Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Bids

REQUEST FOR BIDS number: IDT/HO/FINANCE-GRAP_AFS--14022024

Description: REQUEST FOR BIDS TO APPOINT A FINANCIAL SERVICE'S PROVIDER TO ASSIST WITH MANAGING YEAR-END CLOSURE AND PREPARATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024. THIS CONTRACT WILL BE RENEWED ON A YEAR TO YEAR BASIS FOR A PERIOD OF THREE YEARS SUBJECT TO ANNUAL PERFORMANCE REVIEW.

Closing date and time: 06 MARCH 2024 @ 11:00pm

CSD Number: MAAA________________________________

Company Name: ____

Submission of Bids: All Bids must be submitted **to IDT Glenwood Office Park, Cnr. Oberon and Sprite Streets, Faerie Glen, Pretoria, 0043.** on or before the closing date and time stipulated above. All Bids received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this Bid are the following:

1. National Treasury Central Supplier Database number: MAAA_______________________
2. Name of Company ____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Invitation to bid**) SDB 4 (**Bidder's Declaration**), SBD 6.1 (**Preference claim form**) attached in this REQUEST FOR BIDS document.

Objective

The IDT require the services of GRAP specialist to review financial statements for compliance with Generally Recognized Accounting Practice as approved by the Accounting Standard Board and provide support for 2023/24 financial year audit.

Scope of Work/Terms of Reference
Annual Financial Statements and Review

- ✓ Preparation of GRAP Compliant Annual Financial Statements for the year ended 31 March 2024
- ✓ Ensuring completeness and accuracy of year end closure processes
- ✓ Assist with the preparation of the Audit file to ensure that balances are compiled in accordance with GRAP and National Treasury prescripts
- ✓ Prepare AFS set using Case Ware software (including notes, workings and schedules) that are GRAP compliant that have been quality assured and reviewed and submission of the AFS to the AG for audit by no later than 31 May 2024.
- ✓ Assisting in responding to any audit issues relating to Annual Financial Statements as and when required arising from the audit.
- ✓ Prepare and submit for review by Internal Audit and Audit Committee on or before 15 May 2024.
- ✓ Transfer of skills to identified FSU staff
- ✓ Review of the GL, registers and supporting documents.
- ✓ Review all control accounts and suspense accounts
- ✓ Reconcile all transactions to audit evidence for the year. (Debtors, Creditors, Payroll, Bank and VAT).)
- ✓ Compliance with GRAP 3 for correction of errors
- ✓ Adjustments of journals to ensure accuracy and correctness of the TB and GL amounts.
- ✓ Assist where necessary with the compilation of any audit files for the audit.
- ✓ Investigate all unsubstantiated balances and provide recommendations on the accounting treatment
- ✓ Prepare working paper files to support the AFS
- ✓ Ensure that all prior year adjustments recommended by the external auditors have been accounted for in the AFS.
- ✓ Assist with recommendations on process and system enhancements based on weaknesses in controls identified during the audit
- ✓ Assist with assessing audit readiness, identify gaps and make recommendations
- ✓ Attend audit steering committee meetings
- ✓ Perform adhoc activities as and when required
- ✓ All documentation produced on this assignment remains the property of the IDT
- ✓ Assist with resolving any technical audit issues
- ✓ Ensure that the Annual Financial Statements agree to the general ledger and Trial Balance.
- ✓ Review all accounting policies and ensure there are compliant with the latest GRAP changes

Fixed Assets Register

The IDT will perform the Asset Physical verification in all the nine regions and the service provider will be required to assist with the following:

- ✓ Compiling a list of all assets to be written off as identified by the Asset controller during the physical verification. Ensure that the required adjustments regarding disposals are captured in the asset register and recommend necessary journal/s.
- ✓ Review useful lives, residual values of assets and assess assets for impairment and prepare necessary journals.
- ✓ Perform reconciliations from the asset register to the GL to ensure that they balance.
- ✓ Recommend journals to correct the General ledger
- ✓ Perform depreciation calculation of assets and recommend necessary journals
- ✓ Perform impairment calculation of assets and recommend necessary journals.
- ✓ Perform depreciation replacement cost (DRC) calculation of assets
- ✓ Perform Deemed Replacement Cost (DRC) calculation of assets
- ✓ Prepare methodology documentation and present to AGSA
- ✓ Assist with communication of audit finding responses during the audit
- ✓ Review asset management policy with improvements for internal controls, best practice and GRAP standards

