

REQUEST FOR QUOTATION (RFQ)

REQUISITION NUMBER	RFQ-12-01-2023 IT
DESCRIPTION	Appointment of an IT Support service provider for a period of 24 months
ISSUE DATE	12 January 2023
CLOSING DATE	25 January 2023
CLOSING TIME	12:00 Noon

1. PURPOSE

The purpose of this Request for Quotation is to invite suitably qualified service providers to submit proposals for the provision of Information Technology Support Services for the National Arts Council of South Africa (NAC).

2. BACKGROUND

The NAC is a public entity [Schedule 3A] established by an act of parliament in 1997 [NAC Act No 56 of 1997]. It is the national agency mandated to develop and promote South Africa's arts sector and awards grants to individuals and organizations to create and produce cultural goods and services.

The NAC is located at 66 Margaret Mncingana Street, Johannesburg, Newtown. The building consists of 4 floors which includes a basement area. The basement area houses the Information Technology infrastructure which contains 2 physical active servers. 1 of these servers is HP ProLiant DL 380 G9 server which hosts 6 virtual servers, each server is allocated its role. The second server's role is a domain controller.

We have 2 active lines fibre line and microwave (backup line) from Vox, 50Mbps Vox dedicated fibre and a 50MBps dedicated wireless.

There are 50 users situated in this building. The following services are provided by the ISP, Business uncapped wireless and ADSL, Mail Spooling (SMTP). Backups are performed daily to a SAN and online over the internet line to a service provider as a DR site.

In terms of security, we have implemented a FortiGate 40F firewall.

The current Information Technology structure consists of the IT Manager, two IT administrators and one Applications Analyst and Support

The below applications are supported internally and by the service provider:

- Pastel Evolution
- VIP Payroll, Premier HR and ESS
- Grant Management System (GMS)

The table below table illustrates the software installed on the HP ProLiant DL380 G9 server and the 50 user machines.

Server	Role	Applications/OS	Type of server
HP DL380 Gen9 8SFF CTO Server	Host server (Hyper V)	Windows server 2012 standard	Physical
Dell Power Edge T710	Domain controller	Windows server 2012 standard Primary Domain Controller	Physical
	File and Print server	Windows server 2012 standard File and Print	Virtual
	Mail server	Windows server 2012 standard Exchange 2013 Office 365 cloud	Virtual
	Human resources servers	Windows server 2012 standard	Virtual

		VIP Payroll, ESS, Premier HR	
	Finance Server	Windows server 2012 standard Pastel Evolution VIP Payroll	Virtual
	Applications server	Windows server 2012 standard	Virtual
	Backup Server	Windows server 2012 standard Veeam Backup	Virtual
	Authentication server	Secondary Domain Controller	

3. OBJECTIVES

The purpose of this RFQ is to appoint a service provider to support and maintain the NAC's Information Technology infrastructure for a period of 24 months.

4. SCOPE

The appointed service provide will be required to provide the below products and services to the NAC.

- Resolve server issues remotely
- Resolve server issues onsite
- Full recovery of servers in the event of a disaster
- Install monitoring software to monitor hardware performance
- Remote monitoring of servers
- Remote monitoring of workstations
- Provide a Call logging system
- Firewall Management
- Backup and Recovery Management - Monitoring and reporting on backup status, act on alerts and errors, test restores
- Maintain Network (DNS, DHCP)

- Exchange server maintenance
- Active Directory Maintenance
- Patch Management servers
- Patch Management workstations
- Antivirus Management servers and workstations
- Coordination with the ISP (Vox)
- Monthly reporting (Event logs, CPU Utilization, Hard Drive Capacity, Memory Operating system performance, backup selection, Patch Management)
- Monthly review meeting
- Provide training on monitor software
- Desktop support services

5. TECHNICAL MATRIX

Please provide a response to each of the following. Where applicable, please include supporting material. The following matrix will partially be used to evaluate each submission.

Requirement	Implementation Method/ Product	Comments
Server Support Onsite and Remotely		
Exchange server monitoring		
AD Maintenance		
Desktop support		
Anti-Virus, Patch Management and Firewall maintenance		
Backup maintenance, restores and testing of backups		
Full recovery of servers in the event of a disaster		
Monthly reports and meetings		

6. FUNCTIONALITY EVALUATION CRITERIA

- Supporting material must be provided for the below elements.
- Only bidders scoring 70 points and above on pre-qualification criteria will be considered for price evaluation and BBEE.
- Bidders are encouraged to contact the IT manager for all technical enquiries.

