

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE COMMUNITY SCHEMES OMBUD SERVICE</b>					
BID NUMBER:	<b>RFQ006-2023</b>	CLOSING DATE:	<b>06 MARCH 2023</b>	CLOSING TIME:	<b>16h00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN ENTERPRISE RISK MANAGEMENT SERVICE TO THE CSOS FOR A PERIOD OF TWELVE (12) MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE EMAILED TO THE BELOW (EMAIL ADDRESS)</b>					
<a href="mailto:quotations@csos.org.za">quotations@csos.org.za</a>					
Bidders will be invited to a compulsory briefing session to be held virtually on the 2nd of March 2023 at 11h00am Meeting link can be requested by the 28th of February 2023 on the following email address <a href="mailto:tenders@csos.org.za">tenders@csos.org.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Xoliswa Khoza</b>		CONTACT PERSON	<b>Lindiwe Bulo</b>	
TELEPHONE NUMBER	<b>060 524 5334 / (010) 593 0533</b>		TELEPHONE NUMBER	<b>066 302 9526 / (010) 593 0533</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:quotations@csos.org.za">quotations@csos.org.za</a>		E-MAIL ADDRESS	<a href="mailto:Lindiwe.Bulo@csos.org.za">Lindiwe.Bulo@csos.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A DETIALED CSD REPORT REFLECTING EME OR QSE 51% OR MORE BLACK OWNERSHIP FOR AT LEAST ONE OF THE DESIGNATED GROUPS MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]</b>					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER PART B:3]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  
 NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022 THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK  
MANAGEMENT SERVICES**



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**REQUEST FOR QUOTATIONS (RFQ)**

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**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK  
MANAGEMENT SERVICES**

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**FEBRUARY 2023**

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# THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES

## 1. TERMS AND CONDITIONS

**This Request for Quotation (RFQ) has been compiled by the CSOS and is made available to Bidders subject to the following terms and conditions, which Bidders are deemed to acknowledge and accept:**

- 1.1. A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of ninety (90) days from the date of submission to the CSOS.
- 1.2. Unless or until a binding contract is concluded between the CSOS and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder.
- 1.3. The CSOS reserves the right to amend, modify, withdraw, or terminate this RFP or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 1.4. Should this RFP be amended, the CSOS undertakes to publicize or send each Bidder in writing the amended RFP. No oral amendments by the Bidder or the CSOS shall be considered.
- 1.5. It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("the CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful.
- 1.6. The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the CSOS.
- 1.7. The CSOS reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this Bid.

## **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

- 1.8. This RFP is not intended to form the basis of a decision to enter into any transaction with the CSOS and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.9. Neither the CSOS nor any of its respective directors, officers, employees, agents, representatives, or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFP.
- 1.10. No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the CSOS, result in disqualification of the relevant entity.
- 1.11. Any material changes in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid shall be brought to the attention of the CSOS Supply Chain Management (“SCM”) Section in writing. The CSOS shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 1.12. Any requirement set out in this RFP which stipulates the form and/or content of any aspect of a Bid is stipulated for the sole benefit of the CSOS, and unless the contrary is expressed, may be waived by the CSOS in its sole discretion at any stage in the bid process.
- 1.13. The CSOS and its advisors shall rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.14. All Bids submitted to CSOS shall become the property of the CSOS and will not be returned to the Bidders. The CSOS will make all reasonable efforts to maintain the information contained in proposals in confidence.
- 1.15. A Bid submitted by the Bidder shall be considered irregular if it shows any omissions or irregularities of any kind. However, the CSOS reserves the right to

## **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

waive any irregularities and to make an award in the best interest of the organization.

- 1.16. The CSOS reserves the right to accept or reject in part or whole any Bid submitted, and to waive any technicalities if this is in the best interest of the organization.
- 1.17. The CSOS reserves the right to require a Bidder to provide a formal presentation of its RFP at a date and time to be determined by the CSOS. The CSOS shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. All expenses shall be borne by the Bidder.
- 1.18. In this RFP, the words “service provider”, “supplier” will be used interchangeably to refer to the Bidder.
- 1.19. All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the CSOS by the successful or unsuccessful Bidder.
- 1.20. All Bids must be formulated and submitted in accordance with the requirements of this RFP.
- 1.21. Bids received after the closing date and time as specified in this RFP shall be rejected.

