**SERVICE PROVIDER NAME:**

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR JPC**

JPC requests your proposals on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your proposals on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<table>
<thead>
<tr>
<th>DATE OF ISSUE</th>
<th>09 NOVEMBER 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>PROPERTY DEVELOPMENT</td>
</tr>
<tr>
<td>RFQ NUMBER:</td>
<td></td>
</tr>
<tr>
<td>PANEL (POP 03/2018)</td>
<td>APPOINTMENT OF A TURNKEY PROJECT MANAGER FROM PANEL POP 03/2018 PANEL OF PROFESSIONALS:</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>TURNKEY PROJECT MANAGEMENT</td>
</tr>
<tr>
<td></td>
<td><strong>THIS RFQ IS APPLICABLE ONLY TO COMPANIES THAT HAVE BEEN APPROVED TO THE JPC PANEL OF PROFESSIONALS (POP03/2018) TURNKEY PROJECT MANAGEMENT</strong></td>
</tr>
<tr>
<td>DESCRIPTION OF GOODS/SERVICES</td>
<td>JPC wishes to appoint a turnkey project manager to coordinate and manage a professional team that will be responsible for the creation of these eight land parcels. The land parcels are:</td>
</tr>
<tr>
<td></td>
<td>• Workers Museum and Houses</td>
</tr>
<tr>
<td></td>
<td>• Site 2</td>
</tr>
<tr>
<td></td>
<td>• Site 3</td>
</tr>
<tr>
<td></td>
<td>• Site 6</td>
</tr>
<tr>
<td></td>
<td>• Site 8</td>
</tr>
<tr>
<td></td>
<td>• Dance Cluster</td>
</tr>
<tr>
<td></td>
<td>• Newtown Park</td>
</tr>
<tr>
<td></td>
<td>• Sci-Bono</td>
</tr>
<tr>
<td>PROJECT BACKGROUND</td>
<td>Newtown Project – Subdivision of Erf 599</td>
</tr>
<tr>
<td></td>
<td>Background</td>
</tr>
<tr>
<td></td>
<td>The Newtown Precinct located on the western edge of the Johannesburg CBD is a major cultural, residential and retail hub. Over the past 10 years the Precinct has undergone</td>
</tr>
</tbody>
</table>
significant transformation with major property investments completed. These include significant retail, hotel, office and cultural investments, all completed within the last five years.

The City is in the process of resetting the vision for the precinct and this plan would be the basis for the realisation of the vision of the precinct both in terms of further investment and urban management.

Erf 599 Newtown is located in the heart of the precinct and the aim is to subdivide it into eight individual portions of land with its own services connections.

PROPERTY DESCRIPTION: ERF 599 NEWTOWN

SCOPE OF WORK

JPC wishes to appoint a turnkey project manager to coordinate and manage a professional team that will be responsible for the creation of these eight land parcels. The land parcels are:

- Workers Museum and Houses
- Site 2
- Site 3
- Site 6
- Site 8
- Dance Cluster
- Newtown Park
- Sci-Bono

TURKEY PROJECT MANAGEMENT

- Project Management and Coordination

LAND SURVEYING

- Survey and prepare a base plan showing the proposed subdivisions.
- Peg the land parcels.
- Prepare individual SG Diagrams for each land parcel to be subdivided for submission to Surveyor General.
- Obtain Surveyor General Approval for the SG Diagrams.

CIVIL AND ELECTRICAL ENGINEERING

- Survey Central Place to determine electrical, water & sewer connection points to each identified site on Central Place.
- Determine which buildings/sites are feeding off which meters for electricity and water.
- Prepare service diagrams to rectify any irregularities in services.
- Prepare quotation to rectifying the irregularities.
- Design internal reticulation for all Municipal services including stormwater and access roads/pathways for each of the identified 8 land parcels.
- Design outline services scheme taking into account future development of the property and provide services up to the boundary of each proposed Erf to enable Council to issue a Regulation 38 Certificate.
- Provide a detailed BOQ for the items listed above.
- Assist JPC in procuring the Contractor to install services.
- Oversee the installation of services.

**TOWN PLANNING**
- Obtain base plan from land surveyor.
- Withdrawal of any SG Diagrams, if necessary.
- Prepare a subdivision application for CoJ with a motivational memorandum and supporting documentation.
- Follow up with MOE’s on comments for the subdivision application.
- Address any comments that may be raised by the MOE’s.
- Forward application to town planning for drafting of the report.
- Attend to Regulation 38 Certificates.
- Obtain Executive Director approval for the subdivisions.
- Attend to conditions of subdivision.