NO	FUNCTIONALITY CRITERIA	WEIGHTING FACTOR
1.	Company Experience Years of Experience in providing ICT support Services. 1. Service providers with > eight (8) years of experience (15) 2. Service providers (5) and eight (8) years of experience (10) 3. Service providers with less than < five (5) years of experience. (5)	15
2.	Methodology and project plan How the service provider proposes to approach the specified assignment, and also demonstrate their capacity to deliver taking into consideration the time frames, cost effectiveness and availability : Both addressing all: 3 Aspects = (20) 2 Aspects = (15) 1 Aspect = (10)	20
3.	Compliance to the Technical Matrix Clearly addresses the Technical Matrix = (15) Fairly addresses the Technical Matrix = (10) Poorly addresses the Technical Matrix = (5)	15
4.	Draft SLA which clearly indicates all the service elements and their performance targets/service level including the penalties in case of default per service element. 1. Clearly drafted SLA which meets requirements = (15) 2. Fairly drafted SLA which meets = (10)	15

	3. Poorly drafted SLA which meets requirements = (5)	
5.	Key Expertise required The service provider must prove that it has the experience, expertise, qualifications required/expected to ensure proper/quality execution of the assignment: Assessment of the Curricula Vitae of Personnel involved (Network Engineer and Desktop Support Technician) 1. Personnel with > eight (8) years of experience (20) 2. Personnel with (5) to eight (8) years of experience (15) 3. Personnel with less than < five (5) years of experience. (10)	20
6.	References Evidence of track record for provision of similar services in the public sector: Bidders are required to provide at least five sites with valid contactable references on reference letters. 5 or more valid contactable references (15) 3 or more contactable references (10) Less than 3 contactable references (5)	15
Total Points A FUNCTIONALITY SCORE OF LESS THAN (70) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION		100

NB: Only qualifying quotations will be evaluated for 80/20 preference points, in terms of the preference point system described in the PPPFA.

7. PRICE AND PREFERENCE POINTS EVALUATION

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Broad-Based Black Economic Empowerment (BBBEE)	20
Total Points		100

Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. Proposal Submission

Closing Date: **25 January 2023**

Time: **12:00**

Attention : Esona Zandile

Email: supplychain@nac.org.za

Kindly submit your quotation electronically to the Supply Chain Management Unit (supplychain@nac.org.za).

9. Enquiries

SCM Enquiries:	Esona Zandile and Terence Manzini Tel: 011 838 1383/4/5 Email: supplychain@nac.org.za
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10. PRICING SCHEDULE:

Description	Quantity	Cost Excl Vat
ICT Support Services (Remote and on premises incl backup and monitoring and Network engineer with a desktop engineer)	24 Months	
Disbursements		
Sub Total		
VAT @ 15%		
Grand Total		

Price Declaration Form

Please indicate your total RFQ price here:

