REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of SAFCOL SOC LTD		
RFQ number:	**RFQHRS/115/2026**	
RFQ Issue Date	**24/11/2026**	
Closing date and Time	**30/11/2026 at 12:00PM - Late submissions will not be accepted**	
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	**N/A**	
Briefing Session Date and Time:	**N/A**	
RFQ validity period:	**60 days (commencing from the RFQ Closing Date)**	
RFQ Description:	**APPOINTMENT OF A RECRUITMENT AGENCY TO FACILITATE AND MANAGE THE SAFCOL COMMITTEE OFFICER (PERMANENT) TALENT ACQUISITION PROCESS**	
Enquires:		**Lindiwe Bhembe** **LindiweB@safcol.co.za**
		060 960 6579
E-mail RFQ responses to :		**RFQNorth@safcol.co.za** **Please use the RFQ Number on the subject of the email when responding to this RFQ**

NAME OF SERVICE PROVIDER:_____

TOTAL PRICE (INCL VAT):_____

CONDITIONS OF THIS RFQ

- Service providers must complete in full the RFQ document and ensure that quotation is on the **company letterhead**.
- Quotations must be e-mailed to the address provided herein All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System (SANAS) OR an EME/ QSE sworn affividavit **signed by the EME representative and attested by a Commissioner of Oaths**
- Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform SAFCOL before RFQ closing date.
- All SBD documents must be always signed and sent back with the quotation

SPECIAL CONDITIONS OF THIS RFQ

- Accepted RFQ's will be communicated by way of an official purchase order or a promisory note signed by a duly authorised official . Accordingly no goods; services or works must be prepared or delivered before an official purchase order or a promisory note is received by the respondent, .
- All prices quoted must be firm and be inclusive of Value Added Tax(VAT), where applicable
- The lowest or any offer will not necessarily be accepted and SAFCOL reserves the right to accept any offer either in full or in part.
- The offer shall remain binding and open for acceptance by SAFCOL during the validity period indicated and calculated from the closing time and date of this RFQ.
- SAFCOL reserves the right not to make an appointment for this RFQ.
- Service Providers bidding as a Joint Venture - Consolidated BEE certificate in cases of Joint Venture

PROTECTION OF PERSONAL INFORMATION

- In responding to this RFQ , SAFCOL acknowledges that it may obtain and have access to personal data of the respondents. SAFCOL agrees that is shall only process the information disclosed by bidders in their response to this RFQ for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

- Furthermore, SAFCOL will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, SAFCOL requires Respondents to process any process any personal information disclosed by SAFCOL in the bidding process in the same manner

REASONS FOR DISQUALIFICATION

Service providers will be disqualified for the following:

1. Non compliance tax status at the time of award, verification of tax compliance status will be verified with Central Supplier Database(CSD) or through SARS's e-Filing. Service providers will be given 7 working days to rectify their tax compliance status with SARS. If the tax status is still non-compliant after 7 working days, the service provider will be disqualified from further evaluation.

2. Submitted information that is fraudulent; factually untrue or inaccurate for example membership that do not exist; B-BBEE credentials; experience etc.
3. Service providers who made false declarations on the Standard Bidding Documents or misrepresented facts and or;
4. Service providers who are listed on the National Treasury's Database of restricted suppliers and defaulters
5. Failure to quote in line with the specification

I hereby accept the above-mentioned conditions

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (**GCC**) **and, if applicable, any other special conditions of contract (SCC)**.

NAME OF BIDDER (COMPANY NAME)…… SIGNATURE……

CAPACITY…… DATE……..

TERMS OF REFERENCE/SCOPE OF WORK

Appointment of a Recruitment Agency to Facilitate and Manage the SAFCOL Committee Officer Talent Acquisition Process

1. Overview of SAFCOL

The South African Forestry Company SOC Limited (SAFCOL) is the largest state-owned forestry company in Africa and falls under the portfolio of the Department of Forestry, Fisheries and the Environment (DFFE). SAFCOL is classified as a Schedule 2 Public Entity in terms of the Public Finance Management Act (PFMA). The company operates primarily in the forestry industry, with activities in Limpopo, Mpumalanga, and KwaZulu-Natal, as well as in the Manica and Sofala Provinces of Mozambique. Its operations encompass timber harvesting, timber processing, and related forestry activities, both domestically and internationally. SAFCOL is mandated to deliver an effective return to its Shareholder, while simultaneously contributing to socio-economic development, particularly in rural areas.

