LIMPOPO TOURISM

South Africa LIMPOPO PROVINCE

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REQUEST FOR QUOTATION (RFQ)

(FOR GOODS & SERVICES LESS THAN R1 000 000)

DESCRIPTION

PROVISION OF MANAGED PRINT SERVICES AND DIGITAL DOCUMENT MANAGEMENT SOLUTION FOR A PERIOD OF 36 MONTHS

RFQ NO: LTAQ002-26/27

Kindly furnish us with a written quotation as detailed in the enclosed schedule.
The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later **than 21 AUGUST 2026 @ 12H00 AT THE LTA'S QUOTATION BOX, AT ERF 92/688, PORTION 2, N1 MAIN ROAD, SOUTHERN GATEWAY EXT 4, POLOKWANE.**

EMAILED SUBMISSIONS WILL NOT BE ACCEPTED.
NO PAYMENT IS REQUIRED FOR THIS BID. BEWARE OF SCAMS.

The following conditions will apply:

1) Price offer to be valid for 80 days from the closing date of the bid.
2) Price(s) quoted must be firm and inclusive of VAT.
3) The bid will be evaluated in terms of the administrative compliance, functionality and the 80/20 preference point system as prescribed in the Preferential Procurement Regulations (2022) and for this purpose the enclosed forms SBD 3.1, SBD 4, & SBD 6.1, must be scrutinized, completed and submitted together with your bid.
4) The successful bidder will be the one scoring the highest points in terms of the Preferential Procurement Regulations (2022).

ISSUED BY:	CONTACT PERSON (SPECIFICATION)	CONTACT PERSON (BIDDING PROCESS)
THE CHIEF EXECUTIVE OFFICER LIMPOPO TOURISM AGENCY P.O. BOX 2814 POLOKWANE 0700 Tel: (015) 293 3600	MR. ISAAC MAELANE E-mail: isaacm@golimpopo.com Contact No.: (015) 293 3600	MS. SEWELA NYAKA E-mail: sewelan@golimpopo.com Contact No.: (015) 293 3600

Name of Bidder: _____

BID AMOUNT: R_____

TERMS OF REFERENCE

PROVISION OF MANAGED PRINT SERVICES AND DIGITAL DOCUMENT MANAGEMENT SOLUTION FOR A PERIOD OF 36 MONTHS

1. Introduction

The Limpopo Tourism Agency invites qualified service providers to submit proposals for the provision of Managed Print Services (MPS) and a Digital Document Management Solution for a period of thirty-six (36) months. The objective is to modernise document handling, improve security, reduce paper usage and enhance operational efficiency.

2. Scope of Work

2.1 Managed Print Services - New

- Supply and installation of one (1) **brand new** colour and one (1) **brand new** mono multifunction photocopier machines device
- Centralised print management system
- User-based tracking and reporting
- Monthly analytics reporting

2.2 Cloud Integration

- Integration with Microsoft 365 (SharePoint, OneDrive, Teams)
- Scan-to-cloud functionality
- Secure document routing

2.3 Security Requirements

- Secure print release (PIN)
- Role-based access control
- Data encryption (at rest and in transit)
- Audit logs and tracking
- Automatic data overwrite

2.4 Digital Workflow

- OCR-enabled scanning
- Searchable PDFs
- Automated workflows (Finance, HR, etc.)
- Document classification and indexing

2.5 Technical Requirements

- A3 multifunction capability
- Minimum 45 pages per minute
- Duplex printing
- Mobile printing support
- Touchscreen interface

2.6 Remote Monitoring

- Real-time monitoring
- Predictive maintenance
- Remote diagnostics

2.7 Maintenance

- Click charge must include toner, parts, labour, and travel
- No refurbished consumables
- Automatic toner replenishment

2.8 SLA Requirements

- Uptime ≥ 98%
- Response time ≤ 4 hours
- Resolution within 24 hours
- Replacement device if downtime exceeds 48 hours

- If the first one fails, the Entity may appoint the second bidder.

2.9 Sustainability

- Energy-efficient devices
- Default duplex printing
- Monthly environmental reports

3. Deliverables

- Installed and configured brand new devices
- Integrated document management solution

- Monthly reports
- Quarterly reviews

4. Special Conditions

1. Limpopo Tourism Agency will enter into a Service Level Agreement with the awarded bidder for a period of 36 months
2. Limpopo Tourism Agency may negotiate prices with recommendable bidders.
3. Limpopo Tourism Agency may award the bid to the second recommendable bidder should the awarded bidder fail to provide the service.
4. Payment will be made after the service has been successfully rendered.
5. LTA reserves the right to not award the bid.

