

## Request for Proposal (RFP):

**The HSRC seeks to appoint a suitably qualified service provider to implement a version upgrade and to provide monthly support and maintenance on its Sage 300 ERP (Accpac) platform.**

This is an invitation for suitably qualified service providers to tender proposals, to provide the HSRC with technical support services as well as a version upgrade on its Sage 300 ERP (Accpac) environment. The service provider will be required to work with the HSRC's Internal IT Team to resolve technical issues related to these systems.

The HSRC is a statutory research council mandated to undertake and promote research in the human and social sciences. Its mandate and objectives are outlined in the Human Sciences Research Council Act, Act No. 17 of 2008. The HSRC conducts policy-relevant studies to inform the work of public-sector users, non-governmental organisations, the broader academic community, and international development agencies. It is mandated to inform the effective formulation and monitoring of policy and to evaluate the implementation thereof, to stimulate public debate through the effective dissemination of datasets and fact-based research results; to foster research collaboration, to help build research capacity and infrastructure for the human sciences.

### **1. Requirement: Appointment of a service provider to perform ad-hoc technical support and to implement a version upgrade from Sage ERP 2021 to Sage ERP 2024**

#### **1.1 Objectives**

This RFP seeks a suitably qualified service provider to provide monthly maintenance and support services on the HSRC's Sage 300 ERP environment. The support will extend to all implemented 3<sup>rd</sup> party modules which are listed in this document. Bidders will also be required to implement a version upgrade on Sage 300 ERP from version 2021 to version 2024. Bidders will be required to work with the HSRC's Internal IT Team to resolve technical issues related to these systems.

**HSRC Board:** Dr Reginald Cassius Lubisi (Chairperson), Dr Kgomotso William Kasonkola, Dr Deenadayalen Konar, Prof. Ibbo Day Joseph Mandaza, Ms Shameme Manjoo, Dr Alex Mohubetswane Mashilo, Prof. Zerish Zethu Nkosi, Adv Faith Dikeledi Pansy Tlakula, Prof. Fiona Tregenna, Prof. Sarah Mosoetsa (CEO)

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## 1.2 Support scope

The scope of the requested services will require the appointed provider to perform the following:

- Support and maintenance on the HSRC's Sage 300 ERP environment which includes the following modules:
  - Accounts payable
  - Accounts receivable
  - General Ledger
  - Inventory control
  - Custom reports
  - Purchase orders
  - Common services
- Support and maintenance on all 3<sup>rd</sup> party modules including but not limited to:
  - Sage Audit Logger
  - Norming Asset Management
  - Peresoft Cashbook
  - Standard Bank Business Online
  - Smartpoint Integration manager
  - Sage Encryption tool
- Skills transfer to HSRC IT staff to enable them to identify and resolve 1<sup>st</sup> line support queries
- Manage and support on existing integrations with:
  - BPM (e-workflow)
  - Supplyflow (e-procurement platform)
- End user training to internal finance and SCM staff to ensure effective use of the product
- Sage 300 ERP version upgrade: The provider will be required to implement a version upgrade of Sage 300 from Sage 300 ERP 2021 to Sage 300 ERP 2024. The implementation must accommodate all required activities, including but not limited to:
  - Backup of current production data
  - Data conversion (if required)
  - Installation and configuration of v2024 on DEV/UAT environment
  - Configuration of web screens platform
  - Integration testing with all currently integrated products
  - Integration testing with all 3<sup>rd</sup> party modules
  - Ensuring of Crystal Reports compatibility
  - Conducting of UAT
  - Ensuring AD integration on Production environment
  - Installation and configuration of v2024 on Production
  - Integration testing on Production environment
  - Migration of data

## 2. Mandatory requirements

### 2.1 **All submitted proposals must comply with all the requirements stipulated below. Proposals lacking any of the requirements below will not be considered for evaluation :**

- a. Sage accreditation: Bidders are required to submit proof of Sage accreditation. Accreditation MUST be on a Sage letterhead, must specify the name of the bidding entity and must be not older than 3 years.
- b. Submitted proposals must include a draft training schedule.
- c. Submitted proposals must include qualifications for all team members. Proposals lacking relevant qualifications will be disqualified.
- d. Submitted proposals must include a schedule of contracts and reference letters as stipulated in Section 3: Technical Proposal Evaluation Criteria below. Proposals lacking a schedule of contracts or reference letters will be disqualified. The contract schedule may be in the form of a table and must include the client name, type of service provided and contract duration.
- e. The above mentioned contract schedule must include at least one reference letter and related contract specifying that the bidder successfully completed a Sage 300 ERP upgrade within the last 3 years. The upgrade specified must be at least to Sage 300 ERP v2021. Proposals lacking this requirement will be disqualified.

### **Contractual requirements:**

|                                         |                  |
|-----------------------------------------|------------------|
| <b>Contract duration</b>                | <b>18 months</b> |
| Support and maintenance on Sage 300 ERP | 240 hours        |
| Sage 3—ERP Upgrade from v2021 to v2024  | 200 hours        |
| Skills transfer and user training       | 20 hours         |

Should the Sage upgrade require either more or less hours than stipulated, kindly indicate the appropriate hours you will require to complete this task.

## 3 Technical proposal evaluation criteria

| Criteria                                                                                                                                                                                                                                                                                                                                                              | Points |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>EXPERIENCE AND TRACK RECORD – Sage 300 ERP support (30)</b>                                                                                                                                                                                                                                                                                                        |        |
| Service providers are to submit a schedule of contracts successfully completed in the past 5 years indicating the contract detail and duration, contact details of the client and type of service provided. The submitted schedule must contain contracts pertaining to the provision of Sage 300 ERP support services.<br>▪ 3 contracts or less submitted (2 points) | 30     |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <ul style="list-style-type: none"> <li>▪ 4 contracts submitted (10 Points)</li> <li>▪ 5 or more contracts submitted (15 points)</li> </ul> <p>Bidders are to submit 3 reference letters for demonstrating the successful provision of Sage 300 ERP technical support in the past 5 years. Reference letters will only be considered valid if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>▪ if on an official client letterhead,</li> <li>▪ if it makes reference to the provision Sage 300 ERP support services.</li> <li>▪ if not older than 5 years,</li> <li>▪ if signed and dated by relevant personnel.</li> </ul> <ul style="list-style-type: none"> <li>▪ 1 letter submitted (2 points)</li> <li>▪ 2 letters submitted (10 points)</li> <li>▪ 3 or more letters submitted (15 points)</li> </ul>                                                                                                                                     |    |
| <b>CAPACITY AND COMPETENCE (50)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |
| <p><b>IMPLEMENTATION (20)</b></p> <p>Provide an implementation plan or draft SLA on how the Consulting / Support Service will be executed.</p> <ul style="list-style-type: none"> <li>▪ Submitted implementation plans should address each of the elements below. <u>Scoring per element is categorized as follows:</u></li> <li>▪ <b>Element not addressed = 0 points, Poor submission = 1 point, Moderate submission = 2-3 points, Excellent submission = 4 points</b></li> <li>▪ call logging processes, - (4 points)</li> <li>▪ call categorizations, - (4 points)</li> <li>▪ response times, - (4 points)</li> <li>▪ a draft training schedule – (4 points)</li> <li>▪ and deliverables. - (4 points)</li> </ul> <p>(20 points)</p>                                                                                                                                                                                                                                     | 20 |
| <p><b>CAPACITY (20)</b></p> <ul style="list-style-type: none"> <li>▪ Submit a structured composition of the proposed team, by clearly outlining the main disciplines/ specialties of key personnel responsible for the skills transfer and support to HSRC (10 points) <ul style="list-style-type: none"> <li>▪ No team structure submitted (0 points)</li> <li>▪ Team structure submitted not meeting all requirements as specified above (5 points)</li> <li>▪ Team structure submitted meeting all requirements as specified above (10 points)</li> </ul> </li> <li>▪ Provide a detailed resume of personnel's skills that highlight areas of experience/competencies relevant to tasks and objectives of this Bid.</li> </ul> <p>Clearly indicate personnel who will be responsible for Sage 300 ERP support, with relevant Sage 300 ERP certifications/qualifications and at least 5 years' experience relating to the requirement/s in section 2 above (10 points)</p> | 20 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <ul style="list-style-type: none"> <li>▪ Less than 3 years' experience (2 points)</li> <li>▪ 3- 5 years' experience (5 points)</li> <li>▪ More than 5 years' experience (10 points)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |
| <b>Sage 300 ERP Upgrade (30)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |
| <b>Experience and competence – Sage 300 ERP Upgrade(30)</b> <ul style="list-style-type: none"> <li>▪ Provide evidence demonstrating where a Sage 300 ERP upgrade was successfully completed in the last 3 years. Evidence should be in the form of a project plan / overview and should address project timelines, activities (as mentioned in section 1.2 above), dependencies and risks. The project plan/overview must specify an upgrade to Sage 300 ERP v2024: <ul style="list-style-type: none"> <li>○ Project timelines</li> <li>○ Activities</li> <li>○ Dependencies</li> <li>○ Identified risks</li> </ul> </li> </ul> <p> No project overview submission (0 points)<br/> Project overview containing minimal detail (1-10 points)<br/> Project overview containing moderate detail (11-17 points)<br/> Project overview containing above average detail (17-23 points)<br/> Detailed project overview addressing all key aspects (24-30 points) </p> | 30         |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>100</b> |

Minimum threshold for total is 75%.

Briefing Session :12 December 2024 @ 10:00am via MS Teams

[https://teams.microsoft.com/join/19%3ameeting\\_YWZiYzkyZTQtYzQ1ZS00ZDBhLWE4NmItOTQ5NDAwMTUyYWE5%40thread.v2/0?context=%7b%22Tid%22%3a%22161524ab-4f53-4300-a494-dcdbaeb8e86c%22%2c%22Oid%22%3a%2220d2b759-9b2d-4193-a056-6de3a3c48ddc%22%7d](https://teams.microsoft.com/join/19%3ameeting_YWZiYzkyZTQtYzQ1ZS00ZDBhLWE4NmItOTQ5NDAwMTUyYWE5%40thread.v2/0?context=%7b%22Tid%22%3a%22161524ab-4f53-4300-a494-dcdbaeb8e86c%22%2c%22Oid%22%3a%2220d2b759-9b2d-4193-a056-6de3a3c48ddc%22%7d)

Kindly submit all proposal via email to [znkosi@hsrc.ac.za](mailto:znkosi@hsrc.ac.za) by closing date **17 January 2025 @ 16:00pm**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

- 2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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**

*(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 tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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:

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

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.

**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)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| SMME (EME &QSE)                                             | 2                                                                                    | 4                                                                                    |                                                                              |                                                                              |
| Owned by black people (50% or more)                         | 2                                                                                    | 4                                                                                    |                                                                              |                                                                              |
| Owned by black people who are youth (30% or more)           | 2                                                                                    | 4                                                                                    |                                                                              |                                                                              |
| Owned by black people who are women (30% or more)           | 2                                                                                    | 4                                                                                    |                                                                              |                                                                              |
| Owned by black people with disabilities (30% or more)       | 2                                                                                    | 4                                                                                    |                                                                              |                                                                              |
| <b>Total Points</b>                                         | <b>10</b>                                                                            | <b>20</b>                                                                            |                                                                              |                                                                              |

#### **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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |