



## INKOMATI-USUTHU CATCHMENT MANAGEMENT AGENCY

### REQUEST FOR QUOTATION (RFQ)

**APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT A STAKEHOLDER SATISFACION SURVEY IN THE INKOMATI-USUTHU WATER MANAGEMENT AREA.**

RFQ REFERENCE	RFQ/014/STAKEHOLDERSURVEY/2022
RFQ DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT A STAKEHOLDER SATISFACION SURVEY IN THE INKOMATI-USUTHU WATER MANAGEMENT AREA
RFQ ISSUE DATE	10 NOVEMBER 2022
CLOSING DATE AND TIME	18 NOVEMBER 2022 at 11:00
ENQUIRIES	MR HASANI MAKHUBELE/MS GUGU MOTHA
SUBMISSION OF QUOTATIONS	<a href="mailto:mkhabelab@iucma.co.za">mkhabelab@iucma.co.za</a>

**Bidders must submit responses via e-mail at: [mkhabelab@iucma.co.za](mailto:mkhabelab@iucma.co.za)** before the stipulated date and time. For any queries or questions, please use above mentioned email address.

The IUCMA requests your **quotation** on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

CSD NUMBER: MAAA \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

## **IUCMA – QUOTATION CONDITIONS**

### **1. QUOTATION CONDITIONS**

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. IUCMA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a purchase order/letter of appointment is prepared and executed.
- c. Quotation shall remain open for acceptance by IUCMA for a period of **90 days** from the closing date of the RFQ enquiry.

#### **2.1. IUCMA reserves the right to:**

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process to clarify any information without informing any other bidders and no change in the content of the RFQ shall be sought, offered or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage.
- f. Accept a separate RFQ or any RFQ in part or full at its discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to IUCMA and not necessarily based on the lowest costs.

### **2. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ, and the IUCMA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

### **3. CONTRACTUAL OBLIGATIONS**

- 3.1. The Agency reserves the right to remove a panel member due to consistently poor performance or any other serious breach.
- 3.2. SBD 7.2 will be the standard contract used for the contract.
- 3.3. Bidders must adhere to the Protection of Personal Information (POPI) Act.
- 3.4. Compliance with the general conditions of the contract.

## **DETAILED SPECIFICATION**

### **APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO CONDUCT A STAKEHOLDER SATISFACTION SURVEY IN THE INKOMATI-USUTHU WATER MANAGEMENT AREA**

#### **4. INTRODUCTION**

The National Water Act (Act No 36 of 1998) makes provision for the recognition for the need for the integrated management of all aspects of water resources and, where appropriate, the delegation of management functions to a regional or catchment level so as to enable everyone to participate. Section 80 of the Act; subject to Chapter 2 and Section 79, upon the establishment of a CMA, the initial functions of a CMA, amongst others are to:(c) to co-ordinate the related activities of water users and of the water management institutions (WMI) within its water management area.

#### **5. BACKGROUND**

The Inkomati-Usuthu Catchment Management Agency (IUCMA) has developed a stakeholder engagement plan which outlines the continuous involvement of stakeholders at different levels. These stakeholders range from internal, and external including key, primary and secondary stakeholders. The IUCMA continues to update the database of all external stakeholders that have interest in and/ or are affected by the water resources and land use activities within the water management area. The stakeholder databases include the Water Use Authorization & Registration Management System (WARMS) where information about all registered water users is stored and updated.

A stakeholder satisfaction survey is conducted annually as a strategic mechanism to measure the satisfaction levels of the IUCMA stakeholders in terms of the services that are rendered to the water users. The IUCMA has been using the catchment management forum (CMF) quarterly meetings to conduct a face-to-face survey with a wide variety of stakeholders who are affected as well as interested parties. The interested parties are members of the society who are involved in civic or environmental activities that have an interest in the water resources, while the affected parties are registered and authorized water users, or anyone affected by the impacts of water use activities such as abstraction or effluent discharge to the resource.

The project is aimed at achieving an impact that will result in analysis of stakeholder satisfaction in order to improve the systems and tools of managing the water resources at local level.