SAFCOL's role in the Forestry Sector is to be a:

- Catalyst for rural economic development
- Driver of transformation and the inclusion, promoting the participation of historically disadvantaged communities and individuals in the forestry sector
- Partner and supplier of choice to the downstream sector stakeholders
- Leader in research and development, contributing to sustainable forestry practices

2. Recruitment Agencies

SAFCOL requires the establishment of a panel of reputable and experienced Recruitment Agencies to facilitate and manage the Committee Officer Talent Acquisition process, with the objective of sourcing suitably qualified and experienced candidates to fill the Committee Officer role.

The successful service provider will be responsible for managing all aspects of the Committee Officer Talent Acquisition process, including, but not limited to:

- Engagement with SAFCOL
- Sourcing and presenting candidates' CVs (virtually or physically)
- Liaison with internal stakeholders
- Facilitation of interviews
- Conducting compulsory reference checks and vetting processes
- Negotiation of remuneration packages

3. Objectives of this Process

Appointment of a reputable and experienced Recruitment Agency, to facilitate and manage all aspects of the Committee Officer Talent Acquisition process.

The Recruitment Agency must be experienced in providing Talent Acquisition services and must have illustrated their experience and expertise in the placement of a Committee Officer role.

4. Scope of Work

4.1 The successful service provider/company will be engaged by SAFCOL to provide services on the appointment of the Committee Officer role.

4.2 The performance of the appointed service provider/company will be monitored on regular basis and in case of non-performance will be subject to termination of services.

4.3 On appointment of the service provider/company, SAFCOL will brief the service provider/company and provide full details of the following:

- Qualifications, which it requires a candidate to have for consideration for the Committee Officer role;
- The Committee Officer role profile will be shared with the successful and appointed service provider/company;
- The remuneration that is being offered in terms of the Committee Officer role;
- Any other specific requirements necessary for the Committee Officer role, and
- Any documentation or information being material to the requirements of SAFCOL.

4.4 Sourcing of candidates, presentation of CV's and candidates (virtually/physical).

4.5 Liaison with internal stakeholders, facilitation of interviews.

4.6 Compulsory reference/qualification checks and vetting processes.

4.7 Negotiations on remuneration matters.

4.8 Any documentation or information being material to the Committee Officer associated Talent Acquisition process:

- Debrief SAFCOL; and
- Report and present to SAFCOL a long and shortlist of the potential candidates' CVs for interviews by SAFCOL.

4.9 The appointed service provider/company will in partnership with SAFCOL be responsible for interviews and other logistical arrangements.

4.10 The appointed service provider/company will be required to obtain copies of all reasonable and necessary documentation and information of the proposed shortlisted candidates, documentation and information shall include:

- Curriculum Vitae (CV);
- At least two (2) reference letters and documented communications with previous employers;
- Previous and current employment of candidates (company name, occupation, and tenure);
- Certified copies and verification of qualifications;
- Criminal checks;

- Certified copy of Identity Document (ID) and verification of ID; and

4.11 Any other information, which the appointed service provider/company may believe, is critical for SAFCOL to be aware of.

4.12 Upon selection of the preferred candidates, the appointed service provider/company will facilitate the offer and negotiation process, as it relates to the contract of employment, related conditions of service and remuneration.

4.13 The appointed service provider/company will be required to immediately commence with the Talent Acquisition process and placement of the Committee Officer role.

4.14 The appointed service provider/company will present a long and shortlist to SAFCOL on the potential candidate's CV's for interview.

4.15 Upon agreement of the shortlisted candidates, the appointed service provider/company will be required to communicate with the potential candidate's interview dates and all related details.

4.16 SAFCOL Committee Officer Talent Acquisition process Closure Report.

4.17 The appointed service provider/company will be paid in line with negotiated agreement on payment terms.

5. Project Engagements

- All engagements will be conducted at the appointed service provider/company premises;
- Response handling will be facilitated and managed by the appointed service provider/company.

6. Project Pricing

6.1 The Total Guaranteed Package (TGP) for this position is R745,891. Service providers are required to submit their quotations as a percentage of the stated TGP. All quotations must be inclusive of VAT.

RETURNABLE DOCUMENTS

- Fully completed and signed RFQ
- Official Quotation on the company letter head
- Latest Tax Clearance
- Latest BBBEE certificate- SANAS Accredited or sworn affidavit for EME/QSE
- CSD Report or (MAAA number)
- ID copies of company directors

I, the undersigned, for and on behalf of the Service Provider, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

…….. ……

Name (print) **Signature**

…….. ……..

Capacity **Date**

Evaluation Criteria

Quotations will be evaluated in accordance with SAFCOL Supply Chain Management Policy and Preferential Procurement Policy Framework Regulations of 2022; the bid evaluation process shall be carried out in the following phases namely:

Phase 1: Administrative Compliance Evaluation

Phase 2: Functionality Evaluation

Phase 3: Price and Specific Goals Evaluation

Phase 1: Administrative Compliance requirements

1. Completion in full of the Request for Proposal document
2. Completion of all SBD Forms(Declaration Forms)
3. Proof that tax matters with SARS are in order(SARS Pin Number/ Tax Clearance Certificate)
4. Proof of company registration documents(e.g Pty;Trust; CC etc)
5. Original or copy of B-BBEE Level of contribution Certificate or Sworn Affidavit signed by the deponent and the Commissioner of Oath (Failure to attach certificate will lead to non-allocation of points)
6. Registration with National Treasury Central Supplier Database (CSD), if not registered on CSD, successful bidder must register within 7 working days of award
7. ID copies of company directors.

Phase 2: Functionality Evaluation

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
Company Experience (40 points) The Service Provider must demonstrate relevant experience on talent acquisition assignments at Management level. The Service Provider must attach signed reference letter(s) and must include the following details herein below: 1. Reference letters must be on a company letterhead; 2. Description of talent acquisition assignments performed by the Service Provider; 3. Specify the duration of services rendered by the Service Provider to the respective client; and 4. Referee contact details. The reference letters will be calculated cumulatively to ascertain the years of experience for talent acquisition assignments performed by the Service Provider. SAFCOL reserves the right to authenticate submitted reference letters.	Less than 6 years' experience in talent acquisition assignments at Management level.	0
	6 - 12 years' experience in providing talent acquisition assignments at Management level.	20
	12 - 20 years' experience in providing talent acquisition assignments at Management level.	40
Experience in Conducting Talent Acquisition Assignments at Management level (30 points) Attach five (5) signed reference letters of recent placements at Management level and must include the following details herein below: 1. Reference letters must be on a company letterhead and or associate partner Service Provider; 2. The Service Provider to provide the actual grade of the appointed Manager in order to determine the specific level which the role operates;	Less than 5 reference letters of placements concluded at Management level.	0
	5 reference letters of placements concluded at Management level.	20
	More than 5 reference letters of placements concluded at Management level.	30

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
3. Description of placements concluded at Management level between 1 January 2024; and 30 June 2026; and 4. Referee contact details; SAFCOL reserves the right to authenticate submitted reference letters.		

<u>Project Leader Experience & Detailed CV (30 points)</u>
 	
The Service Provider must provide comprehensive CV of the Project Leader who would be dedicated to the SAFCOL project, must demonstrate required experience for conducting talent acquisition assignments. Attached, CV and must also reflect the following:
 	
• Number of years' experience in conducting talent acquisition assignments .
• Project Leader's CV must reflect the following
  ○ Full personal details
  ○ Qualification(s) background
  ○ Synopsis of previous and current employment history, including key accountabilities, company name, occupation, and tenure
• At least three (3) references with contact details, company name, referee's name & surname and occupation from current/previous employer.		

	Less than 5 years' experience	0
	5 – 10 years' experience	20
	10 - 15 years' experience	30
	Total Points	**100**
	Minimum	**70**

Phase 3: Price and Specific Goals Evaluation

Only bids that meet the requirement will be evaluated further in terms of price and specific goals evaluation, as follows:

CRITERIA	POINTS
Price	80
Specific Goals	20
TOTAL	**100 points**

Specific Goals for this RFQ and points that may be claimed are indicated as per table below:

Criteria	Points
	(80/20 system)
51% and above Black Owned entities	20
Total Points	**20**

DOCUMENTS REQUIREMENT FOR VERIFICATION OF POINTS ALLOCATION: -

No.	Procurement Requirement	Required Proof Documents
2.1	51% and above Black Owned entities	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.2	30% and above Black Women Owned	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.3	Atleast 51% Owned By People With Disabilities	• Letter from the Doctor confirming Disability • South African Identification Document
2.4	Atleast 51% Black Youth Owned	• CIPC registration documents • B-BBEE certificate/sworn affidavit • South African Identification Document
2.5	Implementation of RDP goals (Locality) Points	• Proof of residence in a form of a Municipal Bill or letter from recognized council confirming business address of the bidder • South African Identification Document

SAFCOL SUPPLIER CODE OF CONDUCT

Click on the following link to access the SAFCOL Supplier Code of Conduct and confirm as indicated below:

SCM-DOC-001 SUPPLIER CODE OF CONDUCT.pdf

I confrm that I have read and understood SAFCOL supplier code conduct and that I will adhre to all the conditions contained therein.

NAME OF BIDDER (COMPANY NAME)…… SIGNATURE……

CAPACITY…… DATE……

SBD4

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[1] 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:

……

……

[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.

2.3 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 consortium[2] 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.

[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.

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 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

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 PREFERENCE POINT SYSTEMS

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

80/20

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

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 GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

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 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 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 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 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 the 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 (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
51% and above Black Owned entities	20	

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 deeme necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

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