- ✓ Update Intangible Asset Register
- ✓ Update of Asset register

Terms of Reference for the AFS Review

- ✓ Review the quality of the Annual Financial Statements to be submitted to the AG (Quality Assurance)
- ✓ Completion of the GRAP Disclosure Checklist
- ✓ Reviewing of the audit working paper file
- ✓ Comparison and determination of areas of high risk have been adequately addressed and resolved in the AFS and working paper file.
- ✓ Comparative figures in the AFS agrees to prior year audited AFS, Annual report and including accounting adjustment required.
- ✓ That the AFS are correctly casted and cross-casted.
- ✓ That the notes to the AFS are properly numbered and correctly linked to the AFS
- ✓ The notes to the AFS support the balances in the Statement of Financial Performance, Statement of Financial Position and Cash Flow Statements amongst other.
- ✓ Adequacy of information contained in the audit file.
- ✓ The completeness of the draft AFS (spelling and grammar)
- ✓ That the AFS agrees to the fixed asset register, debtors age analysis and other supporting documentation contained in the audit file.
- ✓ Ensure that all the financial information is recorded.
- ✓ Obtain trial balances and determine whether it is aligned to the general ledger and the financial statements.
- ✓ Ensure that the accounting policies and policies are in place, comply with GRAP standards and are applied appropriately.
- ✓ Ensure that the accounting policies are applied consistently and/or that the disclosure notes have been made where applicable.
- ✓ Obtain explanations from management for any unusual fluctuation or inconsistences in the financial statements.
- ✓ Ensure that all applicable disclosure notes are included in the annual financial statements.
- ✓ Evaluate the reasonableness of estimates and assumptions used in preparing financial reports
- ✓ Ensure that all applicable GRAP standards, Accounting Standards Boards requirements, PFMA related rules and regulations have been taken into account when preparing the financial statements,
- ✓ Ensure that the annual financial statements figures are supported by accurate reconciliations and other documents where applicable,
- ✓ Review and sign off on all trial balance, general ledger accounts reconciliation including applicable registers like fixed assets register, irregular, fruitless and wasteful expenditure register, etc

Audit Support during the audit process

- ✓ The service provider to offer audit support until the audit is concluded.
- ✓ Assist with audit adjustments/ Effect AFS adjustments emanating from the external audit process.

Project Deliverables

Project proposals must include schedule(s) indicating deadlines for deliverables to be achieved listed below. The following schedule outlines the time frames for AFS compilation project:

1. Planned commencement date: **01 April 2024**
2. Submit AFS to Internal Audit for review: **10 May 2024**
3. Submit AFS to Audit Committee for review: **15 May 2024**
4. AGSA AFS Submission date: **31 May 2024**
5. Project completion date: **31 August 2024**

<u>Detailed Specifications/ Terms of Reference for this REQUEST FOR BIDS</u>

Please see specifications to respond to on the table below:

Travel disbursement

The IDT will pay for all travel between IDT regional offices The IDT will **NOT** pay for **any** other service provider travel (including travel between IDT office and service provider office) **Qualification** CA (SA) **Experience** ▪ Public sector experience of at least 5 years ▪ Post articles, minimum of 5 years ▪ Advanced Caseware working knowledge ▪ GRAP/IFRS ▪ Experience in dealing with AG external audit processes ▪ Knowledge of public sector performance information reporting Please provide supporting information/documents for the above requirements.

Evaluation Methodology / Criteria

Phase One Evaluation

EVALUATION PROCESS

The evaluation process will follow the stages detailed below:

- Administrative compliance (Stage 1); and
- Functionality (Stage 2)
- Pricing and specific goals

Stage 1: Administrative requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirement and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

Pre-Qualification Requirements	Check list √ Tick each box
SBD 1: Completed, attached, and signed	
SBD 3.1 Completed, attached, and signed	
SBD 4: Completed, attached, and signed	
SBD 6.1: Completed, attached, and signed	
Terms of Reference document: Completed, attached, and signed	
General Conditions of Contract: Initialed and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a **report not older than a month at the time of submitting** this proposal must be submitted reflecting Tax compliant status	
Proof of valid professional registration with a professional body by both the firm and the individual to be assigned to IDT	

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

Failure to adhere to the above conditions will invalidate the proposal.
Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

Stage 2: Elimination of proposals on grounds of functionality

Proposals that score less than 70 points of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 3).

Proposals will be evaluated for functionality as follows:

Company Experience

- Bidder must submit a minimum of three testimonials that they have performed similar projects in the form of a signed reference letters on a letterhead of the respective companies with contact details confirming successful completion of a similar service.

- One of the reference letters should be older than three (3) years in provision of similar service.

GRAP Specialist

- The GRAP specialist must have a minimum of three (3) years' experience in preparing and reviewing GRAP financial statements (CV should be attached).

