

**POTENTIAL SUPPLIERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR APPOINTMENT OF A
CAPABLE AND EXPERIENCED VIDEOGRAPHER SERVICE PROVIDER FOR THE 26TH ANNUAL NEDLAC
SUMMIT**

RFQ NUMBER:

REQ10319

RFQ ISSUE DATE:

26 October 2021

CLOSING DATE AND TIME:

02 November 2021

RFQ VALIDITY PERIOD

DESCRIPTION OF SERVICES

**APPOINTMENT OF A CAPABLE AND EXPERIENCED
VIDEOGRAPHER SERVICE PROVIDER FOR THE 26TH ANNUAL
NEDLAC SUMMIT**

SUBMISSION EMAIL ADDRESS

Electronically at joyce@nedlac.org.za and copy
procurement@nedlac.org.za

PROCUREMENT ENQUIRIES

Name: Joyce Tongwane
Cell 060 771 0485
Email: joyce@nedlac.org.za

TECHNICAL ENQUIRIES

Name : Joyce Tongwane
Tel:
Email : Nolwazi@nedlac.org.za or Nozipho@nedlac.org.za

REQUEST FOR QUOTATION

BIDDER NAME:

COMPANY REGISTRATION NUMBER:.....

CSD NUMBER :.....

ADDRESS:
.....
.....

CONTACT PERSON :

TEL:

FAX:

E-Mail :

Mobile:

| |
|---|
| <p>TOTAL RFQ PRICE R(VAT Incl.)</p> |
|---|



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 WEBSITE: WWW.NEDLAC.ORG.ZA

**REQUEST FOR QUOTATIONS FOR THE
APPOINTMENT OF A CAPABLE AND EXPERIENCED VIDEOGRAPHER SERVICE
PROVIDER FOR THE 26TH ANNUAL NEDLAC SUMMIT**

1. PURPOSE

The National Economic Development and Labour Council (Nedlac) is seeking proposals to produce a minimum of two short videos, three minutes in length, to use during and after the Nedlac Annual Summit in December 2021.

2. BACKGROUND

- 2.1. Nedlac is the vehicle by which Government, Labour, Business and Community formations seek to cooperate, through problem-solving and negotiation, on economic, labour and developmental issues as well as related challenges facing the country.
- 2.2. Nedlac is required to host a National Summit each year. The Annual Summit is to be chaired by the Deputy President of the Republic of South Africa.
- 2.3. The function of the Summit is to provide feedback on Nedlac's activities in a transparent manner, and to obtain inputs from organisations or persons not normally involved in the Nedlac structures and also to establish a broader ownership of council. Additionally, the Annual Summit provides a platform for the council to present an overview of the of the past year's activities.

3. SCOPE OF WORK

3.1. The production of a set of two short and informative three-minute animated video's to use during the Nedlac Annual Summit in a way that builds up on the theme of the Annual Summit "Recovering and Rebuilding together".

3.2. The video producer will be required to produce two, three minutes videos about Nedlac following the details as outlined below:

3.3. Video 1: Legacy video

- a. Conducting preliminary research on the Nedlac legacy.
- b. Obtaining file footage (video, pictures)
- c. Producing a three-minute video using effective narrative and critical story-telling strategies or approaches.
- d. Development of a shooting script before production
- e. Video should be accompanied by relevant images, cutaways, and establishing shots.
- f. Ensure the quality is of high resolution.
- g. Ensuring that the whole project meets the required standards according to the specification.
- h. Must provide showreel of four corporate videos produced previously.
- i. Must provide three signed reference letters from previous clients.

3.3.1. Interviews with the following stakeholders are to be conducted for Video 1:

- a. Minister of Employment and Labour- Minister Thembelani Waltermade Nxesi
- b. Executive Director for NEDLAC – Lisa Seftel
- c. Convenors/Leaders from Business, Labour, Community, and Government

3.4. Video 2: Nedlac Annual Summit highlights video

- a. To compile a video using a collection of recorded snippets/images from the live event into a 1-3-minute-long video.

- b. To include some short interviews of attendees and staff taken at the beginning and during intervals of the summit getting a feel of thoughts and key expectations and thoughts from attendees.

3.5. Technical specifications

3.5.1. The videos produced have the following technical requirements:

- a. Shooting with X2 4K HD digital cameras.
- b. X2 cameramen
- c. Delivery format: Open Project Files and MP4 on external hard drive.
- d. Language: English
- e. Editing: Provide X3 revisions
- f. Dimensions: 1920 X 1080 (Full HD)
- g. Aspect ratio for the visuals: 16:9
- h. Frame rate: 24p
- i. Music: Royalty free background music (soft pitched relevant to the audience of Nedlac)

4. REQUIREMENTS OF THE BIDDER

- 4.1. The video producer should have an initial creative consultation meeting with Nedlac Annual Summit Project Team overseeing the project. The video producer is expected to be in contact with the designated staff throughout all phases of the project by providing a weekly progress reports during production and post-production, either verbally or by email.
- 4.2. The video producer is required to secure its own production facilities and equipment to produce all elements of the video, including by not limited to voicing, lighting, graphics, animation, editing, and music.
- 4.3. As a public entity, Nedlac expects the video producer to use cost-effective approaches in both the production and post-production of the videos.
- 4.4. Proposals must include:
 - a. Introduction summarising any relevant experience and production resources.
 - b. Examples/samples of past projects, preferably of similar size and scope.
 - c. Proposed vision for the videos (broad concepts on the final product).

- d. Proposed budget, which should include a suggested work plan and breakdown of fees for professional and administrative services.
- e. Proposed schedule for the project, including various stages, milestones, and payments.
- f. Point of contact information, including name, title, phone and email address.

5. SELECTION AND EVALUATION CRITERIA

5.1. Evaluation criteria

The evaluation criteria to be utilized will be the following:

5= Excellent, 4 = Good, 3 = Satisfactory, 2 = Poor, 1= Unacceptable

The below matrix will be used in scoring the proposals:

| A. Approach and methodology in managing this project which should include: | | |
|--|---|---------------------|
| Interpretation of Terms of Reference to demonstrate understanding of what is required: | | |
| What is required | Application of evaluation criteria | % allocation |
| 5. Excellent understanding of what is required in the terms of reference; innovative and practical approach; quality project proposal including milestones and timeframes. | 5 = Excellent | 40% |
| 4. Good understanding of what is required in the terms of reference; practical approach and methodology; quality project proposal | 4 = Good | |
| 3. Satisfactory (or repeat of ToR) understanding of what is required in the terms of reference; generic or text book approach and methodology; project proposal | 3 = Satisfactory | |
| 2. Poor understanding (wrong interpretation) of what is required in the terms of reference and missing one of the critical components | 2 = Poor | |
| 1. No action plan submitted. | 1 = Not Acceptable | |

| A. Relevant Expertise | | |
|---|---|---------------------|
| Competency and expertise of bidder | | |
| What is required | Application of evaluation criteria | % allocation |
| Leader and team member/s have excellent levels of competency and expertise, including being involved in innovative programmes | 5 = Excellent | 20% |
| Leader and team members are competent with high levels of expertise | 4 = Good | |
| Leaders and team members have sufficient competence and expertise | 3 = Satisfactory | |
| Competence and expertise are lacking | 2 = Poor | |
| Limited expertise. | 1 = Not Acceptable | |
| B. Relevant experience | | |
| What is required | Application of evaluation criteria | % allocation |
| 5 and above years or more relevant experience = Excellent | 5 = Excellent | 20% |
| 3 to 5 years' relevant experience = Good | 4 = Good | |
| 2 to 3 years' relevant experience = Satisfactory | 3 = Satisfactory | |
| 1 to 2 years' experience = Poor | 2 = Poor | |
| 0 to 1-year experience = Not Acceptable | 1 = Not Acceptable | |
| C. Similar Projects Completed with good references | | |
| What is required | Application of evaluation criteria | 20% |
| 5 or more completed similar projects | 5 = Excellent | |
| 4 completed similar projects | 4 = Good | |
| 3 completed similar projects | 3 = Satisfactory | |
| 2 completed similar projects | 2 = Poor | |
| 1 completed similar projects | 1 = Not Acceptable | |

5.2. Selection Criteria

- 5.2.1. Proposals received will be evaluated by the Annual Summit project team on the following evaluation criteria.
- 5.2.2. Bidders that attain a minimum score of 75% on functionality to be evaluated further for price and BBBEE.
- 5.2.3. The final decision and successful appointment will be made by Nedlac and no correspondence will be entered into thereafter.
- 5.2.4. Nedlac reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for quotations.
- 5.2.5. Bidders must be ready and available to commence work immediately after appointment.

6. SUBMISSION AND ENQUIRIES

- 6.1. Service providers should email their quotations and accompanying relevant documentation to Supply Chain Management on joyce@nedlac.org.za unit by 02 November 2021 at 12 noon.
- 6.2. Any technical enquiries regarding this Terms of Reference should be emailed to Ms. Nolwazi Mthembu-Makaula on nolwazi@nedlac.org.za or Ms. Nozipho Ngema on nozipho@nedlac.org.za
- 6.3. A service level agreement will be signed with the successful service provider, setting out inter alia the agreed project plan.
- 6.4. Payments will be made upon the achievement of milestones to be agreed on in the service level agreement.
- 6.5. Nedlac reserves the right to cancel this RFQ should such be deemed necessary.

DECLARATION OF INTEREST

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 price quotation, 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.

²"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 **YES / NO**
presently employed by the state?

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 **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

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

(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 employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, 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? **YES/NO**

2.10.1 If so, furnish particulars.

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

4 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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/quotations:

- 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/quotations is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid/quotation 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:

1.5

| | POINTS |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.6 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.

1.7 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.

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"/> |
|-----|--------------------------|----|--------------------------|

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 | | NO | |
|-----|--|----|--|

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

| Designated Group: An EME or QSE which is at last 51% owned by: | EME | QSE |
|---|-----|-----|
| 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 | |
| | |

1. 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>audi alteram partem</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 | <p>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)?</p> <p>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.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | <p>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?</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | <p>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?</p> | 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

.....
Name of Bidder

.....
Position

.....
Date

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 *pe 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. disregard 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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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.

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.

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