



Reference No: AS/2018/RFQ/009/Computer Equipment

## REQUEST FOR QUOTATION: SERVICES

<b>Reference No:</b>	AS/2018/RFQ/009/Computer Equipment
<b>Description:</b>	Computer Equipment

### Request Details

AgriSETA requires a quotation for:	Purchasing of the HP Computer Equipment's
Request	Please supply a quotation for HP Computer Equipment's
Specifications	The successful respondent(s) will have to deliver the Equipment's by the 28 <sup>th</sup> September 2018
Delivery address	AgriSETA House 529 Belvedere Street ARCADIA 0007

### Closing details

Closing date of quote	26 September 2018
Closing time of quote	11:00
Quotes should be addressed to:	The Procurement Manager AgriSETA PO Box 26024 ARCADIA 0007
Quotes should be emailed to:	<a href="mailto:quotations@agriseta.co.za">quotations@agriseta.co.za</a>
Queries should be addressed to:	<a href="mailto:Dineo@agriseta.co.za">Dineo@agriseta.co.za</a>

### Return Instructions

- Please ensure that the quote is on your letterhead and addressed to AgriSETA.**
- Prices quoted should include all costs (including delivery costs if applicable) and VAT.  
 Please indicate the prices in the following format:
  - Price excluding VAT
  - VAT
  - Total inclusive of VAT.
- Please complete and submit the following (as attached) with your quotation:**
  - Original, valid Tax Clearance Certificate/Tax status pin**
  - Declaration of Interest**
  - Declaration of Bidders Past Supply Chain Management Practises**
  - Certificate of Independent Bid Determination Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2011**



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- **Original or certified copy of the valid B-BBEE status level verification certificate, substantiating the B-BBEE rating. EME's must submit a certificate issued by a registered auditor, accounting officer or an accredited verification agency.**
- **Proof of registration from CENTRAL SUPPLIER DATABASE to be attached**

**NOTE:**

Quotations received without the completed and signed documents will be regarded as non-responsive.

Failure to provide a valid original Tax Clearance Certificate will result in elimination

An original or certified copy of the valid B-BBEE status level verification certificate, substantiating the B-BBEE rating will result in a score of zero (0) being awarded out of 20 points for this part of the evaluation process.

## Invoicing Instructions

- 1 **Information required on invoices for payment**
  - \* Invoice Number
  - \* VAT Number
  - \* Address of Provider
  - \* Bank Details
- 2 All invoices shall comply with Section 20 of the VAT Act No 89 of 1991.
- 3 All enquiries should be addressed to Ms Denise Iscaacs, Finance Department.



## Requirement list

### SPECIFICATIONS

#### SUPPLY HP EQUIPMENT AT THE AGRISETA OFFICE

1. **Laptops (5) X** : HP Elitebook 840 G4 Intel Core i5 Business Notebook 14" -
2. HP Elitebook 840 G4 Intel Core i5 Business Notebook 14" - Silver

#### **Description:**

Impressively thin and light, the HP EliteBook 840 empowers users to create, connect, and collaborate, using enterprise-class performance technology that helps keep you productive in and out of the office.

- Portable powerhouse: Combine high performance technology and long battery life with Windows 10 Pro, 7th Gen Intel Core processors, 2 and a PCIe Gen3 Drive performance with DDR4 memory, and dual storage options<sup>3</sup> for your most demanding business applications and fast access to data.
- Slim new design with all the right ports: Connect to essential ports without the hassle of dongles.
- At just 18.9 mm, the ultraslim and light HP EliteBook 840 comes with VGA, Display Port, RJ-45, USB, USB-C, and enterprise docking capabilities.
- Strong security, powerful manageability: Protect, detect, and recover from malicious attacks with HP Sure Start with Dynamic Protection - the industry's first self-healing BIOS that monitors and corrects BIOS corruption every 15 minutes.
- Designed for collaboration: Replace your speaker phone with the HP EliteBook 840 with Audio by Bang & Olufsen plus HP Noise Reduction Software that provides a rich collaboration experience for applications like Skype for Business.

