



## **National Empowerment Fund**

**RFP No: NEF 01/2023/24**

# **REQUEST FOR PROPOSAL: PAYROLL AND AUTOMATED LEAVE SERVICES FOR THE NEF**

**CLOSING DATE: 04 AUGUST 2023**

**TIME: 14H00**

**1. Proprietary Information:**

The National Empowerment Fund (NEF) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NEF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

**2. Enquiries**

All communication and attempts to solicit information of any kind relative to this Tender should be channelled to the officials named below:

**Contact persons (all questions should be in writing)**

**Commercial**

Kedibone Mboweni

Supply Chain Management

Tel: +27 11 305 8000

Email: [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za)

**Technical**

Charles Jele

Human Resources

Tel: +2711 305 8000

Email: [jelec@nefcorp.co.za](mailto:jelec@nefcorp.co.za)

**3. Medium of Communication**

All the documentation submitted in response to this tender must be in English.

**4. Verification of Documents**

Tenderers should check the numbers of pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the NEF in regard to anything arising from the fact that pages are missing or duplicated.

**5. Validity Period**

Responses to this tender received from tenderers will be valid for a period of **150** days counted from the closing date of the tender.

## CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

### 6. Submission of Tenders

- 6.1. **TENDER RFP NEF 01/2023/24, PAYROLL AND AUTOMATED LEAVE SERVICES FOR THE NEF** must be emailed to [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za) by no later than **14h00** on **04 August 2023**. No late tenders will be accepted. **A non-compulsory virtual briefing session will be held on 19 July 2023 at 11:00**. To join the briefing session, names and email addresses must be submitted to [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za) before **18 July 2023 by 14:00**
- 6.2. Bidders are advised to submit / send its bid responses at least 15 minutes before the 11:00AM deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. NEF's e-mail servers are configured to receive e-mails with sizes up to 18MB.
- 6.3. The NEFC will not be held responsible for any of the following:
- bid responses sent to the incorrect email address;
  - bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders;
  - any security breaches and unlawful interception of tender / bid responses by third parties outside the NEF's IT network domain;
  - bid responses received late due to any IT network related congestions and/or technical challenges; and
  - bid responses with file size limits greater than NEF's e-mail receipt capacity of 18MB.
- 6.4. Only responses received via the specified email address will be considered.
- 6.5. No tender received by telegram, telex, facsimile or similar medium will be considered.
- 6.6 All enquiries regarding this RFP should also be directed to the following email addresses, [tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za); [\\_jelec@nefcorp.co.za](mailto:_jelec@nefcorp.co.za); [mbowenik@nefcorp.co.za](mailto:mbowenik@nefcorp.co.za) and [tofilex@nefcorp.co.za](mailto:tofilex@nefcorp.co.za).
- 6.7 Where a complete bid response (Inclusive of all relevant Schedules) is **not received** by the NEF in its electronic email tender box ([tenders@nefcorp.co.za](mailto:tenders@nefcorp.co.za)) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and / or incomplete bid will be disqualified. **The NEF does not consider late bids for tender evaluation.**

- 6.8 The tenderer is responsible for all the costs that shall be incurred in relation to the preparation and submission of the tender document.
- 6.9 A list of all references with contact details must be included in the tender document.
- 6.10 Copies of qualifications, identity documents (IDs) and the curricula vitae (CVs) of persons who will be involved in the execution of this tender should the tenderer be successful must be attached to the proposal.
- 6.11 The following information also needs to be provided with the tender document:
- 6.11.1 Names and details of senior management
  - 6.11.2 Employment equity details of employees at an operational level
  - 6.11.3 Percentage of ownership by number of:
    - 6.11.3.1 Black ownership, Black women ownership & Youth ownership
  - 6.11.4 Percentage of ownership by profit share of:
    - 6.11.4.1 Black ownership, Black women ownership & Youth ownership
- 6.12 A valid Tax Status Pin document must be included in the tender document. Failure to submit would render your tender invalid.
- 6.13 Copy/ies of any affiliations that you may have must be attached to the response to this tender.
- 6.14 Kindly note that the NEF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments within reasonable time after they are made.
- 6.15 The NEF reserves the right not to accept the lowest tender or any tender in part or in whole.
- 6.16 The NEF reserves the right to award this tender to a black empowered firm.
- 6.17 The NEF also reserves the right to award this tender to any party whom it decides as a whole or in part without furnishing reasons. The NEF reserves the right to withdraw this tender at any stage with or without giving reasons.
- 6.18 The tenderer hereby offers to render all or any of the services described in this tender document to the NEF on the terms and conditions and in accordance with the specifications stipulated in this tender document. This tender document and the

tenderer's response thereto shall form part of any service level agreement that may be concluded between the NEF and the tenderer. In the event of conflict between such documents, the service level agreement shall take precedence over all other documents.

- 6.19 Tenders submitted by juristic persons or partnerships must be signed by a person or persons duly authorized thereto by a resolution of a board of such juristic person, a copy of which resolution, duly certified be submitted with the tender.
- 6.20 The tenderer shall prepare for a possible presentation should NEF require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 6.21 The tenderer hereby agrees that the offer herein shall remain binding upon him/her and will be open for acceptance by the NEF during the validity period indicated herein.
- 6.22 The tenderer furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her tender response, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.23 The tenderer hereby accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this tender as the principal(s) liable for the due fulfillment of this tender and any contract that might be concluded pursuant hereto.
- 6.24 The NEF will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013. The NEF will only process your information (which involves but is not limited to collecting, collating, organising, disseminating and destroying) in the following circumstances:
- where you have granted the necessary consent;
  - where we are required to do so by law;
  - where processing is necessary to protect our legitimate interests;

- where it is necessary for the conclusion or performance of a contract to which you are party; or
- where it is in the public interest to do so.

By signing this tender document (RFP), the bidder hereby consents to the use of their personal information which forms part of the tender process and as may be discovered by the NEF and confirm that the information is supplied voluntarily without undue influence from any party. Tenderers acknowledge that they are aware of their right to access the information at a reasonable time for purposes of rectification or object to the processing of the information.

**6.25 Bidders are required to register on the National Treasury Database as per National Treasury Circular No 3 of 2015/2016 – Central Supplier Database (CSD).**

## CONDITIONS AND UNDERTAKINGS BY BIDDERS IN RESPECT OF THIS TENDER

Name of your Company (in block letters)	
Signature(s) of the Bidders	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this tender?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
<i>Domicillium citandi et executandi</i> in RSA	(full) street address) (in block letters)
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

**\*Failure to comply with any of the terms and conditions as set out above will invalidate the tender.**

**SECTION: 2**

**TERMS OF REFERENCE /**

**SCOPE OF SERVICE**



## Preamble

The National Empowerment Fund Act No.105 of 1998 established the National Empowerment Fund Trust (NEF), for the purpose of promoting and facilitating economic equality and transformation, by providing development finance for Black empowered South African businesses and by designing investment products in promoting savings and investment activity amongst Black South Africans. The NEF is an agency of the Department of Trade and Industry (**the dti**) and is committed to the implementation of the Broad Based Black Economic Empowerment Act, Act 53 of 2003, and the Codes of Good Practice.

The National Empowerment Fund (NEF) seeks to engage the services of a Service Provider for provision of Payroll and Leave services.

## 2.3 SCOPE OF SERVICE

Below are the technical requirements that will be sought from the preferred provider.

<b>Payroll Technical Requirements</b>	
<b>Ability to run payroll seamlessly</b>	
<ul style="list-style-type: none"><li>• Compilation of payroll requirements.</li><li>• The set-up of the payroll rules required by the NEF</li><li>• The calculation of earnings statutory deductions, benefits.</li><li>• Ability to manage, process and pay all statutory and third party transfers such as banks, medical aid providers, SARS and to the provident fund provider on a monthly basis</li><li>• Process automated expense claim.</li><li>• Monthly payroll run for all NEF staff</li><li>• Ability to run a special payroll as and when requested.</li><li>• Ability to generate mock payslips.</li></ul>	
<b>Reporting</b>	
<ul style="list-style-type: none"><li>• Ability to generate reports</li><li>• Standard password locked payroll reports</li><li>• Historic reports</li><li>• Specific or customisable reports</li><li>• Ability to integrate to General ledger/ Accounting system</li><li>• Generate IRP 5's</li><li>• Ability to generate statutory reports</li></ul>	

<b>Third party payments processing</b>	
<ul style="list-style-type: none"> <li>• Ability to process third party transfers such as banks, medical aid providers, SARS and to the provident fund provider and other third parties.</li> </ul>	
<b>Security</b>	
<ul style="list-style-type: none"> <li>• Standard password locked payroll reports</li> <li>• Email generated payslip/ infoslip that is password protected</li> <li>• Preferred provider to demonstrate security features of their system</li> <li>• Ability to change username and password periodically</li> <li>• Disaster recovery for business continuity</li> </ul>	
<b>Accessibility and ease of use</b>	
<ul style="list-style-type: none"> <li>• Internet based solution that can be accessed virtually by employees</li> <li>• User friendly</li> <li>• Offer Employee Self Service</li> <li>• Automated/ online expense claims</li> </ul>	
<b>Employee self service and leave administration</b>	
<ul style="list-style-type: none"> <li>• Comprehensive leave application and administration</li> <li>• Streamlined leave approval process</li> <li>• Ability to provide multiple leave categories</li> <li>• Reminders</li> <li>• Ability to pull leave exception reports</li> <li>• Ability to pull leave provision reports</li> </ul>	
<b>Support</b>	
<ul style="list-style-type: none"> <li>• 24/7 support email and/ or telephone</li> <li>• Assist employees resolve their queries promptly and within set turnaround times</li> <li>• Maintenance and support for 5 years</li> </ul>	
<b>Training</b>	
<ul style="list-style-type: none"> <li>• Develop user manuals</li> <li>• Provide training for employees</li> </ul>	

<b>Data Take on</b>	
<ul style="list-style-type: none"> <li>• The cost as well as the detail of tasks and responsibilities for uploading the current/historical data into the new system.</li> <li>• Specify all actions and workflow and responsibilities required from the NEF</li> </ul>	
Additional requirements	
<ul style="list-style-type: none"> <li>• Ease of customisation</li> <li>• Back up details and restore procedures</li> <li>• Profiles of support staff/ consultants to be assigned to the NEF</li> </ul>	
<b>Pricing</b>	
<b>The following aspects and associated costs must be specified</b>	
<ul style="list-style-type: none"> <li>• Payroll System Requirements Specification (indicate which system is to be used)</li> <li>• Reports specification (as above)</li> <li>• Data take on initial system</li> <li>• Initial software license (What it includes, and initial support hours)</li> <li>• Project Management during implementation</li> <li>• Training</li> <li>• Maintenance and support for 5 years</li> </ul>	
<b>POPI Compliance</b>	
<ul style="list-style-type: none"> <li>• Maintain strict confidentiality</li> <li>• Have tight controls and measures to safeguard employee's personal information</li> </ul>	
<b>Strong Financial Stability</b>	

<ul style="list-style-type: none"><li>• The preferred service provider must be able to demonstrate financial stability through their balance sheet.</li></ul>	
---	--

**2.4 CONTRACT DURATION**

Appointments to the successful service provider will be subject to a contract period of 5 years (60 months) It is at the sole discretion of the NEF to review any contract of appointment on an annual basis, if deemed necessary. The service provider will report directly to the Human Resources Manager.

## EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters and shall be scored on the weightings stated below.

**Phase 1: Technical:** Bidders will need to score a minimum of **49 points in technical** in order to qualify for further evaluation (Phase 2).

<b>Technical</b>	<b>70</b>
<ul style="list-style-type: none"> <li>• Ability to run payroll seamlessly             <ul style="list-style-type: none"> <li>• 10 years and above (20 points)</li> <li>• 6 years to 9 years (16 points)</li> <li>• 4 years to 5 years (12 points)</li> <li>• 2 years to 3 years (8 points)</li> <li>• 1 year (4 point)</li> <li>• 0 years (0 points)</li> </ul> </li> </ul>	20
<ul style="list-style-type: none"> <li>• Ability to generate payroll reports and audit reports when required</li> <li>• Provide evidence and methodology</li> </ul>	10
<ul style="list-style-type: none"> <li>• Ability to process third party transfers such as banks, medical aid providers, SARS and to the provident fund provider and other third parties. Provide Evidence and proof</li> </ul>	10
<ul style="list-style-type: none"> <li>• Reference letters must include previous payroll work done (Provide a minimum of five reference letters with contactable references). The reference letters must in the client's letterhead, dated and signed.             <ul style="list-style-type: none"> <li>• More than 5 references (10 points)</li> <li>• 5 references (8 points)</li> <li>• 4 references (6 points)</li> <li>• 2 or 3 references (4 points)</li> <li>• 1 reference (2 points)</li> <li>• 0 reference (0 points)</li> </ul> </li> </ul>	10

<ul style="list-style-type: none"> <li>• Comprehensive leave administration and employee self service</li> <li>• Provide evidence</li> </ul>	10
Demonstrate strong financial stability through their balance sheet.	10

**Phase 2: Presentations and site visits:** Bidders will need to score a minimum of **21 points in presentations and site visits** in order to qualify for further evaluation

<b>Presentations and site visits</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• Demonstrate the Payroll system</li> </ul>	10
<ul style="list-style-type: none"> <li>• Demonstration of adequate and experienced staff to handle NEF Payroll</li> </ul>	5
<ul style="list-style-type: none"> <li>• Demonstration of comprehensive leave administration and employee self service</li> </ul>	5
<ul style="list-style-type: none"> <li>• Demonstrate a secure system with adequate security features to avoid breach of confidentiality and demonstrate a disaster recovery site and business continuity plans</li> </ul>	10

**Phase 3: 80/20 Preference Point System**

All tenders that will achieve the minimum qualifying score for technical will be evaluated further in terms of the preference point system as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
BEE	20
<b>TOTAL</b>	<b>100 points</b>

## **SECTION: 3**

### **PRICING**

**Provide a breakdown of the total bid price  
inclusive of VAT**

## SECTION: 4

### BROAD-BASED BLACK ECONOMIC EMPOWERMENT

Provide the Black Designated Group Breakdown as per the definition below:

- Black Youth % = \_\_\_\_\_%
- Black Disabled % = \_\_\_\_\_%
- Black Unemployed % = \_\_\_\_\_%
- Black People living in Rural areas % = \_\_\_\_\_%
- Black Military Veterans % = \_\_\_\_\_%

**If you are in possession of a B-BBEE rating or scorecard, please also attach the certificate.**





**If you are in possession of a B-BBEE rating or scorecard, please attach the certificate.**

I, the undersigned, certify that the information contained in this document is accurate and correct. I am fully responsible for all representations in this document and am aware of the repercussions that may arise as a result of any misrepresentation.

Name: \_\_\_\_\_ ID/Passport Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

### **LIST OF TENDER RETURNABLES**

- Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
- Summary of Company profile
- A valid Tax Status Pin document
- BEE credentials / rating certificate
- Completed and signed tender/bid document including annexures
- The following information also needs to be provided with the tender document:
  - Names and details of Senior Management.
  - Shareholders Certificate.
  - Details of employees at an Operational Level.

**Failure to submit the required documents will result in the proposal being non-compliant.**

**Annexure 1: Acceptance of Bid Conditions and Bidder’s Details**

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised Signatory \_\_\_\_\_

Position of Authorised Signatory \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

**[Note to the Bidder: The Bidder must complete all relevant information set out below.]**

**CENTRAL SUPPLIER DATABASE (CSD) INFORMATION**

**Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:**

<b>Supplier Number</b>	
<b>Unique registration reference number</b>	

**REQUIRED INFORMATION**

<b>If Individual Bidder:</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	

<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

## Annexure 2: Tax Compliance Requirements

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
1.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.	
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
2.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES NO
2.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	YES NO
2.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES NO
2.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES NO
<p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

# Annexure 3: 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:  
.....  
.....

---

<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
.....	.....
Position	Name of bidder

<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.





**4.3 Directors**

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED NAME.....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder