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|  <p>DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> | ISO Management System | Approval | |
| | | Chief Financial Officer | |
| | Request for Quotation (RFQ) Advertisement Template | Doc No: SR-277 | |
| | | Issue Date: 19/10/2023 | Rev: 1 |

REQUEST FOR QUOTATION – BS 09/2024

PROVISION OF LANDSCAPING SERVICES FOR 5 DAYS IN A WEEK FOR THE DURBAN ICC COMPLEX FOR A PERIOD OF 12 MONTHS

1. Background

The Durban ICC Complex is one of the world’s leading events and meetings destinations that comprises of ICC, Arena and Durban Exhibition Centre. In order to maintain the extremely high international standards, all the equipment at the facility needs to be maintained at international standards in compliance with Occupational Health and Safety regulations.

2. Purpose

The Durban ICC requires a suitable and registered landscaping contractor to provide landscaping services to the Durban ICC Complex for 5 days in a week for a period of 12 months.


NB: *The service provider will only conduct service and maintenance five days per times a week.*

3. Mandatory Requirements

| Does the service provider comply with the minimum requirements? Please acknowledge as illustrated | Yes | No |
|---|-----|----|
| | ✓ | X |
| • The prospective service provider must provide four (4) positive references from sites where landscaping services was provided | | |
| • The company must provide proof of compulsory insurance as well as public liability insurance to a minimum value of R1 Million. | | |
| • Prospective service provider must employ four (4) competent staff, including the working Supervisor, with a minimum of 3 years’ landscaping experience. Please attach a comprehensive CV detailing work experience of each of the individuals who will be on site. | | |
| • The proposed Durban ICC Site Manager must be a qualified Horticulturalist with experience in indigenous gardens. Proof of qualifications must be attached | | |

Please Note: Failure to meet all of the stipulated mandatory requirements will result in the service provider being deemed non-responsive and will not be considered for evaluation. The bidder must complete the final column above stating whether they can complete the task or not.

NB: Durban ICC agree that they will comply with Protection of Personal Information (POPI) Act regulations and process all the information and/or personal data in respect of the services being rendered in accordance with the said regulation and only for the purpose of providing the Services set out in the agreement to provide services.

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4. Mandatory Scope of Work

The Durban ICC requires a suitable service provider to provide Landscaping Maintenance Service for the sections outlined in the above map for 5 days in a week for a period of 12 months.

This entails the Landscaping Maintenance Services of all lawns and planted areas within the Durban ICC Complex as detailed in the above diagram. The areas are identified as **A** (Durban ICC and Arena), **B** (Durban Exhibition Centre - DEC) and **C** (Centrum Parking).

This service includes the Maintenance of lawns, planted areas, watering of lawns and plants, pruning of trees and site supervision. All equipment used must be provided by the service provider; together with transport and any other activities attached to the provision of landscaping services. Provision must be made for extraordinary trips due to weather conditions and unforeseen extreme cases.


4.1 Maintenance Specifications

4.1.1 Lawns

- Lawn areas are to be mowed to the frequency shown in the prospective service provider's submitted maintenance schedule.
- After mowing, all grass cuttings are to be removed from the site.
- Lawn shall only be mowed when reasonably dry, unless continuous rain necessitates the cutting, of wet grass.
- Grass areas shall be carefully edged to a frequency as shown in the service provider's submitted maintenance schedule and approved by the Durban ICC. The original line of planting beds is to be maintained unless specifically agreed otherwise with the Durban ICC.
- Scarifying shall be carried out using normal lawn mowers by setting the blades to the lowest level.
- LAN is to be applied at a rate of 20 grams per square meter as per the maintenance schedule.
- Lawn shall be fertilized using KS04/KN03 at a rate of 20 grams per square meter as per the maintenance schedule.
- The above applications are to be followed by a thorough watering.
- All lawn areas shall be regularly hand-weeded as per the service provider's submitted maintenance schedule and approved by the Durban ICC and shall be treated with herbicides as and when required.
- Herbicides shall be applied in accordance with the manufacturer's specifications, and shall be carried, out by a suitably qualified person.
- Top dressing shall be applied when instructed to do so by Durban ICC, who will, in consultation with the service provider, decide when this operation shall take place. This shall be an extra cost over and above the contract.
- All herbicides and chemicals are to be compliant with ISO standards (ISO 14001 and ISO 22000)

4.1.2 Planted Areas

- All areas are to be kept free of weeds at all times.
- Care must be taken to avoid damage to plants and plant roots during the cultivation process. Should any plants die due to over-zealous cultivation, their replacement shall be for the account of the service provider.
- General pruning is to be carried out on an on-going basis. Ground covers to be cut back from bed edges and shrubs are to be generally pruned as and when necessary.
- All refuse generated during the abovementioned activity is to be removed from site.
- All planting beds are to be fertilized, with KS04 and 2:3:2 at a volume of 20 grams per square meter.

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- The service provider is to constantly monitor all areas for pests and diseases, and is to affect any required remedy to control such. The service provider will be required to replace plants as a result of failure to notify management timeously.
- Application of the abovementioned remedies is to be undertaken by a suitably qualified person and according to the manufacturer's specification.
- Termite control, locust infestation or mole infestation form part of the normal duties of the service provider. A quote for such remedies that may be necessary to control these problems shall be supplied to the Durban ICC and once approved this shall be charged separately from the normal contract cost. The Durban ICC reserves right to obtain other competitive quotes.
- All tree stakes shall be checked weekly and where necessary firmed into the soil and retied.
- The service provider shall be responsible for the collection and removal of rubbish accumulated during the maintenance process. All leaves in landscaped areas shall be removed during the normal course of maintenance.

4.1.3 Watering


- Hand watering is to be carried out daily where necessary, in conjunction with normal sprinkler watering.
- The service provider shall be responsible for ensuring the integrity of the irrigation system and for repairing any faults or damage to the Durban ICC timeously.

4.1.4 Site Supervision

- The Supervisor shall be on site between 07h00 and 16h00, and shall be responsible for the day to day running of the contract.
- A Horticultural manager who is a member of the service provider's management shall inspect the site on at least a weekly basis to ensure that the site supervisor is adhering to stipulated standards of operation.

Please note:

- All works to be carried out / material to be used/ techniques performed according to professional standards / practices / norms.
- Experienced Landscaping Staff must be employed to carry out this service.
- All necessary safety precautions and preventative measures must be adhered to at all times.

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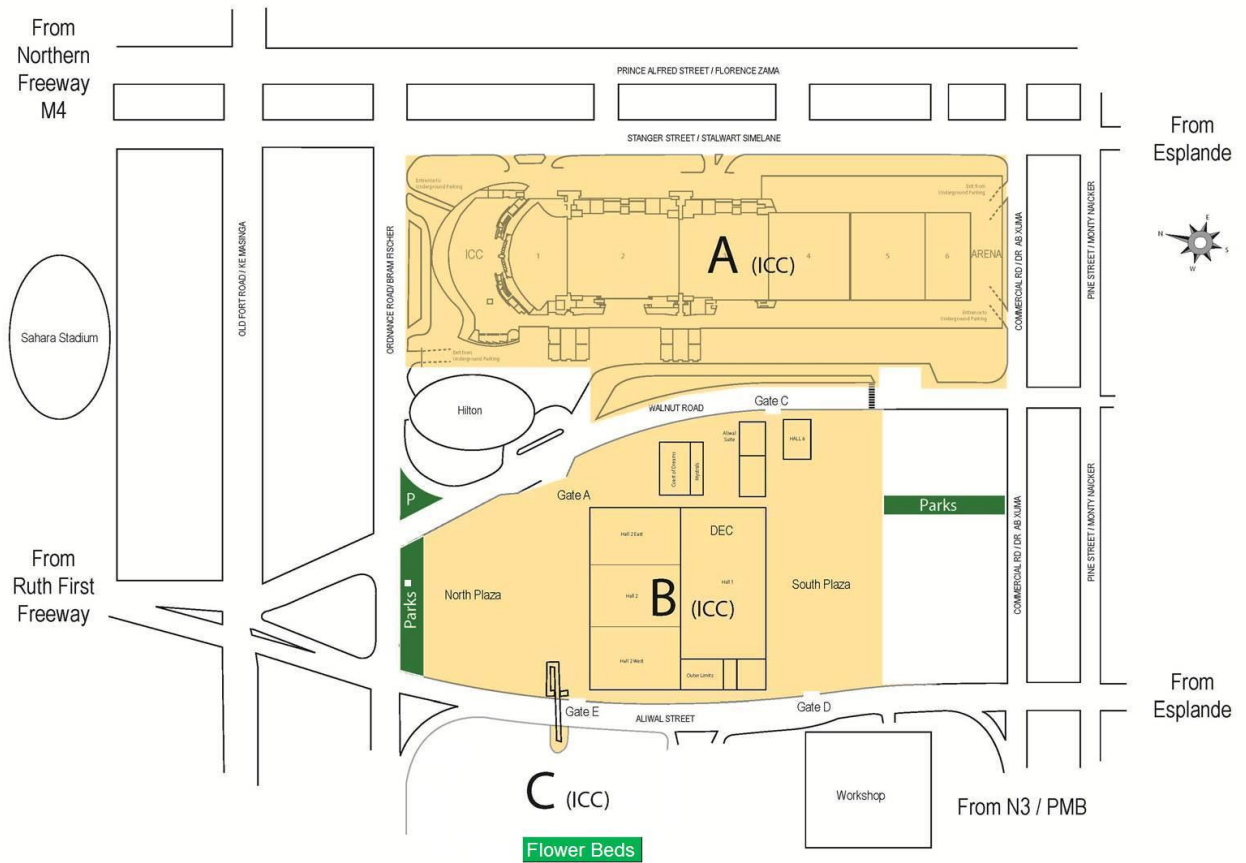



Fig. 1 Diagram of Areas to be maintained

| | | | |
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5. Two Stage evaluation process

Stage 1: Bid submissions will be evaluated based on compliance with mandatory requirements detailed above

Stage 2: Price and Preference

The procedure for the evaluation of responsive tenderer is **PRICE AND PREFERENCE** in accordance with the Employer’s current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (2022).

The **80/20** preference points system will be applied. The Formula used to calculate the **Price Points (max. 80)** will be according to that specified Regulation 4.1.

Preference Point System and Specific Goals

The definitions as per the SCM Policy are applicable.


Preference Points (either 20 or 10) will be derived from points claimed on Returnable Document **MBD 6.1: “Preference Points Claim Form”** (in Section 4 of this procurement document) for the **Specific Goal(s)** as indicated on the table(s) below, and according to the specified **Goal Weightings**

RDP Goal: The promotion of South African owned enterprises

The tendering entity’s **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the tenderer’s claim for **Preference Points** for this Specific Goal.


| Goal Weighting 100% | |
|---------------------|-------|
| Location | 80/20 |
| Not in South Africa | 0 |
| South Africa | 5 |
| KZN | 10 |
| ETM | 20 |

Proof of claim as declared on MBD 6.1 (1 or more of the following will be used in verifying the tenderer’s status)
CSD report.

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6. Compulsory Pricing Schedule (Official Offer Form)

| Summary of Monthly Fees | |
|---|----------|
| 1. Monthly fees – Durban ICC and Arena (Section A) | R |
| 2. Monthly fees – Durban Exhibition Centre (Section B) | R |
| 3. Monthly fees – Centrum Parking (Section C) | R |
| 4. Total monthly fees (sum of 1, 2 and 3) | R |
| Total cost (VAT Exclusive) = Total monthly fees X 12 months | R |
| VAT @ 15% | R |
| Total cost (VAT Incl.) | R |

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7. Preconditions

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance pin from South African Revenue Services which proves that the service provider's tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 MBD 6.1 Preference points claim must be completed
- 7.8 The service provider must be registered on the CSD database and EThekweni Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

CSD registration website: <https://secure.csd.gov.za>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

Fatima.milazi@durban.gov.za / phumla.mdabe@durban.gov.za

I.....being duly authorized thereto by do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.


Signature: _____

Date: _____

Note: Failure of a Service Provider to complete and sign this page will invalidate the quotation

8. Conditions of contract

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- All work to be carried out / material to be used / techniques performed according to professional standards / practice / industry norm.
- The service provider must submit proof of purchases for the spares from their supplier to validate the mark-up percentage on spares when invoicing the Durban ICC.

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9. Compulsory Site Inspection

Please note that a compulsory site inspection will be held on **10th June 2024 at 10h00**. Contractors are to meet Sipiwe Khuzwayo at Durban ICC reception, 2nd floor, 45 Bram Fischer Road, where they will be briefed and escorted.

10. Terms and Conditions

10.1 The service provider will hereby quote to perform and complete all work required in this RFQ within the quoted amount. It will be deemed that they have checked all aspects of this work before quoting and therefore the price tendered should be inclusive of all required work.

10.2 The Durban ICC is entitled to cancel the Request for Quotation (RFQ) at any time before the issue of the award. The Durban ICC shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this Request for Quotation (RFQ).

11. Protection of Personal Information

11.1 By responding to this Request for quotation you hereby consent to the Durban ICC processing your personal information as defined in the Protection of Personal Information Act 4 of 2013 ("POPIA").


11.2 The Durban ICC shall take reasonable steps in terms of POPIA to protect the personal information supplied as part of this Request for quotation.

12. Contact Person

Name: Sipiwe Khuzwayo: Facilities Director
Tel: 031 360 1326
Email: siphiwek@icc.co.za

13. Closing Date

Quotations/proposals, together with this document, marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12:00 on 14th June 2024**.

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14. Past experience in similar assignments

| Assignment Description | Key Elements | Date Completed | Contact Person and Telephone Number | Assignment Value |
|------------------------|--------------|----------------|-------------------------------------|------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I.....being duly authorized thereto bydo hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: *(Block Capitals)* _____

Signature: _____ **Date:** _____

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15. Declaration of Municipals Fees

I, the undersigned, do hereby declare that the Municipal fees of

.....
(Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:


| <u>Account</u> | <u>Account Number:</u> to be completed by tenderer. |
|--------------------------|---|
| Consolidated Account No. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Electricity | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Water | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Rates | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Other | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Other | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER’S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer’s Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : (Block Capitals)
SIGNATURE : DATE:

(of person authorised to sign on behalf of the Tenderer)

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16. MBD4 Declaration of Interest

16.1 No bid will be accepted from persons in the service of the state¹.

16.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

16.3.1 Full name of bidder or his/her representative

16.3.2 Identity number:

16.3.3 Position occupied in the Company (director, trustee, shareholder²):

.....

16.4.4 Company Registration Number:

16.4.5 Tax Reference Number:

16.4.6 VAT Registration Number:

16.4.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

References:

¹ MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

- any municipal council
- any provincial legislature
- the National Assembly or the National Council of Provinces

(b) a member of the board of directors of any municipal entity;


(c) an official of any municipality or municipal entity;

(d) an employee of 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);

(e) a member of the accounting authority of any national or provincial public entity;

(f) an employee of parliament or a provincial legislature.

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

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16.4.8 Are you presently in the service of the state?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

16.4.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

16.4.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

16.4.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid?
If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

16.4.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?
If yes, furnish particulars:


| | |
|-----|----|
| YES | NO |
|-----|----|

16.4.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

16.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

| | |
|-----|----|
| YES | NO |
|-----|----|

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


| Full Name | Identity Number | State Employee No. |
|-----------|-----------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature

Date

Capacity

Name of Bidder

| | | | |
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18. MBD 6.1: PREFERENCE POINTS CLAIM
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, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1.0 GENERAL CONDITIONS

1.1 The following preference point system is 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).

1.2 **The 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the applicable system once tenders are received.

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** 80 (price) and 20 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the bidder to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.


1.5 The Durban ICC reserves the right to require of a bidder, either before evaluation or at any time subsequently, to substantiate any claim in regard of preferences, in any manner required by the entity.

2.0 DEFINITIONS

2.3 “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 “**tender for income-generating contracts**” means a written offer in the form determined by Municipality 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 Municipality and a third party that produces revenue for the Municipality, 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.

2.5 “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

3.1 PROCUREMENT OF GOODS AND SERVICES

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

80 / 20 Points System

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

OR

90 / 10 Points System

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

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4.0 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 request for tender. For the purposes of this tender the tenderer will be allocated points based on the **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof submitted.
- 4.2 In cases where the municipality intends 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, the municipality must, in the tender documents, stipulate in the case of:
- 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
 - 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 municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.


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|  <p>DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> | ISO Management System | Approval | |
| | | Chief Financial Officer | |
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TABLE 1: Specific Goals for the tender and maximum points for each goal are indicated per the table below.


Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.

| The Specific Goals to be allocated points in terms of this tender | Maximum Number of points ALLOCATED (80/20 system) | Maximum Number of points ALLOCATED (90/10 system) | Number of points CLAIMED (80/20 system) | Number of points CLAIMED (90/10 system) |
|--|---|---|---|---|
| RDP Goal: The promotion of South African owned enterprises. | 20 | n/a | | n/a |
| Total CLAIMED Points (20 Maximum) | | | | n/a |

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) 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.
- 4) 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.

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| | |
|-------------------------------|-------------|
| | Date |
| NAME (Block Capitals): | |
| SIGNATURE: | |