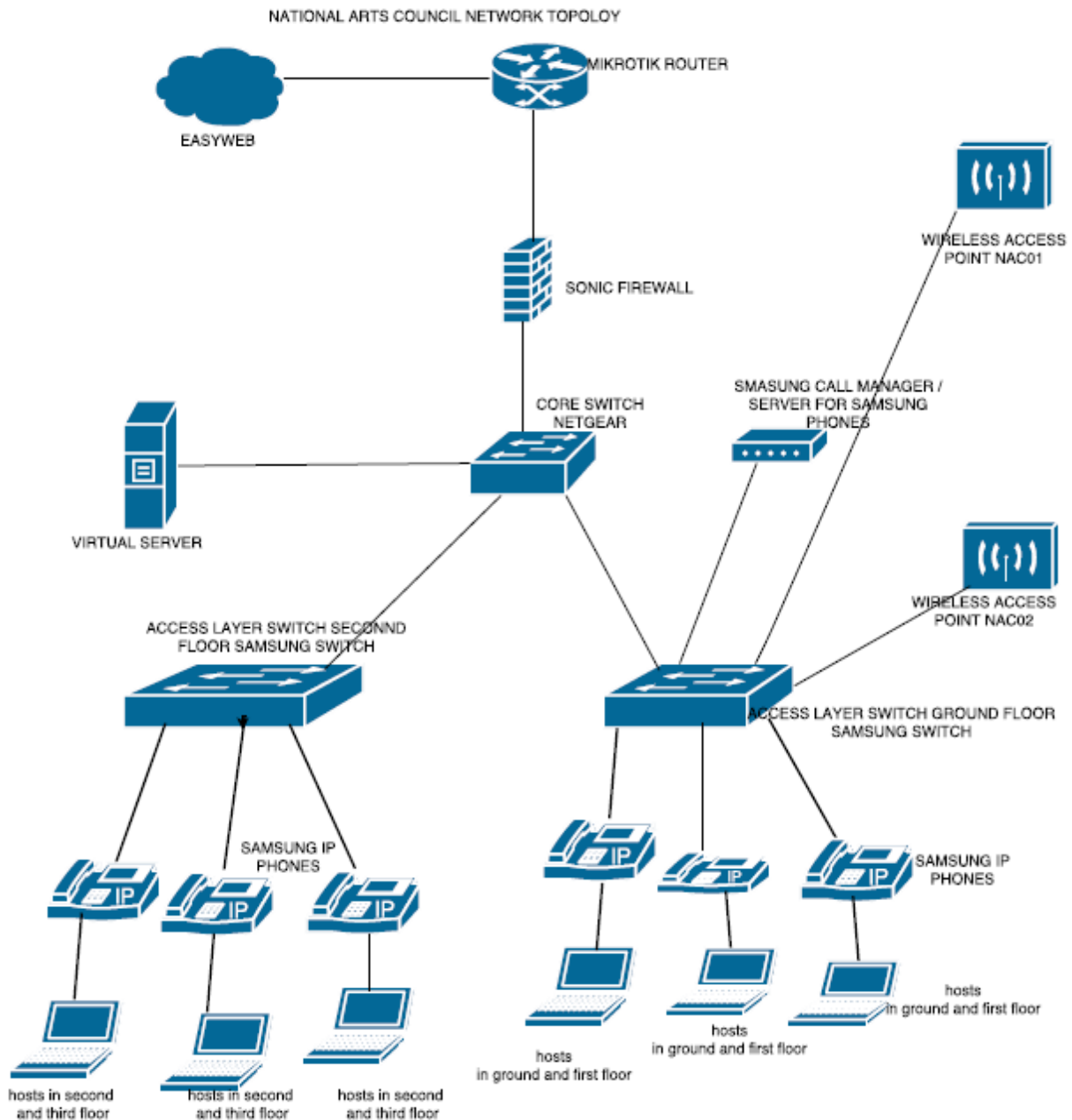
R_____ **(Compulsory)** Important:

It is mandatory to indicate your total RFQ price as requested above. This price must be the same as the total RFQ price you submit in your pricing schedule. Should the total RFQ prices differ, the one indicated above shall be considered the correct price.

11.Terms and Conditions:

- a. The completed SBD 1, SBD 4 and SBD 6.1 should be submitted with the quotation
- b. Proof of registration with the Central Supplier Database (CSD) must be submitted.
- c. No late quotations will be accepted under any circumstances.
- d. Price(s) quoted must be valid for at least ninety (90) days from date of offer for evaluation purposes.
- e. Tenderers original valid tax clearance certificate must be attached.
- f. Tender original or certified B-BBEE Certificate must be attached to the document
- g. Documents should not exceed **10mb**
- h. Suppliers must complete and **return all the required documents**, failing which, the supplier's quotation will be declared invalid.
- i. Disclaimer: The NAC reserves the right not to make an appointment.
- j. **The NAC reserves the right not to accept the lowest quote received**

APPENDIX A – NAC's NETWORK INFRASTRUCTURE



DESIGN BY MACMAN'S IT
DEPARTMENT

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAC)					
BID NUMBER:	RFQ NO-12-01-2023	CLOSING DATE:	25 January 2023	CLOSING TIME:	12:00 Noon
DESCRIPTION	Appointment of an IT Support service provider				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
66 Margaret Mcingana, Cnr Gwigwi Mrwebi, Newtown, 2113 (Supplychain@nac.org.za)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Esona Zandile		CONTACT PERSON	Esona Zandile	
TELEPHONE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Supplychain@nac.org.za		E-MAIL ADDRESS	Supplychain@nac.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER	MAAA

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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 interest¹ in the enterprise,
employed by the state? **YES/NO**

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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 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

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

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 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1** In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS