

REF: CO/SS 004/2022
CLOSING DATE: 21 November 2022, 11H00am

**THE APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE TRAININGS ON SRC ELECTIONS &
CAPACITY BUILDING FOR A PERIOD OF
36 MONTHS**

Name of Bidder: _____

Bid Amount: _____

Amount in words _____

Contact Number: _____

Reference: _____

Duly Authorised signature: _____

NB: PLEASE ATTACH PROOF OF PAYMENT ON THE DOCUMENT

C/O SS 004/2022

**The Appointment of a Service Provider to Assist with the
management of SRC Elections & Facilitating the Capacity
development Programs for the SRC for a Period of 36 Months**

Gert Sibande TVET College invites suitable Service Providers to Provide Trainings on SRC Elections and Capacity Buildings for a Period of 36 Months.

Technical Queries may be addressed to **Ms RM Mampye 076 940 2939/ 017 712 1458** registrar.dp@gscollege.edu.za, whilst administrative issues be directed to **Ms P Nhlapo and Ms M Makgolane** Tel 017 712 1458 and email: makgolane.m@gscollege.edu.za , scm.ad@gscollege.edu.za .

The closing date **21 November 2022 at 11h00am**. Bidding documents to be hand delivered at **Gert Sibande TVET College Central Office, no 18A Beyers Naude Street Standerton 2430** in a sealed envelope clearly indicating the tender reference number.

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THIS RFQ SHALL ONLY BE SUBMITTED ON THE DOCUMENTATION THAT IS ISSUED. SUPPORTING AND ADDITIONAL DOCUMENTATION ARE MANDATED TO BE SUBMITTED.

All submissions will be adjudicated in terms of the Gert Sibande TVET College Procurement Policy and in terms of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, as well as National Treasury guideline. **The 80/20 scorecard is applicable to this tender.**

The Council reserves the right not to award the Tender to the lowest bid, not at all.

BACKGROUND

Gert Sibande College is a Technical Vocational Education and Training (TVET) Institution, situated in (Gert Sibande Region) Mpumalanga.

The Gert Sibande TVET College (The College) was established in terms of the Further Education and Training Colleges Act No.16 of 2006 (as amended).

The college offers Ministerial Programmes such as NCV and Report 191, in addition to those, the college offer other nationally certified training programs that are unit standard based and SAQA/QCTO approved. Qualified and competent staff is available to give relevant education and training in Educational Programs which aim to enable learners to lead productive lives and make meaningful contributions to their community and the Nation as a whole.

The college has 7 campuses, namely, Standerton, Ermelo, Evander, Sibanesefu, Balfour, Perdekop, Skills Academy and a Central Office in Standerton. The College also have the following satellite campuses CFE in Evander, Bethal and Evander Campus B

Gert Sibande is focused on creating the conducive and safe environment for Teaching and Learning.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

Gert Sibande TVET College Supply Chain Management Policy will apply.

Gert Sibande TVET College does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole or part of the bid or to withdraw.

Bid document which are late, incomplete, unsigned, completed in pencil, will not be accepted.

IF ANY REQUIRED DOCUMENTS LISTED BELOW ARE NOT SUBMITTED WITH TENDER DOCUMENT IT WILL BE A NON-RESPONSIVE TENDER.

- Valid Tax Compliance status / clearance.
- Company Registration documents.
- Valid certified BBEE certificate / Sworn Affidavit.
- Proof of Registration on Central Supplier Database (CSD)
- Certified ID Copies of Directors (not older than six months)
- Fully completed and signed SBD forms
- Signed Terms of reference.
- Copy of the latest municipal account in the name of the business or affidavit stating the company operating address or lease agreement in the name of business
 - **Failure to comply with these conditions may result in immediate disqualification of your tender.**
 - The Council reserves the right not to award the tender to the lowest bid.

1. SCHEDULE A:

1. PURPOSE

The College wishes to appoint a service provider to provide trainings for SRC Elections and Capacity Workshop for a period of 3 years from their appointment.

2. SCOPE OF WORK

Specifications

Gert Sibande TVET College hereby invite bids from experienced, qualified and reputable service providers to assist the college with the management of the SRC elections and facilitating the capacity development programs for the SRC for a period of 36 months.

The objective of this invite by the college is to reach out to the broader spectrum of and existing market of service providers to service the college with necessary goods, costs, pricing and general information on the nature of the business in order for the college to determine the bidders who are most capable in supplying the required services to Gert Sibande TVET College.

1. Services Required

The successful bidder will be required to provide the following services and deliverables without limitations, within priced costs.

1.1. Electoral Management Services

The service provider must be capable and well equipped to manage SRC elections in accordance with the college SRC's constitution, carry out SRC elections in a procedurally free & fair manner, even beyond reproach.

The election activities will include but not limited to the following:

- Appoint a Chief Electoral Officer who will be the liaison between the company and the Student Affairs Unit.
- Constituting the Electoral Commission within seven days of the appointment.
- Appointment campus Election Presiding Officer for all Gert Sibande TVET College campuses to coordinate and implement electoral processes
- The Presiding Officer will be in Contact with interested students for the duration of the elections.
- Appointing an administrator to deal with the day to day activities relating to elections.
- Ensuring that elections are conducted within the period in the SRC Constitution or the within the quarter of the year or whichever happens first.
- Work with the college in marketing the SRC Elections (Publishing Voters roll, Election Timetable, Voting dates, Nomination Process, preliminary and final nominations, manifesto presentations, preliminary and final results) through posters and other related media.

- Handling the nomination process.
- The publication of list of candidates
- Handling all objections and appeals related to the election process.
- Consulting with the Electoral commission in decision making if the need arise.
- Where necessary, provide the necessary documentation to the Election Appeals tribunal should a matter be referred to the Tribunal.
- Set up voting stations according to the prescribes of Electoral Procedures: (Campuses)
- Provide voting officials to manage the voting stations, which will be (1 Presiding officer, and other electoral staff) per voting station.
- If the institution requires electronic voting, the company will be required to provide electronic SRC Voting platform.
- Payment of election officials.
- Transportation of Election Officials.
- The provision of all voting materials (Booths, big boxes, numbered seals, demarcating tapes, rulers, pens, ink, stamps etc.) per voting station
- The printing of colour printed ballot papers.
- Transportation and catering for voting officials.
- Ensuring a smooth voting process.
- The counting of ballots.
- Publication of results.
- Handling all objections from the nomination process to the publication of results.
- Declaring the results free and fair at the end of the process.
- Constitute the SRC in accordance with the SRC constitution
- Provide an election report within seven (7) working days of the completion of the process.

1.2. Capacity Development Programs

Service provider must conduct a series of induction workshops, symposiums, leadership weekend and team building on various relevant programmes but not limited to the following without limitations.

- Legislations and Regulations applicable to the TVET sector
- Gender Equality
- Human Rights and Democracy
- Environment
- Financial Management and Treasury Regulations
- Diversity Management and Group Dynamics
- Leadership Roles & Responsibilities
- Meeting Management
- Conflict Management
- Arts and Culture

And any other developmental programmes relevant to the TVET sector or as suggested by Department of Higher Education, Training & Innovation.

2. Price Model

Gert Sibande TVET College requires the bidder to propose bid price as follows

Description	2022	2023	2024
Electoral Management services			
Capacity Development Programs			

3. Functionality

Only Bidders that have met the Pre-Qualification Criteria will be evaluated in for functionality as follows:

Minimum functionality required is 70 points

3.1 Bidders Capacity (30)

Referencing

- 3 reference not older than 5 years as per form attached =20 points
- 2 reference not older than 5 years as per form attached =10 points
- 1 reference not older than 5 years as per form attached =05 points

Positive reference

- Reference average scoring of 5s =10 points
- Reference average scoring of 4s =05 points
- Reference average scoring of below 3s=02 points

3.2 Bidders Proposed Approached and Methodology (20)

- The proposal detailing the project work plan that clearly indicates deliverables and outlines the methodology that will be followed =20 points
- The proposal that is generic =05 points

3.3 Bidder's Proposal Key personnel (30)

- Directors certificates of academic qualifications and 5 years' experience in electoral administration =05
- Chief electoral officer with academic certificates /accredited qualification and 5 years' experience in electoral administration =10 points
- Administrators with academic certificates /accredited qualification and 5 years' experience in electoral administration=05 points
- Other personnel with academic certificates/accredited qualification and 5 years' experience in electoral administration =10 points

3.4 Company background (20)

- Above 5 years' experience in conducting elections at TVET college or higher learning institution =20
- 3-5 years' experience in conducting election at TVET college or higher learning institution =15 points

- 1-3 years' experience in conducting election at TVET college or higher learning institution =10 points
- Less than 1-year experience in conducting elections at TVET college or higher learning institution =05 points

4. RETURNABLE DOCUMENTS

1. Duly completed original tender document with proof of purchase
2. Valid tax clearance certificate OR/ AND SARS Tax pin
3. Business Registration Document
4. Public Liability Insurance
5. Certified ID copies of all member/s or Director/s (not older than 3 months)
6. B-BBEE certificate or affidavit (joint B-BBEE certificate in case of joint Venture)
7. Company profile
8. Three or more relevant references; (print letters and as per format provided below)
9. Attach Executive Members' portfolio background (CV AND certified qualification)
10. Comprehensive Project Proposal

