



**INVITATION OF QUOTATION**

**THIS FORM SHOULD BE COMPLETED IN DETAIL AND SHOULD BE ACCOMPANIED BY VALID TAX COMPLIANCE STATUS PIN /CSD NUMBER**

|   |  |
|---|--|
| QUOTATION NUMBER: <b>R/S/2223/72</b>  | VALIDITY PERIOD OF QUOTATION..... Days<br>(To be completed by the Supplier)                          |
| CLOSING DATE: <b>01 JUNE 2022</b>   | CLOSING TIME: <b>11:00</b>   |
| DESCRIPTION(SPECIFICATION/S) OF ITEMS/<br>SERVICE REQUIRED: <b>APPOINTMENT OF PRIVATE ATTORNEYS FOR A PERIOD OF THREE (3) MONTHS TO ASSIST WITH LABOUR MATTERS</b><br><br><b>SEE SPEC ATTACHED.</b> | COMPANY NAME:<br>.....<br><br>TEL NO:<br>FAX NO:<br><br>CONTACT PERSON:<br><br><b>CSD :MAAA.....</b> |
| DOES OFFER COMPLY WITH SPECIFICATION?   | YES/NO<br>(DELETE WHICH EVER IS NOT APPLICABLE)  |
| DOES ARTICLE COMPLY WITH SABS SPECIFICATION?<br>HAS IT BEEN INSPECTED BY SABS?  | YES/NO<br>YES/NO<br>(DELETE WHICH EVER IS NOT APPLICABLE)  |
| DELIVERY PERIOD AFTER INITIAL ORDER?  |  |
| IS THE PRICE FIRM   |  |
| WHERE ARE THE STOCK HELD?<br>(PHYSICAL ADDRESS , PLEASE)  |  |
| QUOTATION PRICE INCLUDING VAT<br>(VAT TO BE ADDED BY REGISTERED VAT VENDORS ONLY)   | TOTAL: R .....   |
| COMPANY OFFICIAL STAMP (COMPULSORY)   | .....<br>SIGNATURE OF BIDDER<br><br>.....<br>DATE  |
| Quotation to be returned to: <b>TENDER BOX LOCATED AT 1 CEDARA ROAD, PMB, SCM OFFICES</b><br>Att.: <b>Ms. Yandisa Mbanjwa</b><br>Tel. No.: <b>033 343 8113</b>                                      |  |

**NB: DOCUMENT MUST BE COMPLETED IN FULL  
 THIS QUOTATION COVER PAGE MUST BE COMPLETED AND RETURNED WITH ALL YOUR SUPPORTING DOCUMENTS.**

ANNEXURE A

COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 CONTACT PERSON : \_\_\_\_\_  
 CONTACT NUMBER : \_\_\_\_\_  
 TAX NUMBER : \_\_\_\_\_

| LINE NO.   | DESCRIPTION OR SPECIFICATION OF ITEM<br>(Please be very specific and clear)   | REQUIRED QUANTITY | UNIT PRICE EXCL. VAT |   | TOTAL PRICE |   |
|--|---|-------------------|----------------------|---|-------------|---|
|  |   |                   | R                    | C | R           | C |
| 1.   | Appointment of Private Attorneys for a period of 03 months to assist with labour matters as per Terms of Reference. |                   |                      |   |             |   |
|  |   |                   |                      |   |             |   |
|  |   |                   |                      |   |             |   |
|  |   |                   |                      |   |             |   |
| * LABOUR (IF APPLICABLE)                             |   |                   |                      |   |             |   |
| *DELIVERY (IF APPLICABLE)                            |   |                   |                      |   |             |   |
| TOTAL  |   |                   |                      |   |             |   |
| *ONLY APPLICABLE TO VAT REGISTERED SUPPLIERS 15% VAT |   |                   |                      |   |             |   |
| TOTAL PRICE  |   |                   |                      |   |             |   |
| CIDB Grading (if applicable)                         |   |                   |                      |   |             |   |