#### **6. AIMS AND OBJECTIVES**

##### **6.1 AIMS**

The aim of this project is to achieve the following:

- To measure the satisfaction levels of the IUCMA stakeholders in terms of the services that are rendered to the water users.
- To measure the efficiency and performance of the of the CMF committees, the IUCMA governance, tariff consultation process and budgetary issues and the interaction and communications approach between the IUCMA and its stakeholders.

## 6.2 OBJECTIVES

The objectives developed to ensure the achievement of the aims above are as follows:

- A survey that will enable the IUCMA to improve its methods of engagement with the stakeholders
- To increase the stakeholder participation in decision making processes, policy development and implementation.

## 7. PROJECT LOCATION

The stakeholder satisfaction survey will be conducted throughout the Inkomati-Usuthu water management area with all stakeholders in the different databases within the IUCMA.



Figure 1: Demographic spread of stakeholders in the hydrological boundaries of the Inkomati-Usuthu water management area

## 8. SCOPE OF WORK

The IUCMA requires the services of a Professional Service Provider (PSP) to carry out the following:

- Conduct online, telephonic (SMS) and face to face stakeholder satisfaction survey in the Inkomati-Usuthu Water Management Area.
- This will be a once off project to be implemented during the third and fourth quarter of the 2022/2023 financial year.

## 9. ROLES AND RESPONSIBILITIES EXPECTED OF THE SUCCESSFUL BIDDER

In addition to the above, the successful bidder will be responsible for the following roles and responsibilities and will be required to illustrate their commitment and/or provide evidence as and where required by IUCMA.

NO	ROLES AND RESPONSIBILITIES: SERVICE PROVIDERS
1.	Management of the process
2.	Ensuring compliance with ethical standards of conducting a survey with a wide range of stakeholders in the water sector within the Inkomati-Usuthu water management area.
3.	Service provider will be required to submit progress reports and invoice electronically as well as in hard copy (signed).
4.	Service provider must provide a close-out report at the end of the project period, as per the contract requirements.
5.	Service providers will be required to procure their own face to face survey team

## 10. PROJECT DELIVERABLES

As part of the costing, professional service provider should consider the following:

- Classification of stakeholders
- Methodology of survey to be conducted

### 10.1 Project deliverables

DELIVERABLE	ACTIVITIES/TASKS
1. An inception report indicating the project plan, timeframes and methodology.	<ul style="list-style-type: none"> <li>• Project management &amp; execution</li> </ul>
2. Analysis of the survey and Final report	

## 11. CONTROL MECHANISMS

The IUCMA will establish a steering committee that will monitor the project through reviewing the progress and final reports.

## 12. EVALUATION PROCESS

The bid will be evaluated and adjudicated in phases as follows:

- Phase 1 – Compliance/Mandatory requirements
- Phase 2 – Functional requirements
- Phase 3 – Price and BBBEE evaluation

### Phase 1: Compliance/ mandatory Requirements

Without limiting the generality of the IUCMA's other critical requirements for this bid, the bidder(s) must submit the documents listed in the table below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will be disqualified for non-submission of any of the documents.

Documents that must be submitted for Compliance/ Mandatory Requirements

A document that must be submitted	Yes/No	Non-submission will result in disqualification?
Permission in terms of POPI Act to utilise the information contained in documents for procurement purposes	Yes	Complete and sign the supplied pro forma document.
Invitation to Bid – SBD 1	Yes	Complete and sign the supplied pro forma document.
Declaration of Interest – SBD 4	Yes	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	No	Complete and sign the supplied pro forma document. Incomplete form will lead to a zero (0) score on BBBEE.
Valid BEE certificate (accredited by SANAS) or Sworn affidavit (DTI or CIPC Template)	No	Non-submission will lead to a zero (0) score on BBBEE
Registration on Central Supplier Database (CSD)	Yes  No	The bidder must be registered as a service provider on the CSD.  Submit CSD full registration report (CSD full registration report must NOT be older than 10 days from the closing date and a summary report will NOT be considered).

***NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service.***

***NB: No award will be made to an entity which is not registered on the CSD (Central Supplier Database) with National Treasury.***

## **Phase 2: Functionality Requirements**

The evaluation of bidders of functionality will be done in terms of the evaluation criteria as indicated in Table 1 below. Only bids that meet the minimum threshold of 80 out of 100 points for functionality will proceed to the next stage. The evaluation of functionality will be evaluated in accordance with the functionality criteria below and applicable values.