MAIN CONTRACTOR REFERENCE CHECK

To be completed by the client in respect of previous experience with the service provider / contractor
Name of the Client

Name of the Client Representatives

Contact Details

Tel _____

Cell _____

Email _____

Project (s) Completed

Project Value _____

Date of Completion _____

1. Did the service provider complete the project within the allocated budget? Please rate on a score between 1-5 (1 is poor and 5 is excellent)

2. Did the service provider deliver the project output on time ? Please rate on a score of 1-5 (1 is poor and 5 excellent)

3. Please rate the performance of the service provider on a score between 1-5

4. _____
What was the quality of workmanship of the service provider? Please rate on score between 1-5

5. How likely would you recommend the service provider for other work in your institution or refer others to same service provider? Please rate on score between 1-5

Stamp of the Institution / Organisation (above)

Signature of the client Representative (above)

Date

MAIN CONTRACTOR REFERENCE CHECK

To be completed by the client in respect of previous experience with the service provider / contractor
Name of the Client

Name of the Client Representatives _____

Contact Details

Tel _____

Cell _____

Email _____

Project (s) Completed

Project Value

Date of Completion

6. Did the service provider complete the project within the allocated budget? Please rate on a score between 1-5 (1 is poor and 5 is excellent)

7. Did the service provider deliver the project output on time? Please rate on a score of 1-5 (1 is poor and 5 excellent)

8. Please rate the performance of the service provider on a score between 1-5

9. What was the quality of workmanship of the service provider? Please rate on score between 1-5

10. How likely would you recommend the service provider for other work in your institution or refer others to same service provider? Please rate on score between 1-5

Stamp of the Institution / Organisation (above)

Signature of the client Representative (above)

Date

MAIN CONTRACTOR REFERENCE CHECK

To be completed by the client in respect of previous experience with the service provider / contractor
Name of the Client

Name of the Client Representatives

Contact Details

Tel _____

Cell _____

Email _____

Project (s) Completed _____

Project Value _____

Date of Completion _____

11. Did the service provider complete the project within the allocated budget? Please rate on a score between 1-5 (1 is poor and 5 is excellent)

12. Did the service provider deliver the project output on time? Please rate on a score of 1-5 (1 is poor and 5 excellent)

13. Please rate the performance of the service provider on a score between 1-5

14. What was the quality of workmanship of the service provider? Please rate on score between 1-5

15. How likely would you recommend the service provider for other work in your institution or refer others to same service provider? Please rate on score between 1-5

Stamp of the Institution / Organisation (above)

Signature of the client Representative (above)

Date

B: PRICE _____

Affix your Official Tender Clearly showing Banking Details, Physical and Postal Addresses.
Quantities are subject to change and will be confirmed before placing the order.

Bid Price:	R	Excluding VAT
VAT (15%)	R	If VAT registered)
Total Bid Price:	R	VAT Inclusive

C: COMPANY REPRESENTATIVE DETAILS

Contact Person: _____

Telephone / Cell Number: _____

Email Address: _____

Residential Address: _____

I, _____,
(state name and designation)

being duly authorised to submit tenders and quotations on behalf of

(state company name)

And confirm that

- a. The goods and services will be supplied based on the minimum technical specifications adhered to and the price submitted.
- b. The attached official tender in Schedule B is a true and complete reflection of this submission.
- c. Omissions and errors will be for our account and not the Gert Sibande TVET college when making good on this submission

D: BBBEE 80-20 COMPLIANCE TEST

Affix your BBBEE rating / Certificate from a certified institution to this section in order to claim the preferential points.

BBBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non - compliant contributor	0

NB - A bid will not be disqualified from the bidding process. If the bidder does not submit a certificate substantiating the BBBEE status level of contribution or is a non-compliant contributor, such a bidder will score 0 out of a maximum of 20 points for BBBEE.

E: VALID TAX CLEARANCE CERTIFICATE

Affix your valid Tax Clearance Certificate to this section

SCHEDULE F: DECLARATION OF INTEREST SBD4

Name of Bidder:					
Bid Number:	C/O SS 004/2022	Closing Date:	21 November 2022	Closing Time:	11h00am

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a tender amount, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²)

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;

- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

2nd Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**

employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

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

3.Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number	Employee /Persal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
 TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

**SCHEDULE G: SBD 8: DECLARATION OF BIDDER'S PAST SUPPLY
CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audit alteram partum</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

7. SCHEDULE H: SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This SBD 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 (SBD 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.

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Full Name of Person Submitting Response)

In submitting the accompanying bid
SRC Elections & Capacity Building Workshops

In response to the invitation for the bid made by:

GERT SIBANDE TVET COLLEGE

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 consortium³ 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.
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

8.SCHEDULE I: BANKING DETAILS

Submit a letter from your bank clearly reflecting your banking details.