

CALL FOR THE SERVICE PROVIDER TO ADMINISTER AND ESTABLISH A DUE DILIGENCE ON THE CURRENT GROUP LIFE AND PROVIDENT FUND AND RECOMMENDED SOLUTIONS IN LINE WITH THE MARKET FOR THE UNIVERSITY VENDA.



REQUEST FOR QUOTATION

PROJECT DESCRIPTION:

Call for the service provider to administer and establish due diligence on the current group life and provident fund and recommended solutions in line with the market for the University Venda.

HR02/2024

NAME OF BIDDERS	
QUOTATION AMOUNT	

FOR MORE INFORMATION:

Azwifaneli Mudzwari

EMAIL: tenders@univen.ac.za

Date: 12/03/2024

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1. QUOTATION NOTICE & INVITATION TO QUOTATION

The University of Venda invites interested service providers to submit proposals for the Companies fully accredited with the Financial Service Conduct Authority to administer and establish due diligence on the current group life and provident fund for the University Venda. All documents must comply with the conditions set out herein.

CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF QUOTATIONS IS:

Friday, 22 March 2024 at 16h45

The closing time and date for receipt of the quotation is at **16h45 on 22 March 2024**
A non-compulsory briefing will be held on 14 March 2024 @11H00 via Teams.

Meeting ID: 377 986 996 819

Passcode: K22BrS

NOTE: *No late submissions will be accepted. No physical delivery of documents will be accepted.*

HOW TO SUBMIT YOUR TENDER DOCUMENTS

- Kindly e-mail the quotation back to: tenders@univen.ac.za
- Bidders can send their enquiries to: tenders@univen.ac.za

2. BACKGROUND & INTRODUCTION

In line with the University Policy on Remuneration, the University of Venda is looking for a reputable service provider with a proven service record to administer and establish the due diligence on the Group Life and Provident Fund. The service provider will prepare and submit a written report to the Director of HR, Supply Chain and Expenditure and CFO.

The University employs approximately 1000 permanent staff members, 200 fixed-term contractors, and part-time and temporary staff. Part-time employees are appointed to perform duties such as invigilation of examinations, while temporary staff members are appointed during peak periods such as registrations and examinations.

The University thus seeks to appoint a consultant to administer and establish the group life and provident fund due diligence advisory services with solutions to its active employees and pensioners.

Objective:

Align with strategic objective 10 To promote effective institutional governance and management systems.

The selected service provider will share the university's mission and business objectives. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation, and open communications. In this spirit of partnership, The University and its Service Provider will study how they do business to enhance current practices and support processes and systems. Such a partnership will allow the University to reach higher levels of quality, service, and profitability:

3. SCOPE OF WORK AND DELIVERABLES

The scope is as follows:

The service provider/consultant will work primarily with the HR & Payroll staff office to foster the ethos espoused in the approved Policy on Remuneration.

Study the University of Venda's Strategy 2021-2025 read with the APP 2024. The service provider is expected, amongst other things, to:

- ✓ Study Univen Remuneration policy, read with the provident fund group life rules as approved and other relevant guidance documents.
- ✓ Establish and Administer the Due Diligence on the Group Life and Provident Fund and provide recommended solution.
- ✓ Align the assessment with the market and recommend the best top five.

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Specifically, the University seeks to benefit from this partnership in the following ways:

- ✓ The University must receive reduced cost of services and improved service benefits from the Service Provider's economies of scale and streamlined service processes.
- ✓ The University must achieve appropriate availability that meets user needs while reducing costs for the University and the chosen Service Provider(s).
- ✓ The University must receive proactive improvements from the Service Provider concerning providing Services and related processes.
- ✓ The chosen Service must strengthen the University's overall competitive advantage
- ✓ Provider's leading-edge technology and service delivery systems.
- ✓ The University end users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations, and substitutions.
- ✓ The University must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

Expected Deliverables

- ✓ The successful Service Provider should Establish and Administer Due Diligence on the Group Life and Provident Fund and provide a recommended solutions (with methodology, timeframe, expected results, recommendations top 5, Costing and Flexibility, etc.).

Qualifications and Experience of Successful Consultant

The service Provider Company must be a reputable company listed on the CSD with a proven record of accomplishment in managing and facilitating performance management and development for leadership portfolio. The service provider should have proven experience in the rendering monitoring and evaluation of towards the achievement of strategic objectives/ APP through Remuneration.

The Senior Consultant must possess the following:

Education • Bcom Degree, Postgraduate degree, Finance, Business Administration, Public Administration, or a relevant social sciences field. • Relevant professional membership and certification is mandatory. Certified Financial Planner/Advisor.

Work experience.

- ✓ At least ten 10 years of experience in consulting on group life, provident fund, pension fund and life and investments insurance.
- ✓ Proven track record in working with diverse groups of audiences, including senior managers and executive managers.
- ✓ Experience in delivering high/intensive group life and provident funds.
- ✓ Experience in facilitating and managing intensive group life and provident fund.

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- ✓ Knowledge about the group life and provident fund rules and relevant Acts.

Other skills.

- ✓ Strong organisational, interpersonal, and communication skills
- ✓ Excellent written and verbal communication skills.
- ✓ Good judgment, high sense of responsibility, tact and discretion.
- ✓ Demonstrated cultural sensitivity and ability to work in a multicultural environment.

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4. BUSINESS INFORMATION

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	<input type="text"/>
Business Trading Name (as per CIPRO)	<input type="text"/>
Previous Name of Business (if Applicable)	<input type="text"/>
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	<input type="text"/>
Mobile	<input type="text"/>
Accounts Department	<input type="text"/>
Business Email	<input type="text"/>
Business Registration Number	<input type="text"/>
Tax Number	<input type="text"/>
VAT (if applicable)	<input type="text"/>
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	<input type="text"/>

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5. MANDATORY SUBMISSIONS – STAGE 1

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only
1.	Recent detailed CSD report (Central supplier database).		
2.	Valid SARS Pin		
3.	Comprehensive Company Profile in Insurance (Group life and provident fund)		
4.	Certified ID Copies/passports of all Company Directors not older than three months		
5.	Proof of Business Address		
6.	Fully Initialled & Completed quotation document pages		
7.	Completion SBD 4		
8.	Professional registration & Licence with FSCA		
9.	Board Resolution: Certificate for authority for signature.		
10	FAIS licence		
11	Registered with the Financial Service Board /FSP		
12	Proof of individual/Resource accreditation with FAIS Act of 2002		
13	Company Registration Certificate – CIPC		

6. TECHNICAL CHARACTERISTICS

Functionality Criteria	Weights
Company References and Experience: Provide four a maximum of (4) contactable references under three years. References should be for Group Life and Provident Fund. References from Higher education will score an extra 2.5 points per reference letter.	Maximum 40 points
4 Client References provided	30
3 Client References provided	20
2 Client Reference provided	10
1 Client Reference provided	5
Project Lead Times (Project Plan)	Maximum 30 points
<ul style="list-style-type: none"> • 3 within months = 30 points • 4 within Months= 25 points • 5 within Months = 20 points • 6 within Months =15 points • 7 within Months=10 points • Over and above 7 Months =5 Points 	30
Methodology & Approach	Maximum 30 points
Initiation	5

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Implementation	10
Execution	15
Reporting	10
TOTAL FUNCTIONALITY POINTS FOR STAGE 2	100 POINTS

- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage.

DECLARATION

<p>I, in my capacity as, declare that</p> <p>The information provided above is a true reflection of the capacity of our system.</p>
<p>Signature:Date:</p>

7. SPECIFIC GOALS POINTS – STAGE 3

The project shall be evaluated on 80/20 and points allocation as indicated below.

Preferential goals. HDI'S	Number of points allocated (80/20 system)	Means of verification
Black People	6	Detailed Central Supplier Database report
Women	4	CSD report
Persons with Disability	2	Original or Certified Copy of certificate/confirmation of Disability Status

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Preferential goals. HDI'S	Number of points allocated (80/20 system)	Means of verification
Youth	3	CSD report
Enterprises located in Limpopo Province	5	Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than three months)
TOTAL POINTS	20	

8. FINANCIAL STRUCTURE/OFFER (FO)

DESCRIPTION	PRICE
Service Fee	R
Total Assignment Cost	R

9. TERMS & CONDITIONS OF QUOTATION

- 9.1 The University reserves the right to reduce or increase the total quantity/service of items required in the quotation.
- 9.2 The successful bidder must allow University personnel to conduct reference checks about their performance elsewhere before a quotation is awarded.
- 9.3 The highest bidder would not necessarily have to be appointed by UNIVEN; as such, UNIVEN reserves the right to appoint any or no one.
- 9.4 No sub-service providers/subcontractors will be allowed.
- 9.5 The price should be VAT inclusive at 15%.
- 9.6 The quotation submitted must remain Valid for 120 days after the closing date.
- 9.7 Initials must be on all pages in the quotation document.
- 9.8 No quotation will be considered after the closing date and time.
- 9.9 Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
- 9.10 If parties disagree, UNIVEN reserves the right to appoint an alternative supplier.
- 9.11 No regret letters will be sent to unsuccessful bidders.

- 9.12 Any enquiry regarding this bid invitation and specification shall be submitted in writing to [tenders @univen.ac.za](mailto:tenders@univen.ac.za) with quotation number as reference or subject.
- 9.13 Enquiries shall only be entertained until two working days before the closing date of the quotation
- 9.14 All documentation submitted in response to this quotation must be in English.
- 9.15 UNIVEN reserves the right to:
- 9.15.1 Extend the closing date through the same communication medium used for the invitation.
 - 9.15.2 Extend quotation validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - 9.15.3 Verify any information in the quotation proposal, including reference checks about prospective service providers' performance elsewhere, before a quotation is awarded.
 - 9.15.4 Request any further documentary proof regarding any declaration.
 - 9.15.5 Award this quotation as a whole or in part.
 - 9.15.6 Negotiate terms and conditions after the selection of the successful bidder.
 - 9.15.7 Cancel or withdraw this quotation as a whole or in part.
 - 9.15.8 The Service Providers must prove they have the necessary expertise, experience, and knowledge in delivering performance management services.
 - 9.15.9 The University reserves the right to reduce or increase the total quantity of items required in the quotation.
 - 9.15.10 The highest bidder would not necessarily have to be appointed by UNIVEN; as such, UNIVEN reserves the right to appoint any or no one.
 - 9.15.11 the prices are expected to be competitive and comparable with those of similar enterprises.

10. PROHIBITION OF RESTRICTIVE PRACTICES

- In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
- If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and terminate the contract in whole or part, and restrict the bidder(s) or contractor(s) from conducting business

with the public sector for a period not exceeding ten (10) years and claim damages from the bidder(s) or contractor(s) concerned.

11. RIGHTS RESERVED

Bidders should note that UNIVEN reserves the right to negotiate terms and conditions after selecting a successful quotation. UNIVEN reserves the right to accept any proposal submitted or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

12. PARENT/SUBSIDIARY COMPANY.

A Company shall be defined as a legal persona, and quotation documents submitted shall reflect those of the registered Company in terms of the Companies Act. A subsidiary company quotation shall not submit the parent's company information regarding company registration, a BBBEE certificate, a SARS certificate, or financial statements. This is not limited to partnerships, close corporations, etc., where all members reflecting as company directors should enclose a copy of their identifying document reflecting their share of ownership.

13. TAXES AND DUTIES

The contract shall only be concluded with a bidder whose tax matters are in order. Before the bid award, SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a tax clearing certificate. The successful bidder must register for VAT (if it still needs to be registered).

14. VALIDITY PERIOD

Quotations shall remain valid for 120 days after the quotation closure date. During the validity window period of the quotation, should the Bidder withdraw this quotation or not meet contractual requirements, the University may exercise additional remedies available in its option, withdraw or cancel the agreement.

15. RIGHTS TRANSFERRED OR CESSATION

For the nature of this quotation, the appointed bidder may not transfer or cede partly/wholly his rights to a third party.

16. ACCEPTANCE OR REJECTION OF A QUOTATION

The University reserves the right to withdraw any invitation to quote, re-advertise, reject, or accept a part of it. The University does not bind itself to accepting the lowest quotation or the quotation scoring the highest points.

17. PRICES

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, except for any price adjustments authorised or in the purchaser's request for bid validity extension, as the case may be.

18. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9(b)(i) of this Act.

The Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection in addition to that to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and extend only so far as may be necessary for such performance.

19. LEGITIMACY OF INFORMATION

Bidders declare the information furnished in this quotation to be precise and accurate. Bonafede, If a contract has been awarded on the strength of the information furnished by the bidder After the conclusion of the relevant agreement is proven to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the contract award.

20. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the contract duration. The quoted price shall remain valid for the period of 120 days.

21. RIGHTS RESERVED TO REQUEST ADDITIONAL INFORMATION

UNIVEN reserves the right to request additional information from the bidders during its evaluation and adjudication process.

22. TERMS OF CONTRACT

The term of the contract will be on a once-off basis. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites bidders to bid on a quotation of this nature

23. LOBBYING AND CANVASSING

No lobbying and canvassing by bidders in any form to staff members or students of the UNIVEN to influence the evaluation process, and awarding of the quotation will automatically disqualify the bidder from the evaluation process and subsequent consideration.

ACKNOWLEDGEMENT OF TERMS & CONDITIONS

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I (*Full name/s & Surname*), on behalf of (the bidder), acknowledge receipt and understanding of the terms and conditions of service. I further undertake that should our bid be successful, we shall enter into an SLA with UNIVEN, which includes all the above Terms and Conditions.

Signed:Date:

24. CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature:Position:.....

Business Address:

.....
.....

Office Telephone:Mobile:

Date:



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 interest¹ 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.

¹ 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.

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:

.....

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 consortium² will not be construed as collusive bidding.

² 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

- 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

_____ contract.

.....

Position

Name of bidder