Table 1: Functionality Evaluation Criteria

EVALUATION CRITERIA		SCORE
<b>Bidder relevant experience</b>	<p>The bidder experience and evidence of conducting a social survey using one or more survey tools and approaches.</p> <p>3 or more reference letters on company letterhead 40</p> <p>1-2 reference letters from company letterhead 25</p> <p>No reference letters from company letterhead 10</p> <p><b>PROOF:</b> Attach copies of reference letters on company letterhead</p>	40
<b>Methodology</b>	<p>Detailed project proposal with a Gantt chart clearly showing how the project will be executed in line with the scope of works (<b>stakeholder scoping, classification, actual survey, results analysis and close out report</b>)</p> <p><b>Score 5:</b> clearly detailed methodology covering all five aspects of project scope.</p> <p><b>Score 3:</b> clearly detailed methodology covering at least two aspects of project scope.</p> <p><b>Score 1:</b> No detailed methodology</p>	60
	<b>Minimum required Score</b>	70
	<b>TOTAL</b>	<b>100</b>

**Phase 3: Price and BBEE Evaluation in terms of 80/20 Preference Points System**

Evaluation in terms of 80/20 Preference Points System. Only bids that achieve the minimum qualification score for functionality will be evaluated further in accordance with the 80/20 preference points system.

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

### 13. PRICING SCHEDULE

Professional service provider tasks and rates

TASK	TASK DESCRIPTION	AMOUNT (RANDS)
1	CLASSIFICATION OF THE STAKEHOLDERS INTO FOCUS GROUPS.  (INCEPTION REPORT)	.....
2	CONDUCTING THE SURVEY WITH TARGETED STAKEHOLDERS INCLUDING DATA ANALYSIS.  (ANALYSIS OF RESULTS OF SURVEY REPORT)	.....
3	FINAL REPORT OF THE STAKEHOLDER SATISFACTION SURVEY (FINAL STAKEHOLDER SURVEY REPORT)	.....
	DISBURSEMENTS (TOTAL COST FOR ALL DISBURSEMENTS)	
	TOTAL (EXC VAT)	
	VAT (15%)	
	TOTAL VAT (INCLUSIVE)	

### 14. SERVICE LEVEL AGREEMENT

- 14.1 The acceptance of any proposal is only valid upon the conclusion of a written SLA between the IUCMA and the successful Service Provider, in terms of which the rights and duties of the parties are recorded, and which agreement shall regulate the relationship between the IUCMA and the successful Service provider.
- 14.2 Until such time that an appropriate SLA has been concluded between the IUCMA and the successful Service Provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful service provider to carry out the works or services provided for in this document.
- 14.3 This document is not to be edited or altered as it forms part of the contract. Any contract amendments are to be raised with the IUCMA for legal consideration.



## CONTACT PERSONS

Technical Enquiries	SCM Enquiries
Institutions and Participation Mr Hasani Makhubele / Ms Gugu Motha Tel: 013 753 9000/9071 E-mail: <a href="mailto:hasanim@iucma.co.za">hasanim@iucma.co.za</a> / <a href="mailto:mothag@iucma.co.za">mothag@iucma.co.za</a>	Supply chain management Ms Bernice Mkhabela/Ms Thandi Ngele Tel: 013 753 9000 E-mail : <a href="mailto:mkhabelab@iucma.co.za">mkhabelab@iucma.co.za</a> / <a href="mailto:ngelet@iucma.co.za">ngelet@iucma.co.za</a>

### **END OF RFQ DOCUMENT**

**Annexed to this RFQ document for completion and return with the document:**

- Declaration of Interest (SBD 4),
- Preference Points Claim Form (SBD 6.1)

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

.....  
.....

### 3 DECLARATION

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

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

.....

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

Position	Name of bidder
<b><u>SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS</u></b>	

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 AS AMENDED.**

- 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
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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
- b) Either the 80/20 preference point system will be applicable to this tender.

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
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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 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**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	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 10 or 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations as amended:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
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 .....

.....  
.....