Mandatory Requirements (At Closing Stage)
- Phase2: Functionality Evaluation
- Phase2: Price and Specific Goals
- Phase 3: Mandatory Requirements (At Award Stage)

3.1 Mandatory Requirement (At RFQ Closing Date)

- i. Service providers who fail to quote fully or according to the price structure/table and description of the need will be disqualified.
- ii. Quotation submitted after the closing date and time will not be considered for evaluation.
- iii. Quotations that are not sent through the procurement central email will not be

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considered for evaluation.

- iv. Submit ID copies of the owners/directors of the bidding company as reflected on official registration documents e.g. CIPC, CSD Report or BBEE Certificate / Affidavit.

Failure to comply with the above mandatory requirements will disqualify your quotation.

NB: Please ensure quotation proposal complies as follows:

Mandatory Requirements Description	Please mark under Yes/No to ensure compliance with the RFQ	
	Yes	No
Have you quoted fully or according to the price table and scope of work?		
Will the quotation be sent before the closing time and date of the RFQ and to the correct email address?		
Are ID copies of the owners / directors of the bidding company submitted?		

3.2 Functionality Evaluation

- 3.2.1 The bid documents will be evaluated and ranked using a weighted average scoring system for functionality to all those bidders who were successful in Phase 1 (administrative compliance).
- 3.2.2 The assignment of points by NRWDI is final and will under no circumstances be open to appeal or protest by the bidder. It is the responsibility of the bidder to understand the scoring system and factor that system into the organization and content of its bid submission.
- 3.2.3 Functionally will be evaluated out of 100 points. A bidder who scores less than 70 points will not be considered for further evaluation on Price and Specific Goals.
- 3.2.4 Functionality is structured around the qualifications and experience of the lead resource. The lead resource will be the client facing individual who personally attends meetings, takes minutes, and takes overall responsibility for delivering the scope of work, etc.

Criteria	Sub - criteria	Points	Weighting
Industry Experience	Evaluated based on reference letters from organisations confirming the successful delivery of similar projects of work:		
	1 to 2 reference letters	8	20
	3 to 4 reference letters	12	
	5 or more reference letters	20	

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Lead Resource Qualifications	Evaluated based on certified copies of Company Secretarial lead resource's qualifications in law, governance or commerce:				
	An NQF level 7 qualification (e.g. BCom Law, or CGISA Governance Practitioner, or BCom Business Management / Financial Management / Accounting).	10	30		
	An NQF level 8 qualification (e.g. LLB, or CS / CGP chartering through CGISA, or BCom (Honours) Business Management / Financial Management / Accounting).	20			
	An NQF level 9 (e.g. LLM / MCom / MBA or higher Qualification	30			
Lead Resource Experience	Evaluated based on CV of Company Secretarial lead resource demonstrating years' experience as Company Secretary or company secretarial service provider / practice:				
	3 to 5 years' experience	8	20		
	6 to 10 years' experience	12			
	More than 10 years' experience	20			
Lead Resource Professional Accreditation	Evaluated based on proof of lead resource's professional accreditations (10 points for each accreditation):				
	Member in good standing with the Institute of Directors of South Africa	10	30		
	Associate level member (CS or CGP) in good standing with the Chartered Governance Institute of Southern Africa (CGISA)	20			
	Admitted attorney or advocate in good standing with the Legal Practice Council of South Africa (LPC)	30			
Total					.100

3.3 Price and Specific Goals Evaluation

- The 80/20 preference point system will be applied to evaluate received quotations that complies with all mandatory requirements at the closing date and time of the RFQ in line with the Preferential Procurement Regulations, 2022.
- Price will be evaluated on 80 points and 20 points will be allocated to specific goals as illustrated on SBD 6.

3.4 Mandatory Requirements (at Award Stage)

- Non tax compliant Bidders will not be awarded the RFQ.

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- ii. Bidders listed in the Register of Restricted Suppliers or in the Tender Defaulters Register from National Treasury will be disqualified.