**CONVEYANCING**
- Prepare and register Certificates of Title per land parcel being subdivided.

<table>
<thead>
<tr>
<th>RFQ SPECIFICATION FORMS</th>
<th>The JPC Website – <a href="http://www.jhbproperty.co.za">www.jhbproperty.co.za</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>1st Floor, Forum 2 Braam Park</td>
</tr>
<tr>
<td></td>
<td>33 Hoofd Street Braamfontein</td>
</tr>
<tr>
<td></td>
<td>2017</td>
</tr>
</tbody>
</table>
| COMPULSORY REQUIREMENTS | Submission of all required documents  
Valid VAT Certificate  
CSD Registration Documents |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: Bidders that do not comply with all the above criteria or do not present proof (reference documents) of compliance will not be eligible to be evaluated further</td>
</tr>
<tr>
<td>Non-Compulsory Briefing Session Date</td>
<td>NONE</td>
</tr>
<tr>
<td>SUBMISSION OF QUOTES:</td>
<td>Submissions must be deposited into the RFQ Box at the Reception area. No emailed submissions will be accepted.</td>
</tr>
</tbody>
</table>
| TIME: CLOSING DATE | 10h30  
16 NOVEMBER 2018 |
| ENQUIRIES: | lvlsagie@jhbproperty.co.za |

Proposals will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended & JPC’s Supply Chain Management Policies and Procedures.

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & JPC’s Supply Chain Management Policies and Procedures.
# CHECKLIST

RFQ NR: ______________

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.

<table>
<thead>
<tr>
<th>No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certified Copy of Company Registration Document</td>
</tr>
<tr>
<td>2.</td>
<td>Rates &amp; Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS</td>
</tr>
<tr>
<td>3.</td>
<td>Rates and Taxes Invoice for All the Directors of the Company OR Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS and Rates and Taxes for the Company</td>
</tr>
<tr>
<td>4.</td>
<td>Declaration on State of Municipal Account (Attached)</td>
</tr>
<tr>
<td>5.</td>
<td>MBD 4: Declaration of Interest (Attached)</td>
</tr>
<tr>
<td>6.</td>
<td>MBD 9: Certificate of Independent Bid Determination. (Attached)</td>
</tr>
<tr>
<td>7.</td>
<td>MBD 6.4: Local Content (Attached) (IF REQUIRED)</td>
</tr>
<tr>
<td>8.</td>
<td>Certified Copy of BBBEE certificate,</td>
</tr>
<tr>
<td>9.</td>
<td>Original Tax Clearance Certificate</td>
</tr>
<tr>
<td>10.</td>
<td>All alterations have been signed.</td>
</tr>
<tr>
<td>11.</td>
<td>Quotation is signed.</td>
</tr>
<tr>
<td>12.</td>
<td>CENTRAL SUPPLIER DATABASE PROOF OF REGISTRATION</td>
</tr>
</tbody>
</table>

SIGNATURE ____________________________

NAME _______________________________
PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION COMPULSORY REQUIREMENTS

1. Valid Original tax clearance

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by JPC. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

2. Latest copy of rate and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)

Please note the following:

a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.

b) If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.

c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.

3. The quotation page must be signed. If you are using your own format on your Company’s letterhead to quote please ensure that the quotation is signed.

4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.

5. The attached MBD 4 form (Declaration of Interest) must be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.

6. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.
7. **Proof of Directors: A certified copy of your Company Registration Documents**

8. A certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.

9. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. **PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.**

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVE MENTIONED REQUIREMENTS

SIGNATURE

NAME
CONDITIONS

1. All goods or services purchased will be subject to JPC SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.

2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.

3. To participate in JPC’s Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on JPC’s Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. JPC is dealing only with the registered and accredited suppliers on its Database.

4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.

5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.

6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.

7. Quantities are given in good faith and without commitment to JPC. The JPC reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.

8. **JPC DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.**

9. **QUOTATIONS SUBMITTED THROUGH FAX/EMAIL WILL BE AUTOMATICALLY DISQUALIFIED.**

I HEREBY CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE__________________________

NAME______________________________
ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the JPC General Conditions and Policies and Procedures and accept same.