- The GRAP specialist should be a qualified Chartered Accountant (Proof of qualifications should be attached).

AGSA Audit Specialist

- The Audit specialist must be registered with the Independent Regulatory Board for Auditors (IRBA)

- The Audit specialist needs to demonstrate a verified history of collaborating with the AGSA, either as an employee or through consulting engagements.

- Bidders are required to include their contact number, email, and business address on the proposal (Proof of residence should be attached).

Description of item	**Requirements**	**Weighting**
Mandatory Requirement	Registration with the Independent Regulatory Board for Auditors (IRBA)	**35**
Technical requirement	Detailed Approach and Methodology which is in line with the scope of work/ToR.	**10**
	Human resources i.e., a detailed curriculum vitae of the key personnel • Relevant qualifications in financial accounting • Accounting expertise in the public sector • Technical expertise in drafting and reviewing of financial statements (Certified copies of qualifications to be attached. Certified copies should not be older than six (6) months). **Personnel allocated to IDT – qualifications** • No qualification – 0 point • Bachelor's Degree/ Professional Accountant – 5 points • Postgraduate/Honors/–10 points • CA/SA - 15 points	**15**
	Human resources i.e., a detailed curriculum vitae of the key personnel • Relevant qualifications in financial accounting	**15**

	• Accounting expertise in the public sector • Technical expertise in drafting and reviewing of financial statements (Certified copies of qualifications to be attached. Certified copies should not be older than six (6) months). **Extensive knowledge and experience in the preparation and reviewing of the annual financial statements, knowledge of Public Finance Management Act and GRAP.** The GRAP specialist must have a minimum of three (3) years' experience in preparing and reviewing GRAP financial statements (CV should be attached). The GRAP specialist should be a qualified Chartered Accountant (Proof of qualification should be attached) (failure to submit proof of qualification as a CA will be automatically disqualified). • Less 1 year of experience – 0 points • 2 to 4 years of experience – 5 points • 5 to 7 years of experience – 10 points • Over 7 years of experience – 15 points	
	Human resources i.e., a detailed curriculum vitae of the key personnel • Relevant qualifications in financial accounting • Accounting expertise in the public sector • Technical expertise in drafting and reviewing of financial statements (Certified copies of qualifications to be attached. Certified copies should not be older than six (6) months). **Personnel experience with the AGSA** • Trainee auditor – 0 points • Audit Supervisor – 5 points • Assistant Manager – 10 points • Manager – 15 points	**15**
Company experience	• Bidder must submit a minimum of three testimonials that they have performed similar projects in the form of a signed reference letters on a letterhead of the respective companies with contact details confirming successful completion of a similar service. • One of the reference letters should be older than three (3) years in provision of similar service. • Less than 3 letters submitted – 1 points • 3-5 letters submitted – 5 points • 6 and letters submitted - 10 points	**10**

NB: Only bidders obtaining 70% or more shall proceed to phase two of evaluation which is price and preference points.

Stage 3: Price and Preference Points

CRITERIA	WEIGHT
Project Cost	**80**
B-BBEE Status Level Contributor	**20**

Bid Conditions

- Bidders must submit one original document and a USB.

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Bid.

- All SCM queries related to this REQUEST FOR BIDS must be submitted in writing to: QaphelaN@idt.org.za /Aidan@idt.org.za

- All Technical related Queries must be directed in writing to: AkaniM@idt.org.za

NB: No query shall be allowed 24 hours prior to the closing date and time of this Request for Bid.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this REQUEST FOR BIDS without prior notification to the respondents.

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.

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:

……………………………………………………………………………….

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.

………………………………………………………………………………….

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 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

[3] 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.

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

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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 80/20 preference point system.

b) 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	**90**	**80**
SPECIFIC GOALS	**10**	**20**
TARGETED GROUP		
Women	2	5
Youth	2	5
People with Disabilities	2	3
Black People	4	7
Total points for Price and SPECIFIC GOALS	**100**	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price Bids, 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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

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

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.

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

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	**Number of points allocated (90/10 system) (To be completed by the organ of state)**	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (90/10 system) (To be completed by the tenderer)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Women	2	5		
Youth	2	5		
People with Disabilities	2	3		
Black People	4	7		

Source Documents to be submitted with the Bid or REQUEST FOR BIDS

*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))

*Woman (Originally Certified ID Document)

*Youth (Originally Certified ID Document)

*People with Disability (Letter from the Dr. Confirming the Disability)

*Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: …………………………………………………………..

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

…………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ………………………………………………………
DATE: ………………………………………………………

ADDRESS: ………………………………………………………

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………………………………………………………