

INVITATION OF QUOTATION UP TO R30,000.00

QUOTATION NUMBER: R/S/2122/673	VALIDITY PERIOD OF QUOTATIONDays (To be completed by the Supplier)
CLOSING DATE: 12 JULY 2021	CLOSING TIME: 11H00
DESCRIPTION(SPECIFICATION/S) OF ITEMS/ SERVICE REQUIRED: PRINTING OF LOOGING BOOK KZN VEHICLES.	COMPANY NAME: Tel NO:- FAX NO: CONTACT PERSON: CSD REGISTRATION NO.:
DOES OFFER COMPLY WITH SPECIFICATION?	YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DOES ARTICLE COMPLY WITH SABS SPECIFICATION? HAS IT BEEN INSPECTED BY SABS?	YES/NO YES/NO (DELETE WHICH EVER IS NOT APPLICABLE)
DELIVERY PERIOD AFTER INITIAL ORDER?	
IS THE PRICE FIRM	
WHERE ARE THE STOCK HELD? (PHYSICAL ADDRESS , PLEASE)	
QUOTATION PRICE INCLUDING VAT (VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)	TOTAL: R
COMPANY OFFICIAL STAMP (COMPULSORY)	SIGNATURE OF BIDDER DATE
NUMBER OF PAGES EMAIL BACK TO THE DEPARTMENT BY THE SUPPIER	(Supplier to complete)

NB: QUOTATION FOR THE ATTENTION OF: Ntuthuko Hlengwa 033 343 8367

EMAIL ADDRESS: Ntuthuko.Hlengwa@kzndard.gov.za

NB:

THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR QUOTATION DOCUMENTS.

COMPANY NAME	:	
ADDRESS	:	1
CONTACT PERSON	:	
CONTACT NUMBER	:	
FAX NUMBER	:	

LINE	DESCRIPTION OR SPECIFICATION OF ITEM	REQU IRED QUAN	UNIT PRICE EX VAT	CL.	TOTAL P	RICE
NO.	(Please be very specific and clear)	TITY	R	c	R	С
1.	KZN vehicle log books as per attached sample	X500 books				
	4 pages per entry with transferable paper that writing can be duplicated from the top page through to the other three.					
	Colour of pages:					
	Top page white Second page yellow Third page blue Fourth page Green					
	Top three pages to be tapered in order for them to be removed. The final page is to stay in the book.					
	Numbering to be in numerical order with new numbers for each book					
	Each book to have 24 entries (x4pages)					
	* L	ABOUR (IF APPLICABLE)			
	*DE	LIVERY	(IF APPLICABLE)			
			TO	TAL		

*ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT TOTAL PRICE	
*VAT Registration No. (Supplier)	rd.gov.za
SIGNATURE	
DATE	

REQUISITION: GOVERNMENT GARAGE VEHICLE ALLOCATED WITHOUT DRIVER REKWISISIE: STAATSGARAGEVOERTUIG TOEGEKEN SONDER DRYWER 1V 6/6

DARD 04576

Vehicle used by Department/Office Voertuig gebruik deur Departement/Kantoor...

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	Requisition/log for the period . to . to		507	Details of trip Besonderhede van rit	Point to point description and purpose of trip Beskrywing van punt tot punt en doel van rit													Total number of days used/Totale aantal dae gebruik
					Objective No. Doelwit Nr.													
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	arage			Kilomtres	km afgelê													
	fehicle supplied by Government Garage /oertuig verskaf deur Staatsgarage	>4€.* Afdeling		Speedometer reading end of trip	Arstandmeter- lesing einde van rit													TOTAL/TOTAAL
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I certify that the motor vehicle was necessarily and wholly employed on Government Service on the trips specified, that there have been no learning that the motor vehicle was necessarily and that either the petrol made were the most economical in each instance. I also certify that this return has been not been recorded from the return that the petrol and to liused, and the return that the petrol and in used, and the return that the petrol and in used, and the return that the return that the petrol and in used, and the return that the petrol and in used, and the return that the arrangements and that the most economical in each instance. I also certify that this return has been recorded on the return that the arrangements and that the most each instance. I also certify that this return has been recorded on the return that the petrol and that the petrol and that the petrol and that the petrol and that the that the most early respect. The sertifies of the return that the petrol and that the petrol and that this return that the petrol and that the travelled in connection with thest trips have been received in the return that the arrangement that the petrol and that the triveled in the return that the petrol and that the return that

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Date/Datum

Designation/Ampstitel

Signature of Controlling Officer in Charge/Handtekening van Verantwoordelike Kontrolebearmpte

KINDLY COMPLETE PLEASE!!!