Failure to comply to the above mandatory requirements will disqualify your quotation.

NB: Please ensure quotation proposal complies as follows:

Mandatory Requirements Description	Please mark under Yes/No to ensure compliance with the RFQ	
	Yes	No
Are your tax matters in order or compliant?		
Is your business listed on the Register of Restricted Suppliers or on the Tender's Defaulters Register?		

For any clarification

regarding this matter, please contact Moses Shandukani at the email address: Moses.Shandukani@nrwdi.org.za or Manqoba Simelane on 072 693 0381.

Email the quotation to: procurement@nrwdi.org.za

IMPORTANT:

1. Please take note of the different email addresses for clarifications and for submission of your quote. Only quotes submitted to procurement@nrwdi.org.za will be considered for further evaluation.
2. Quotes must be emailed to: procurement@nrwdi.org.za before the closing deadline. Any quotation received after the deadline will not be considered.
3. Orders above R 30 000 will be evaluated according to the 80/20 preference point system and a functionality scorecard, where functionality is applicable.
4. Please indicate if you are ISO 9001:2015 certified Quality Management System.
5. Attach a valid BBBEE certificate or affidavit, if applicable.
6. Complete all SBD forms and send back together with your quotation (SBD 4&6.1)
7. The successful bidder must be registered on the Central Supplier Database except for foreign bidders with no local registered entity.

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8. The mailbox capacity per email is 10MB. A bidder may send as many emails as necessary to accommodate all files. All emails must be received before the deadline.

9. The RFQ is subject to the General Conditions of Contract from National Treasury, refer to:

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

Required by:

The National Radioactive Waste
Disposal Institute

Delivery address

72 New Road,
Glen Austin AH
Midrand
1685
Gauteng Province

Expected Delivery Date, (to be completed by the Supplier)
(Only a firm delivery date will be accepted)

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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?
YES/NO
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

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

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

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I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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 investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

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.....
Designation

.....
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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 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 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.

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2. DEFINITIONS

- (a) **“black people”** is a generic term which means Africans, Coloureds and Indians—
- who are citizens of the Republic of South Africa by birth or descent; or
 - who became citizens of the Republic of South Africa by naturalisation—
 - before 27 April 1994; or
 - on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date;
- (b) **“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;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“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
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (g) **“women”** means a person of female gender who is a citizen of the Republic of South Africa.

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:

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

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

$$P_s = \frac{80}{100} + \frac{20}{100} \left(\frac{P_i - P_{max}}{P_{max}} \right)$$

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 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.

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

The specific goals allocated points in terms of this tender	Maximum number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by Black People: a) 12 points: 91% - 100% ownership by black people. b) 10 points: 75% - 90% ownership by black people.	12	
c) 8 points: 51% to 74% ownership by black people. d) 4 points for 50% and lower ownership by black people. e) 0 points for no ownership by black people.		

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Enterprises owned by Women: a) 8 points: 91% - 100% ownership by women. b) 6 points: 75% - 90% ownership by women. c) 4 points: 51% to 74% ownership by women. d) 2 points for 50% and lower ownership by women. e) 0 points for no ownership by women.		8		

- 4.3 Tenderers must submit documents as valid proof to substantiate points claimed for specific goals, that should include amongst others the Shareholder Certificate/CIPC Company Registration Documents, certified copies of ID for directors, certified copy of B-BBEE certificate/sworn affidavit, CSD report and/or any other documentation.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.4 Name of company/firm.....

4.5 Company registration number:

4.6 TYPE OF COMPANY/ FIRM

- 1 Partnership/Joint Venture / Consortium
 - 1 One-person business/sole propriety
 - 1 Close corporation
 - 1 Public Company
 - 1 Personal Liability Company
 - 1 (Pty) Limited
 - 1 Non-Profit Company
 - 1 StateOwned
- Company [TICK
APPLICABLE BOX]

- 4.7 I, the undersigned, who is duly authorized 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;

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- 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:	
	