

REQUEST FOR QUOTATION

PROVISIONING OF EMPLOYEE WELLNESS MANAGEMENT SERVICES FOR A PERIOD OF 36 MONTHS

RFQ NUMBER:	RFQ NHC/2023/24/175
RFQ ISSUE DATE:	11 December 2023
CLOSING DATE AND TIME:	19 January 2024 @ 11:00
COMPULSORY BRIEFING SESSION	None

SUPPLIERS ARE REQUESTED TO PLEASE SUBMIT A QUOTATION ON THE COMPANY LETTERHEAD FOR THE FOLLOWING:

<u>No</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit of Measure</u>
4.1.	Provisioning of employee wellness management services	1	Each

ITEM DESCRIPTION	DETAILED INFORMATION
RFQ VALIDITY PERIOD	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
COMPULSORY REQUIREMENT	<ul style="list-style-type: none"> - Valid current Tax compliance status pin code for verification of tax compliance status with SARS. - Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD - Completed and signed Standard Bidding Documents (SBD) forms included with the bid document / RFQ.
SUBMISSION OF QUOTES	e-mail to: procurement@nhc.org.za
CONTACT PERSON FOR ENQUIRIES	Ms. Gugu Hlatshwayo g.hlatshwayo@nhc.org.za cc procurement@nhc.org.za

INTRODUCTION

1. PURPOSE OF THE REQUEST

NHC seeks to invite quotations for the procurement of goods and/or services as stated above.

2. NHC's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 2.1. NHC's conditions of purchase shall apply.
- 2.2. The validity period of the quotations must be clearly stated on the quotation.
- 2.3. Prices quoted shall be in South African Rand and inclusive of VAT as well as any associated costs such as delivery, insurance, taxes, etc.
- 2.4. No price adjustments or amendments will be considered by the NHC after closure of the RFQ.
- 2.5. The supplier accepts full responsibility for the proper execution and fulfilment of the goods or services quoted for.
- 2.6. NHC reserves the right to accept or reject any special terms and conditions that may qualify the goods or services to be provided.
- 2.7. The NHC reserves the right to accept or reject a proposal in whole or in part.
- 2.8. Where the NHC determines that it will be in the best interest of the project to appoint multiple suppliers, the NHC reserves the right to award the RFQ to multiple suppliers by indicating on the purchase order, the items applicable.
- 2.9. Quotations shall be submitted on an official letterhead and duly signed.
- 2.10. Goods or services shall be supplied / rendered upon receipt of an official purchase order from the NHC. No services must be rendered or goods delivered before an official NHC purchase order or service level agreement (SLA) signed.
- 2.11. The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- 2.12. Only quotations from suppliers that complies with the specifications and indicate the date of delivery or expected date of service delivered, shall be evaluated and considered.
- 2.13. The NHC reserve the right to do due diligence on the quotations.
- 2.14. The NHC reserves the right to benchmark prices quoted.
- 2.15. Late and / or incomplete submissions will not be accepted.
- 2.16. NHC shall pay within 30 days after receipt of an invoice.
- 2.17. All invoices must be submitted to SCM via the email to procurement@nhc.org.za.

3. EVALUATION CRITERIA

All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations. The lowest

acceptable price will score 80 points; the 20 points according to the specific goals will be allocated as indicated in the Standard Bidding Document (SBD) 6.1.

The breakdown of the scoring is included in the Standard Bidding Document (SBD) 6.1. Suppliers are required to complete the SBD 6.1 to indicate the points claimed as required. Where a supplier failed to claim points, the points allocated will default to zero. The points claimed will be verified against the Central Supplier Database (CSD) information for verification.

Your assistance and co-operation is appreciated.

Kind Regards

Mr. Sipehelele Skenjana
Supply Chain Officer
National Heritage Council of South Africa
353 Festival Street
Hatfield
0028
Tel: 012 748-3916
Email: procurement@nhc.org.za



nhc

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REQUEST FOR APPROVAL TO APPOINT A WELLNESS SERVICE PROVIDER FOR 36 MONTHS

Date of submission –December 2023.

1. BACKGROUND

The wellness/well-being of employees plays a crucial role in their productivity in the workplace. As part of the NHC employee wellness, a need has been identified to appoint a wellness service provider to provide NHC staff with wellness services for a period of 36 months.