SBD 4

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

in order to give effect to the above, the following questionnaire must be completed and

3- *	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, shareholder*):
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.
'State' me:	ms -

- (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

^{*&}quot;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.

KINDLY COMPLETE PLEASE!!!

2.7	Are you or any person connected with the bidder presently employed by the state?	YES / NO
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		YES / NO
2.7.2.	If yes, did you attached proof of such authority to the bid document?	YES / NO
	(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:	
	0	
	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	144 (444-444) (44	
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

		KINDLY COMPLETE PLEASE!!!
	2	2.9.1lf so, furnish particulars.
		154424112393999999999999999999999999999999
		[4](1)(
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
2.10)	Are you, or any person connected with the bidder, YES/NO 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?
2.10.	1	If so, furnish particulars.
		44441 33349 . 111 .
2.11	of i	you or any of the directors / trustees / shareholders / members the company have any interest in any other related companies ether or not they are bidding for this contract?
2.11.1	ilf s	o, furnish particulars:

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number
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KINDLY COMPLETE PLEASE!!!

4	DECLARATION	
	I, THE UNDERSIGNED (NAME)	***************************************
	I ACCEPT THAT THE STATE	ION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT MAY REJECT THE BID OR ACT AGAINST ME IN TERMS O RAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
	Signature	Date
	Position	Name of bidder

May 2011

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:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the _____ preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. **DEFINITIONS**

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals:
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003):
- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act:
- "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis: 80/20 or 90/10

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \qquad \text{or} \qquad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

3-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	DECL	.ARA	HON

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.	PARAGRAPHS 1.4 AND 4.1	CONTRIBUTOR	CLAIMED	IN	TERMS	OF
6.1	B-BBEE Status Level of Contributor:	. =	(maximun	n of 1	0 or 20 po	ints)

(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)

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What	percentage	of	the	contract	will	be
subcontracte	d		%			
The name of	the sub-contrac	tor				
The B-BBEE	status level of t	he sub-co	ntractor	*******************	**********	
Whether the	sub-contractor i	s an EME	or QSE			
Tick application	able box)					
	subcontracte The name of The B-BBEE Whether the	The name of the sub-contrac The B-BBEE status level of t	subcontracted The name of the sub-contractor The B-BBEE status level of the sub-contractor is an EME	subcontracted% The name of the sub-contractor The B-BBEE status level of the sub-contractor Whether the sub-contractor is an EME or QSE	subcontracted% The name of the sub-contractor	subcontracted% The name of the sub-contractor The B-BBEE status level of the sub-contractor

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 V	QSE
Black people		
Black people who are youth		NATIONES.
Black people who are women		****
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		CyCoguil May Codess
Cooperative owned by black people		

Black people who are military veterans	
OR	
Any EME	
Any QSE	(Park)

8.	DECLARATION WITH REGARD TO COMPANY/FIRM
8.1	Name
	company/firm:
8.2	VAT
	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]
3.7	Total number of years the company/firm has been in business:
3.8	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	SIG	GNATURE(S) OF BIDDERS(S)
2	DATE: ADDRESS	

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 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.
- In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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? (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 audi alteram partem rule was applied).	Yes	No No
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.		
4.1.1 If so, furnish particulars:		
4.2 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)? 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.	Yes	No
4.2.1 If so, furnish particulars:		
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?	Yes	No
4.3.1 If so, furnish particulars:		

4.4	was any contract between the bidder and any organ five years on account of failure to perform on or con		Yes	No
4.4.1	If so, furnish particulars:			
1			S	BD 8
	CERTIFICA	ATION		
CER FOR I AC ACT	HE UNDERSIGNED (FULL NAME) TIFY THAT THE INFORMATION FURTHER AND CORRECT. CCEPT THAT, IN ADDITION TO CATION MAY BE TAKEN AGAINST MAY TO BE FALSE.	RNISHED ON THIS DECL	NTRA	CT.
Signa	ature	 Date	****	

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids1 invited.

1 5 .

- 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.
 - 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.
- 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.
- 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)	l) M
do hereby make the following statements that I certify to be true	and complete in every respect:
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:
 - has been requested to submit a bid in response to this bid invitation; (a)
 - could potentially submit a bid in response to this bid invitation, based on (b) their qualifications, abilities or experience; and
 - provides the same goods and services as the bidder and/or is in the same (C) 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.
- 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.

b) 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.

SBD 9

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
	Name of Bidder
Position	Manie of Dindel

Js914w2