#### **Featuring:**

- Let nothing stand in your way: Power through your day with Windows 10 Pro<sup>1</sup> and the powerful, sleek, thin, and light HP EliteBook 840.
- Self-healing safeguard: HP Sure Start with Dynamic Protection checks your BIOS every 15 minutes to detect attacks and corruption then self-heals the BIOS automatically.
- Give your fingers a break: Enjoy a remarkable balance of comfort and feedback with the HP Premium Keyboard engineered for accuracy.
- Field ready: Stand up to the workload with an EliteBook that passed MIL-STD 810G testing.<sup>4</sup>
- In-house serviceability: Expand your system's memory, battery, storage, and WWAN components.<sup>5</sup>
- Impressive sound: Experience the difference with HP Clear Sound AMP and the HP EliteBook 840 speakers.
- Cut out the chatter: Suppress background noise including keyboard clicks with HP Noise Reduction Software.)

#### **Technical Specifications:**

- Processor: Intel Core i5 6200U
- Operating System: Windows 10 Pro 64 License



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- Graphics: Chipset is integrated with processor
- Memory: 4GB DDR4-2133 1 SODIMM
- Storage: 500 GB 7200rpm

Audio:

- HP Noise Reduction Software
- Audio by Bang & Olufsen
- Integrated dual array microphone
- Integrated premium speakers
- HP Clear Sound Amp

- Display: 35.56 cm (14") diagonal HD SVA anti-glare slim LED-backlit (1366 x 768)

- WLAN: Intel 8260 AC 2x2 Bluetooth Module

Battery:

- HP Long Life 3-cell
- 46 Wh Li-ion polymer

Connectors:

- 1x USB 3.0
- 1x USB 3.0 charging
- 1x USB Type-C
- 1x DisplayPort
- 1x VGA
- 1x headphone/microphone combo
- 1x AC power
- 1x RJ-45
- 1x docking connector
- 1x media card reader



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1.

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an, advertised competitive bid, a limited bid, proposal or written price quotation.) In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –

1.1. The bidder is employed by the State; and/or

1.2. The bidder is a Management Board member of AgriSETA and/or

1.3. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1. Full Name of bidder or his or her representative:

.....

2.2. Identity Number:

.....

2.3. Position occupied in the Company (director, trustee, shareholder, member, etc<sup>2</sup>):

.....

2.4. Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5. Tax Reference Number:

.....

2.6. VAT Registration Number:

.....

2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in paragraph 3 below

2.7. Are you or any person connected with the bidder presently employed by the State?

**YES / NO**

2.7.1. If so, furnish the following particulars

Name of person/ director/ trustee/ shareholder/member:

.....

Name of State institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the State institution:

.....

<sup>1</sup> "State" means

- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise



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..... Any other particulars:  
.....  
.....  
.....

2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

**YES / NO**

2.7.2.1. If yes, did you attach proof of such authority to the bid document?

**YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.3. If no, furnish reasons for non-submission of such proof:  
.....  
.....  
.....

2.8. Did you or your spouse, or any of the company's directors/trustees/ shareholders/members or their spouses conduct business with the State in the previous twelve (12) months?

**YES / NO**

2.8.1. If so, furnish the following particulars.  
.....  
.....  
.....

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.9.1. If so, furnish the following particulars.  
.....  
.....  
.....

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

2.10.1. If so, furnish the following particulars.  
.....  
.....  
.....



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2.11. Do you or any of the directors/ trustees/ shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1. If so, furnish the following particulars.

.....  
.....  
.....

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

Full Name	Identity Number	Personal Income Tax Reference No	State Employee Number/ PERSAL Number

**DECLARATION**

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.



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2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:

- a. abused the AgriSETA's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied).</b> <b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the homepage.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website, (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the homepage.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder





## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

AS/2018/RFQ/009/HP IT EQUIPMENT  
(Bid Number and Description)

in response to the invitation for the bid made by:

**AgriSETA**

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - has been requested to submit a bid in response to this bid invitation;
  - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - prices;

<sup>3</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.



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- geographical area where product or service will be rendered (market allocation)
- methods, factors or formulas used to calculate prices;
- the intention or decision to submit or not to submit, a bid;
- the submission of a bid which does not meet the specifications and conditions of the bid; or
- bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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



## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration



Pmin = Price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....



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iv) Whether the sub-contractor is an EME or QSE  
**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]



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8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....