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

I/We _____(Full name of bidder) the undersigned in my capacity as _____ Of the firm _____ CSD NO. MAAA _____, hereby offer to Limpopo Tourism Agency to render the services as described, in accordance with the specifications and conditions of contract to the entire satisfaction of the Limpopo Tourism Agency and subject to the conditions of tender, for the amounts indicated hereunder:

1. **MONO (BLACK & WHITE) PHOTOCOPIER MACHINE**

Description	**Rental price p/m (Vat Incl.)** **Year 1**	**Rental price p/m (VAT Incl.)** **Year 2**	**Rental price p/m (VAT Incl.)** **Year 2**	**TOTAL AMOUNT FOR 36 MONTHS (VAT Incl.)**
Rental of mono photocopier machine				

Total rental amount (rental amount x 12 months for each year)				

1.1. COST PER COPY (Including maintenance, parts and consumables, e.g. toners, etc.)

Description	**Price / copy (VAT Incl.)** **Year 1**	**Price / copy (VAT Incl.)** **Year 2**	**Price/ copy (VAT Incl.)** **Year 3**	**TOTAL (VAT Incl.)**
Mono (Black & White)				

2. COLOUR PHOTOCOPIER MACHINE

Description	**Rental price p/m (Vat Incl.)** **Year 1**	**Rental price p/m (VAT Incl.)** **Year 2**	**Rental price p/m (VAT Incl.)** **Year 2**	**TOTAL AMOUNT FOR 36 MONTHS (VAT Incl.)**
Rental of colour photocopier machine				
Total rental amount (rental amount x 12 months for each year)				

2.1. COST PER COPY (Including maintenance, parts and consumables, e.g. toners, etc.)

Description	**Price / copy (VAT Incl.)** **Year 1**	**Price / copy (VAT Incl.)** **Year 2**	**Price/ copy (VAT Incl.)** **Year 3**	**TOTAL (VAT Incl.)**
Mono (Black & White)				
Colour				

TOTAL BID AMOUNT (36 MONTHS) (VAT Incl.): _____

Company Name: _____

Contact Number:_____

Signature of Bidder: _____**Date**: _____

EVALUATION CRITERIA

CRITERIA – MANDATORY REQUIREMENTS

1. MINIMUM REQUIREMENTS

Bidders must comply with all the minimum requirements as listed below. Failure to comply with or submit any of the supporting documentation/requirements listed below will result in your bid being disqualified.

ITEM DESCRIPTION		Please indicate with an "X" to offer complies with the requirements		
		YES	NO	Comment
a)	The company must be registered on CSD			
b)	The bid document must be completed and signed in full			

2. EVALUATION METHODOLOGY

In accordance with the Preferential Procurement Regulations, 2022, the bid evaluation process shall be carried out in three Phases namely:

- Phase 1: Administrative Compliance
- Phase 2: Evaluation on Functionality
- Phase 3: Evaluation in terms of Price and Preference Point Systems in accordance with the Preferential Procurement Regulations 2022.

PHASE 1: ADMINISTRATIVE COMPLIANCE (Submission of compulsory documents.

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

If any of the following Bid Forms are not completed and signed or handed in with your proposal on closing date and time, your proposal will be immediately disqualified.

- **SBD 3.1** (Pricing Schedule) Make sure it is completed.
- **SBD 4** (Bidder's Disclosure) Make sure it is signed. **(Failure to disclose any other companies involved in (SECTION 2.3.1) will result in**

disqualification). Bidders may attach a list of companies involved in if the space is too small.

- **SBD 6.1** (Preference claim form) Make sure it is completed and signed. (Bidders will not be disqualified if it is not completed but will not claim preference points.)
- Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

PLEASE NOTE:

a) the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

b) the bidder has not:

i) abused the Supply Chain Management System; or
ii) failed to perform on any previous contract and has been given a written notice to this effect.

c) All corrections and scratching are initialled.

d) Completion of the bid document using pencil not allowed, **BID DOCUMENT TO BE COMPLETED IN BLACK INK**.

e) Scratching is done by putting a straight line through the corrected items.

f) **THE USE OF CORRECTION FLUID WILL AUTOMATICALLY INVALIDATE YOUR BID.**

g) Alterations to the bid document or **submission of a copy of the original bid document will invalidate the bid.**

PHASE 2: EVALUATION ON FUNCTIONALITY

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and specific goals.