\*VAT Registration No. (Supplier) \_\_\_\_\_  
 When Required (Register) : 13/05/2022  
 Where Required (Register) : \_\_\_\_\_  
 Contact details of requester : Mr S. Henman  
 TEL : 033 343 8116

Mark one Box (X)

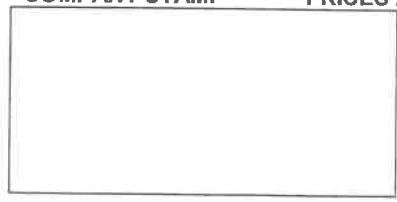
COMPANY STAMP

PRICES ARE VALID FOR

30

60

90



SIGNATURE.....

DATE.....



## **TERMS OF REFERENCE**

### **REQUEST FOR PROPOSAL FOR LABOUR RELATION SERVICE**

#### **1. INVITATION:**

- 1.1. A Request for Proposal (“RFP”) is hereby invited for a firm of attorneys to be appointed to provide labour relations services (“the Services”) to the Department of Agriculture and Rural Development (“DARD”), specifically in respect to conducting an investigation into the functioning and operations of the Information Communications Technology (ICT) directorate.
- 1.2. The Services are expected to include investigating the conduct of the Head of the directorate as well as the disclosure of information from within the directorate to external parties. The provision of these services shall also include the provision of an investigation report with findings and recommendations.

**Provision of investigation services from a qualified attorney and other necessary labour/legal services.**

#### **2. PURPOSE OF THE TERMS OF REFERENCE:**

- 2.1. The Terms of Reference serve to guide the process of selecting and appointing a qualified service provider by ensuring that there is a match between DARD’s requirements/ specifications and the expertise and capacity of the service provider to effectively provide the Services.

#### **3. CONTRACT OBJECTIVES**

- 3.1. To provide labour relations and all other necessary legal services to the DARD with regard to employment related matters.

#### **4. SCOPE OF WORK**

- 4.1. The appointed service provider will be required to provide, inter alia, the following services, where necessary:



- 4.1.1. Conduct an investigation into the operations and functioning of the ICT directorate, including the Head of the unit.
- 4.1.2. Drafting of an investigation report with findings and recommendations.
- 4.1.3. Provide advice on disciplinary action, where applicable.

## **5. MANDATORY TECHNICAL REQUIREMENTS**

- 5.1. Only service providers that are legal practitioners registered with the relevant Legal Practice Council will be considered. Service providers must fall into one of the following categories:
  - 5.1.1 Law firms registered as companies;
  - 5.1.2 Law firms practising as partnerships;
  - 5.1.3 Attorneys practising as sole proprietorships.
- 5.2. Copies of a valid Fidelity Fund Certificates in respect of each director, partner or sole proprietor (as may be applicable) must be submitted as proof of registration with the relevant Legal Practice Council.
- 5.3. Service providers must submit certified copies of the following documents (as may be applicable) in respect of only the lead **attorney** proposed:
  - 5.3.1. Degree certificate/s;
  - 5.3.2. Certificate of admission as an attorney.
- 5.4. Service providers must complete and submit the Curriculum Vitae in respect of the lead attorney proposed for the Services indicating the following:
  - 5.4.1. Demonstrable knowledge and experience of workplace and employment legislation specifically relating to the public service;
  - 5.4.2. Experience in the provision of investigation services and advice in labour-related matters relating to the public service;
  - 5.4.3. An indication of the types of matters.
- 5.5. Service providers must submit reference letters from clients indicating that the service provider currently provides or has provided labour-related services in the public service as well as a brief description of the specific services provided. These reference letters



must not be older than six (6) months, calculated from the closing date of the RFP, be signed by the client or an authorized representative and, must list the specific services that are being or were provided by the service provider.