2. OBJECTIVES TO BE ACHIEVED

The NHC would like to achieve the following objectives:

- 2.1 Make the work environment more supportive of positive health behaviours
- 2.2 Reduce the risk of chronic diseased
- 2.3 Model healthy behaviours of employees
- 2.4 Improve staff health and productivity
- 2.5 Assist managers and supervisors to deal appropriately with difficulties / challenges that confront employees in the workplace.
- 2.6 Assist employees to seek professional help for the challenges that impact on their work and interpersonal relationships at work.
- 2.7 Provide appropriate mechanisms of intervention and confidential counselling for employees who seek to address challenges that they face in the workplace

- 2.8 Promote co-operation, motivation and improve employee morale in order to improve productivity and workplace efficiency
- 2.9 Reduce absenteeism, staff turnover, interpersonal conflicts, grievances and work related incidents
- 2.10 Provide employees with life skills, awareness and educational programmes that promote healthy lifestyles and coping skills.
- 2.11 Comprehensive initial briefing and training for manager and HR specializes must be covered by the service.
- 2.12 Individual Managerial consultancy for managers. This is a flexible response service to give in depth support to managers' existing relationship with employees. In addition, the service must include for a formal managerial referral service by employees whose performance is impaired by personal problems as well as the provision of conflict resolution and mediation services.
- 2.13 Service providers must submit an Employee Wellness proposed programme with timelines and achievable milestones for the period of 36 months.
- 2.14 A dedicated account manager must be allocated to the NHC.

3. DELIVERABLES

The anticipated delivery date is November 2023 for a period of 36 months

4. SPECIFICATIONS

The purpose of the Wellness service provider is to provide core employee wellness management services to the NHC employees in line with the following Employee Health and Wellness (EH & W) pillars:

- 4.1. Professional line support services through a toll-free line which is available 24/7/365 days
- 4.2. On-line Support Services (E-care)
- 4.3. Psychological and psychosocial services
- 4.4. Face-to-face counseling services up to 6 sessions per employee and immediate family member per case
- 4.5. Health and Life Management services
- 4.6. HIV and AIDS counselling and support
- 4.7. Financial and legal services
- 4.8. Exercise and nutrition management
- 4.9. Weight management
- 4.10. Critical incident trauma debriefing or trauma response services
- 4.11. Managerial consultancy or managerial coaching, support, referral, and training/educational services
- 4.12. Team enrichment sessions, i.e., group coaching covering but not limited to diversity, team dynamics, team building.

- 4.13. Provide preventative services in the form of stress management, alcohol and substance abuse, marriage/relationship enrichment, legal advice, personal financial management and preparation for:
 - retirement sessions
 - Quarterly and annual reporting
 - Quarterly wellness initiatives
 - Annual Wellness Day at NHC
- 4.14. Conduct Annual Integrated Health Risk Assessment and provide Occupational Health and Hygiene report
- 4.15. Communication, marketing consultancy and wellness promotion services aligned to the National Health Calendar
- 4.16. Dedicated Client Relationship Manager

5. COMPULSORY REQUIREMENTS

- 5.1. The supplier must have a qualified health and wellness practitioner employed. The CV and qualifications of the person must be submitted with the quotation.
- 5.2. The Employee Wellness service provider must be a member of the Employee Assistance Professional Association of South Africa (EAPA SA). Proof must be submitted with the quotation.
- 5.3. The service provider must perform a Health Risk Assessment of all NHC employees.
- 5.4. The service provider must include a professional nurse with at least a diploma in nursing with primary health care.

6. REPORTING

Suppliers must ensure that they treat information as confidential and ensure that permission is granted where personal information are requested. The following reports must be provided on a monthly basis:

- 6.1. Statistical reports on the number of cases per category, the time spend and the severity of the cases
- 6.2. Progress reports where the NHC refers an official for wellness treatment.
- 6.3. Ensure that a file is opened for all NHC officials upon the first interaction and keep records on each official. These files must be handed over to the NHC at the end of the contract period.
- 6.4. Quarterly sets of uptakes and utilization
- 6.5. Trends and themes
- 6.6. Quarterly and ad hoc meetings with NHC designated officials
- 6.7. Quarterly reporting
- 6.8. Annual reporting

6.9. Annual review

6.10. The reports must provide for statistical data, data analysis, themes and trends, value, benchmarking, training, conclusions and recommendations.

7. PRICING GUIDE

Suppliers are required to use pricing guide as per the following table and fill in completely:

Suppliers must provide the costing for 36 months, inclusive of all taxes and any price escalations.

No	Description	Rates Year 1	Rates Year 2 @ CPI increase	Rates Year 3 @ CPI increase
7.1.	Primary Health Care			
	- Management services fee			
	- Dietitian (service per hour)			
	- Fitness training (service per hour)			
	- Monthly, quarterly and annual reports			
7.2.	Primary Health Care Services per employee			
	- Blood pressure tests			
	- Blood sugar tests			
7.3.	Health Calendar Awareness			
	- Health awareness (workshops / webinars) per event			
	- Health awareness information as per wellness calendar			
	- Life skills awareness sessions / trainings per request			
7.4.	Pharmaceuticals			
	- Family planning per employee			
	- Flu vaccination for employees			
	- HIV testing per employee			
	- Hemoglobin testing			
7.5.	Executive wellness services			
	- General Medical			
	- Functional wellness assessment			

No	Description	Rates Year 1	Rates Year 2 @ CPI increase	Rates Year 3 @ CPI increase
	- Brain performance			
	- Nutrition			
	- Health Coaching			
7.6.	Psychosocial services (head count of 55 employees)			
	- Face to face psychosocial service per employee (max 6 sessions) per incident			
	- Unlimited 24/7/365 Care Centre counselling services for employees and family members			
	- Unlimited telephonic legal and financial advice services and assistance			
	- Dedicated toll-free number			
	- Unlimited health and wellness (including HIV/AIDS) information and advice			
	- Orientation on the programme, training and consultation to managers and supervisors on health and wellness, employee performance related concerns			
	- Consolidated monthly, quarterly and annual reports			
	- Up to 30 group Critical incident Stress Debriefing sessions for three (3) years			
	- Implementation plan including required Custom branded promotional and marketing material-wallet cards, posters and brochures			
7.7.				

No	Description	Quantity	Rates Year 1	I Rates Year 2	Rates Year 3
7.8.	Psychosocial services (Headcount of 55 Employees) Consultation with staff member or family member	55 employees			

	with a maximum of 6 sessions per case. Consultation will require opening of file, obtain history of individual, determine the number of sessions required and method of assistance provided. Close out report to be compiled and where necessary, referral to health professional. Face- to face psychosocial Service per employee (per 6 session) per incident				
7.9.	Professional line support services through a toll-free line which is available 24/7/365 days and On-line Support Services (E-care) Face-to-face counselling services up to 6 sessions per employee and immediate family member per case	36 Months			
7.10.	Health and Life Management services HIV and AIDS counselling and support Financial and legal services Exercise and nutrition management Weight management	36 Months			
7.11.	Critical incident trauma debriefing or trauma response services. Managerial consultancy or managerial coaching, support, referral, and training/educational services. Team enrichment sessions, i.e., group coaching covering but not limited to diversity, team dynamics, team building.	36 Months			
7.12.	Provide preventative services in the form of stress management, alcohol and substance abuse, marriage/relationship enrichment, legal advice, personal financial management and preparation for: - retirement sessions - Quarterly and annual reporting	36 Months			

	- Quarterly wellness initiatives - Annual Wellness Day at NHC				
7.13.	Conduct Annual Integrated Health Risk Assessment and provide Occupational Health and Hygiene report. Communication, marketing consultancy and wellness promotion services aligned to the National Health Calendar Dedicated Client Relationship Manager	36 Months			
7.14.	Reports as listed from 5.1 to 5.10 of these terms of reference	36 Months			
7.15.	Team building fun activities and motivational speaker and coaches. Mental Health Life Coach	3			
7.16.	Consultation fees with NHC	6 sessions per case			
7.17.	NB: NHC will be responsible for the conference or venue and NHC staff Accommodation				
	Sub total				
	Vat				
	Total				

The quotation should be clear and itemized using the tables above and on a company letterhead.

ENQUIRIES

For more information, please send an email to Mr. Tshepo Moeng (Executive: HR and Facilities) t.moeng@nhc.org.za

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.

Full Name	Identity Number	Name of State institution

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.

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.

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

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 contract.

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.

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 bidder

**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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)
 \end{array}$$

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 GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \mathbf{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)
 \end{array}$$

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)
B-BBEE Compliance Based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)	4 Level 1-2 = 4 pts Level 3-4 = 3 pts Level 5-6 = 2 pts Level 7-8 = 1 pt Non-compliant contributor = 0	8 Level 1 = 8 pts Level 2 = 7 pts Level 3 = 6 pts Level 4 = 5 pts Level 5 = 4 pts Level 6 = 3 pts Level 7 = 2 pts Level 8 = 1 pt Non-compliant contributor = 0		
The promotion of SMME's		4		
The promotion of woman owned enterprises		4		
The promotion of youth owned enterprises		4		
The promotion of people with disabilities		0		

The promotion of enterprises located in rural areas		0		
The promotion of enterprises located in the township		0		
The promotion of co-operatives		0		

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:

.....

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