Functionality assessment should be allocated as follows:

	FUNCTIONALITY CRITERIA		
	COMPONENTS	**Points Awarded**	
A	**FINANCIAL ABILITY**		**10**
	• Above R400 000 • R 300 001 – R 400 000 • R 200 001 – R 300 000 • R 50 000 – R 200 000 • Below R50 000 or no submission of financial information or letter with no amount. Bidders must attach: • Letter of intent from NCR (National Credit Regulator) accredited financial institutions to provide funding *(letter must be signed and not older than three months)*, or • proof of overdraft facility in the name of business *(Bank letter must be signed and not older than three months)*, or Proof of company capability to self-fund (i.e. *stamped bank statement not older than three months*).	**10** **08** **06** **04** **00**	
B	**COMPANY'S EXPERIENCE (Detailed company's profile must be submitted)**		**30**
	Bidder's proven competency and experience in rental or leasing of office machines (photocopiers, printers, etc)		**15**
	• 8+ years	**15**	
	• 6-7 years	12	
	• 4-5 years	10	
	• 3-4 years	08	
	• 0-2 years •	05	
	REFERENCES		**15**
	Signed reference letters on valid letterheads that prove experience in the rental or leasing of office machines (photocopiers, printers, etc). **LTA reserves the right to verify the reference letters.**		

	• More than three client's reference letters. • Three client's reference letters. • Less than three client's reference letters. •	**15** 10 05	
C	**PROVEN TRACK RECORD OF RENTAL OR LEASING OF OFFICE MACHINES (PHOTOCOPIERS, PRINTERS, ETC)**		**20**
	• R500 000 Or more • R200 001 - R500 000 • R100 001 – R200 000 • Below R100 000 • **Means of Verification: Appointment letters and/or purchase orders, accompanied by reference letters (which must state the value of the project).**	20 15 10 05	
D	**OWNERSHIP BY PERSONS WITH DISABILITIES**		**15**
	• Company is partly or fully owned by persons with disability • Company is not owned by persons with disability **(Attach a Medical Certificate from a Medical Doctor or Hospital confirming the disability)**	**15** **00**	
E	• **OWNERSHIP BY MILITARY VETERANS**		**15**
	• Company is partly or fully owned by military veteran(s) • Company is not owned by military veteran(s) **Attach Proof of Registration on the National Military Veterans Database from the Department of Military Veterans)**	**15** **00**	
F	**LOCALITY**		**10**
	• Company is located within the Limpopo Province • Company is located outside the Limpopo Province / No proof of Limpopo address	**10** **02**	

	Provide proof of company address (e.g. Municipal bill, lease agreement, Letter from Tribal Authority or Permission to Occupy in a case where the address is on communal land)		

Bidders who fail to achieve the minimum qualifying score of **60%** on functionality will be disqualified for further evaluation of price and special goals.

PHASE 3: EVALUATION IN TERMS OF PRICE AND PREFERENCE POINT SYSTEMS

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations, 2022.

The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

When calculating prices:

a) Unconditional discounts will be taken into account for evaluation purposes; and

b) Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.

The formulae to be utilized in calculating points scored for price is as follows:

80/20 preference point system formula will be used to calculate the points for price of quotations/tenders with the rand value equal to or below R50 million

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of tender consideration

Pmin = Rand value of lowest acceptable tender

A maximum of **20 points** will be awarded in accordance with the table below, for quotations from R0 to R50 000 000:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	**Black People**	**4**
2	**Youth**	**4**
3	**Women**	**4**
4	**Persons with Disability**	**4**
5	**Military Veterans**	**4**

a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.
b. A specific goal will be allocated according to the percentage of ownership in the company (e.g., if black people own 50% of the company, the points for the specific goal will be **2**, i.e. 50/100x4 = **2**).
c. Only the tender with the highest number of points scored may selected.
d. CSD report will be used to as a means of verification of the specific goals.
e. **A valid medical certificate is required to claim points for persons with disability.**
f. Confirmation of registration on the National Military Veterans Database of the Department of Military Veterans is required in order to claim points for military veterans.
g. Limpopo Tourism Agency reserves the right not to award the bid.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black People		4		
Youth		4		
Women		4		
Persons with Disability		4		
Military Veterans		4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

☐ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....