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: _______________________________

NAME: _________________________________

CAPACITY: ______________________________

DATE: __________________________
SUPPLY CHAIN MANAGEMENT
P.O. BOX 31565
BRAAMFONTEIN
2017

VAT. NO: 4010194266/4760117194

BIDDER:

TEL:
FAX:

Your Vendor Number With Us:

REQUEST FOR QUOTATION

<table>
<thead>
<tr>
<th>RFQ NUMBER</th>
<th>RFQ DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16 NOVEMBER 2018</td>
</tr>
</tbody>
</table>

CONTACT PERSON

<table>
<thead>
<tr>
<th>NAME</th>
<th>TEL No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leonard Visagie</td>
<td>(010) 219 9093</td>
</tr>
</tbody>
</table>

PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE JPC SUPPLIER DATABASE

Submission Deadline: 16 NOVEMBER 2018
Submission Time: 10H30AM

VALIDITY OF RFQ: 30 DAYS

Bidders will be evaluated as follows:

FUNCTIONALITY CRITERIA.
Bidders will be evaluated on the criteria below and the scoring will be applied as indicated in the table below, based on proof supplied on the minimum criteria. The onus of proof vests with the bidder to provide proof and explain that they meet the criteria below. Failure to provide a data sheet for each criteria will result in loss of points.

<table>
<thead>
<tr>
<th>Functionality and Capability</th>
<th>Weighting Factor</th>
<th>Data Sheet Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sustainability of the business</td>
<td>50</td>
<td>Yes/No Page No</td>
</tr>
<tr>
<td>- Proof of previous skills and business skills of the operator (30)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10
<table>
<thead>
<tr>
<th></th>
<th>1. Manage the operation of the professional team. (20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. <strong>Project Plan</strong></td>
<td></td>
</tr>
<tr>
<td>• A write-up demonstrating how the operator will manage the operation of the professional team and resources required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>70</td>
</tr>
</tbody>
</table>
PRICE AND B-BBEE

OFFICE USE ONLY:
PRICE/S TO BE VAT EXCLUSIVE
Please submit all Quotations to the fax number stated above

RFP'S below R50 000 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000), as amended.

Points will be allocated as follows:

| Points for price: | 80 |
| Points for B-BBEE (Max of 20): | 20 |

<table>
<thead>
<tr>
<th>B-BBEE Status Level Contributor</th>
<th>Number of points (80/20 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
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<td>5</td>
<td>8</td>
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<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
</tr>
<tr>
<td>Maximum</td>
<td>20</td>
</tr>
</tbody>
</table>

NB: Price must include relevant gazette fees and discount offered
PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.
**SCOPE OF WORK:**

**AS PER ATTACHED**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity Required</th>
<th>Date required</th>
<th>Delivery Period / Lead time</th>
<th>Price (Excluding Vat)</th>
<th>Total (Excluding Vat)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>16 Nov 2018</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NB:** ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED.

**ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.**
Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to the JPC.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.
Newtown Project – Subdivision of Erf 599

Background

The Newtown Precinct located on the western edge of the Johannesburg CBD is a major cultural, residential and retail hub. Over the past 10 years the Precinct has undergone significant transformation with major property investments completed. These include significant retail, hotel, office and cultural investments, all completed within the last five years.

The City is in the process of resetting the vision for the precinct and this plan would be the basis for the realisation of the vision of the precinct both in terms of further investment and urban management.

Erf 599 Newtown is located in the heart of the precinct and the aim is to subdivide it into eight individual portions of land with its own services connections.

Scope of Works

JPC wishes to appoint a turnkey project manager to coordinate and manage a professional team that will be responsible for the creation of these eight land parcels. The land parcels are:

- Workers Museam and Houses
- Site 2
- Site 3
- Site 6
- Site 8
- Dance Cluster
- Newtown Park
- Sci-Bono

TURKEY PROJECT MANAGEMENT
- Project Management and Coordination

LAND SURVEYING
- Survey and prepare a base plan showing the proposed subdivisions.
- Peg the land parcels.
- Prepare individual SG Diagrams for each land parcel to be subdivided for submission to Surveyor General.
- Obtain Surveyor General Approval for the SG Diagrams.

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- Survey Central Place to determine electrical, water & sewer connection points to each identified site on Central Place.
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- Prepare quotation to rectifying the irregularities.
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• Forward application to town planning for drafting of the report.
• Attend to Regulation 38 Certificates.
• Obtain Executive Director approval for the subdivisions.
• Attend to conditions of subdivision.

CONVEYANCING
• Prepare and register Certificates of Title per land parcel being subdivided.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
   a. take all reasonable steps to prevent such abuse;
   b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
   c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

______________________________________________________________
(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ____________________________________________ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;

   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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\(^a\) will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;
   
   (b) geographical area where product or service will be rendered (market allocation)
   
   (c) methods, factors or formulas used to calculate prices;
   
   (d) the intention or decision to submit or not to submit, a bid;
   
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

\(^a\) 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.
10. 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.

............................................................
Signature

............................................................
Date

............................................................
Position

............................................................
Name of Bidder