- 5.6. Service providers must submit proof of demonstrable experience in the form of examples of no less than three (3) matters wherein they provide or have provided similar services in the public service. This portfolio of evidence must include detailed descriptions of matters in terms of which they provided the aforementioned services, the specific nature and, the outcome.
- 5.7. An advantage will be given to Service providers within Umgungundlovu district municipality. Service providers must submit proof of Municipality Bill, Business Letters or Lease Agreements or any other legal document

## **6. EVALUATION OF PROPOSALS**

- 6.1. Prequalification on functionality is part of the requirements of this Request for Proposal. DARD reserves the right to withdraw any invitation and / or re-advertise or to reject any formal proposal or to accept a part of it. DARD does not bind itself to accept the lowest proposal or award a contract to the service provider scoring the highest number of points.
- 6.2. Service providers' proposals will be evaluated according to the attached evaluation matrix (**ANNEXURE 1**) in order to determine mandatory requirements and prequalification criteria for the provision of the Services.
- 6.3. **Prequalification criteria** (Evaluation of Functionality):
  - 6.3.1. The specific functional criteria are contained in Annexure 1. The total score for functionality is 100 points and the minimum passing score is **60 points**.
  - 6.3.2. Only service providers who attain the minimum score of 90 points will further be assessed on price.

ANNEXURE 1

EVALUATION MATRIX

| No. | Criterion  | Points    | Proof required  | Points allocation  | Score |
|-----|--|-----------|---|--|-------|
| 1.  | <b>Proof of registration with the relevant Legal Practice Council</b>  |           | Copies of a valid Fidelity Fund Certificates in respect of each director, partner or sole proprietor (as may be applicable) <u>must</u> be submitted as proof of registration.  |  |       |
| 2.  | <b>Mandatory supporting documents</b>  |           | Service providers <u>must</u> submit certified copies of the following documents in respect of the <b>lead attorney</b> proposed:<br>1. Degree certificate/s;<br>2. Certificate of admission as an attorney.  |  |       |
| 3.  | <b>Lead attorney: Years of experience</b><br>Service providers must propose a lead attorney with no less than 5 (five) years of post-admission experience in respect of provincial government legal matters. | <b>30</b> | <b>ANNEXURE 2 - Curriculum Vitae</b> must:<br>1. be completed and submitted in respect of the <b>lead attorney</b> proposed;<br>2. demonstrate knowledge and experience of workplace and employment legislation in provincial government;<br>3. indicate experience in the provision of opinions and advice in labour-related matters within provincial government; | 5-9 years of experience = <b>10 points</b><br>10+ years of experience = <b>30 points</b> |       |



|              |   |            |   |   |
|--------------|---|------------|---|---|
| 4.           | <p><b>References</b></p> <p>Service providers must submit reference letters from clients indicating that the service provider currently provides or has provided labour-related services in provincial government as well as a brief description of the specific services provided.</p> | 25         | <p>Letters of reference must be submitted and must:</p> <ol style="list-style-type: none"> <li>not be older than <b>six (6) months</b>, calculated from the closing date of the RFQ;</li> <li>be signed by the client or an authorized representative;</li> <li>Must list the specific services that are being or were provided by the service provider.</li> </ol> | <p>1-3 reference letters = <b>10 points</b><br/>         4-5 reference letters = <b>15 points</b><br/>         6+ reference letters = <b>25 points</b></p>  |
| 5.           | <p><b>Service provider's demonstrable experience</b></p> <p>Service providers must detail, in their response to the RFQ, examples of no less than three (3) matters wherein they provide or have provided similar labour-related services in provincial government.</p>                 | 20         | <p><u>Response to the RFP</u> must include detailed descriptions of matters in terms of which they provided labour-related services, the specific nature and, the outcome.</p>  | <p>3 examples = <b>5 points</b><br/>         4 - 9 examples = <b>10 points</b><br/>         10+ examples = <b>15 points</b></p>                             |
| 6            | <p><b>Proof of Physical address</b></p>   | 25         | <p><u>Response to the RFP</u> must include Lease agreement; Municipal Utility Bill; or Copy of Bank Statement</p>   | <p>Office of Bidder outside borders of KwaZulu Natal = <b>5 points</b><br/>         Office of Bidder within borders of KwaZulu Natal = <b>30 points</b></p> |
| <b>Total</b> |   | <b>100</b> |   |   |

**N.B. Service providers must achieve at least 60 points as per the above criteria in order to move on to the price evaluation. Service providers who fail to meet the minimum threshold of 60 points will be eliminated.**

**PRICING SCHEDULE – FIRM PRICES**  
**(Professional Services)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED, NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE OR EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**OFFER TO BE VALID FOR 120 DAY FROM THE CLOSING DATE OF THE BID.**

**APPOINTMENT OF A FIRM OF ATTORNEYS TO PROVIDE INVESTIGATIONS AND LABOUR/LLEGAL SERVICES TO THE DARD IN RESPECT OF AN ICT INVESTIGATION**

1. The accompanying information must be used for the formulation of proposals.
2. Service providers are required to indicate an hourly rate for the lead attorney (only) required for the provision of the services, inclusive of all applicable taxes.
3. Proposed rate for lead attorney -   **R .....** **per hour**  
(Amount in words - .....  
.....  
..... **per hour.**)
4. This offer is valid for a period of 120 days, calculated from the closing date of the bid.

**NAME OF SERVICE PROVIDER:**

**SIGNATURE:**

**DATE:**

.....

.....

.....



## PART A INVITATION TO BID

|  |  |               |  |   |       |
|--|--|---------------|--|---|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>   |  |               |  |   |       |
| BID NUMBER:  | R/S/2223/72  | CLOSING DATE: | 01 JUNE 2022   | CLOSING TIME:   | 11:00 |
| <b>DESCRIPTION APPOINTMENT OF PRIVATE ATTORNEYS FOR A PERIOD OF THREE (3) MONTHS TO ASSIST WITH LABOUR MATTERS</b>   |  |               |  |   |       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>   |  |               |  |   |       |
| <b>1 CEDARA ROAD, PIETERMARITZBURG, 3200.</b>  |  |               |  |   |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |   |       |
| CONTACT PERSON   | Ms Nompumelelo Dladla  |               | CONTACT PERSON   | Mr S. Henman  |       |
| TELEPHONE NUMBER   | 033 343 9369   |               | TELEPHONE NUMBER   | 033 343 8116  |       |
| FACSIMILE NUMBER   | n/a  |               | FACSIMILE NUMBER   | n/a   |       |
| E-MAIL ADDRESS   | Nompumelelo.Dladla@kzndard.gov.za  |               | E-MAIL ADDRESS   | Ntokozo.Zulu@kzndard.gov.za   |       |
| <b>SUPPLIER INFORMATION</b>  |  |               |  |   |       |
| NAME OF BIDDER   |  |               |  |   |       |
| POSTAL ADDRESS   |  |               |  |   |       |
| STREET ADDRESS   |  |               |  |   |       |
| TELEPHONE NUMBER   | CODE   |               | NUMBER   |   |       |
| CELLPHONE NUMBER   |  |               |  |   |       |
| FACSIMILE NUMBER   | CODE   |               | NUMBER   |   |       |
| E-MAIL ADDRESS   |  |               |  |   |       |
| VAT REGISTRATION NUMBER  |  |               |  |   |       |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:   |               | OR   | CENTRAL SUPPLIER DATABASE No:   | MAAA  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW ] |       |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |  |               |  |   |       |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO  |       |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?  |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO  |       |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?   |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO  |       |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO  |       |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  |  |               |  | <input type="checkbox"/> YES <input type="checkbox"/> NO  |       |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |  |               |  |   |       |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.  |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).  |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.   |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.  |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.   |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.  |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                        |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

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 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 bid

<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.

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

| WITNESSES |       |
|-----------|-------|
| 1         | ..... |
|           | ..... |
| 2         | ..... |

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- 1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating service delivery instructions is forthcoming.
- 3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|------------------------|---------------------------------------|-----------------|-------------------------------------|--|
|                        |                                       |                 |                                     |  |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....