## **CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

- 1.22. All the produced documents are the property of CSOS.
- 1.23. The CSOS is not obliged to appoint a bidder with the lowest price if based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken. In this regard, CSOS may appoint the second-ranked bidder provided that the reasons for such deviation are properly justified.

# THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES

## 2. INTRODUCTION AND OVERVIEW

- 2.1. The Community Schemes Ombud Service (CSOS) is established in terms of the Community Scheme Ombud Service Act, 2011 [Act 9 of 2011) to regulate the conduct of parties within community schemes and to ensure their good governance. CSOS reports to the Minister of Human Settlement and is accountable to Parliament.
- 2.2. For CSOS to deliver on its mandate, key amongst other priorities of the organization is:
  - 2.2.1. To regulate all community schemes in South Africa and part of our regulatory function entails the provision of dispute resolution services.
  - 2.2.2. To promote good governance of community schemes by developing and implementing appropriate guidelines to enhance stability and harmonious relations amongst the parties
  - 2.2.3. To roll out massive educational campaigns to educate and train stakeholders within community schemes and the public at large.
  - 2.2.4. To enhance community schemes tenure as an alternative tenure option.
  - 2.2.5. To develop and implement appropriate organisational systems, controls, and measures to enhance financial, economic, and organisational efficiency.

## 3. PROJECT BACKGROUND

- 3.1. CSOS has compiled Strategic and Operational Risk Registers for all the organisational Business Units. In order to enhance the CSOS's Risk Management Framework and Risk Assessment Functions, it is desirous to engage the services of an expert Risk Management Service Provider. An integrated, coordinated, and coherent approach to Risk Management in the CSOS will help minimise potential losses in terms of our strategic outcomes and programmes. It will allow management at all levels to be fully aware of the scale and range of risks facing the organisation, and so have a formulated response to the financial or operational impact if risks are confirmed.
- 3.2. It will remove inconsistencies in both understanding of, and responses to risk management throughout the CSOS, and enable management to consider the best



## THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES

allocation of resources through risk management. Risk management will also assist CSOS learn about their own dynamics and vulnerability in a more inclusive and consultative manner, and that staff consider consequences of specific actions.

### 4. PROJECT PURPOSE

- 4.1. The CSOS hereby invites a competent and reliable bidder with suitable technical skills and experience to submit proposals for the appointment of a **Risk Management Service Provider**, to provide Enterprise Risk Management (ERM) services for a period of 12 months.
- 4.2. To appoint a competent and reliable service provider with suitable technical skills and experience to assist CSOS with the establishment of a functional enterprise risk management function through the establishment of adequate systems and structures as provided for in terms of the Public Finance Management Act and the Treasury Regulations.

### 5. SCOPE OF WORK

- 5.1. The appointed Service Provider will be expected to provide of a project team with adequate qualifications, skills, affiliated with the duly recognised professional bodies and with experience to render risk management and compliance services, to:
  - 5.1.1 Manage the Enterprise Risk Management (ERM) and Compliance Management Process:
  - 5.1.2 Facilitate the risk assessments by means of conducting three (3) Strategic Risk Workshops twice per financial year with Internal Corporate Governance Structures (i.e., Exco, Audit & Risk committee and the Board) to:
    - i. manage the Strategic risk identification and assessment, analyse information, and review the Strategic Risk Register.
    - ii. guide and manage the process of identifying and assessing fraud risks and review the Fraud Risk Register; and
    - iii. manage the assessment to determine the Risk Appetite statement, Tolerance levels and Risk Maturity level.
  - 5.1.3 Facilitate the risk assessment by conducting sixteen (16) Operational Risk Workshops per financial year with all Business Units, to manage the Operational

## **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

- risk identification and assessment, analyse information and review of Operational Risk Registers.
- 5.1.4 Manage the Business Continuity Management function.
  - 5.1.5 Manage the appointment and training of the Risk Champions.
  - 5.1.6 Review of the Compliance Management Framework that is inclusive of a policy, strategy, and methodology.
  - 5.1.7 Monitor and report on ERM and Compliance Management activities to the Executive management (EXCO), the Audit and Risk Management Committee (ARC) and Board. The activities include the development of presentations and preparing report for the quarterly committee meetings.
  - 5.1.8 Perform activities relating to advisory and research services which may be requested by the executive management or the Audit and Risk committee.
  - 5.1.9 Perform activities relating to the best practices and benchmarking for risk management and risk identification.
  - 5.1.10 Periodic review of ERM governance documents i.e., the:
    - i Strategic Risk Register.
    - ii Operational Risk Registers.
    - iii Fraud Risk Register.
    - iv Risk Management Policy and Framework.
    - v Anti-Fraud and Corruption Prevention Strategy and Framework.
    - vi Compliance Universe.
    - vii Compliance Management Policy and Framework.
    - viii Business Continuity Management Policy and Plans.
    - ix Risk Appetite and Tolerance Framework; and
    - x Risk Maturity Assessment Report.
  - 5.1.11 Enhance the ERM Culture:
    - i. Design and implement ERM and Compliance awareness and training program.
    - ii. Build and transfer of skills to the Risk Management staff.
    - iii. Provide guidance and training on Risk Management to Management and Staff to enhance the continuous risk management function.
    - iv. Conduct ERM maturity assessment and provide an improvement roadmap.
    - v. Perform training and awareness workshops to the business units; and
    - vi. Ensure active participation in the execution of planned projects.

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- 5.2. It must be emphasized that the scope of work may not be amended without the written confirmation of the Chief Ombud of the CSOS or any official delegated by the Chief Ombud.

### **6. PROJECT TIME FRAME AND DELIVERABLES**

- 6.1. The appointed service provider must deliver the following project deliverables within 12 months term of the contract.

#### **Project Deliverables:**

- 6.1.1 Review **all** ERM and Compliance policies, frameworks and plans as referred to in the scope of work.
- 6.1.2 Risk Assessment Reports inclusive of the Enterprise Risk Registers and priority Risk profiles for all the risk categories (Strategic, Operational and Fraud registers);
- 6.1.3 Risk Maturity Assessment Report.
- 6.1.4 Risk Appetite statement and Tolerance levels.
- 6.1.5 Risk Management Performance and Monitoring Reports (monthly and Quarterly);
- 6.1.6 Risk Management Training and Awareness Workshops (inclusive of Fraud and Corruption Prevention and Regulatory Compliance); and
- 6.1.7 Compliance Assessment Reports.

#### **6.2 Quality Assurance & Independence:**

- 6.2.1 The successfully appointed service provider shall ensure that all its work conforms to the standards for the professional practice of Enterprise Risk Management as guided by the Institute of Risk Management of South Africa (IRMSA) and the applicable legislations. Such work shall further be subjected to external quality assurance as may be considered necessary and appropriate by CSOS's Audit and Risk Committee.
- 6.2.2 In carrying out the work, the successfully appointed service provider must ensure that its staff maintains their objectivity by remaining independent of the operational activities of CSOS.

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### 7. SUPPLY CHAIN MANAGEMENT COMPLIANCE REQUIREMENTS

7.1. Bidders must comply with the following compliance requirements prior evaluation on mandatory requirements.

Documents required	Comply	Not Comply
Valid B-BBEE certificate issued by an accredited SANAS verification agency; or Sworn Affidavit signed by the EME representative and attested by a Commissioner of Oath/B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).		
Proof of registration on the National Treasury Central Supplier Database (provide CSD summary report or CSDnumber). Failure to meet this requirement will lead to disqualification of the bidder.		
Valid tax pin number/ tax compliance letter.		
Fully completed SBD documents (SBD 3.3,4 and 6.1)		

### 8. MANDATORY REQUIREMENTS

8.1. Bidder must attach the following for further evaluation. Failure to provide the relevant documentation will result in disqualification and not be further evaluated on functionality.

No.	Submission of documents	Comply	Not Comply
1	The Firm/ Project Team Leader/ Director must be registered with either of the following professional bodies, IRMSA <b>OR</b> IIASA, <b>OR</b> ACCA <b>OR</b> SAICA <b>OR</b> SAIPA <b>OR</b> CIMA. <b><i>Proof of valid registration with either of the above bodies must be submitted.</i></b>		
2	Attendance of Compulsory briefing		

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**9. FUNCTIONAL/TECHNICAL EVALUATION**

9.1. Only bidders that have met the mandatory requirements will be evaluated on functionality. In this phase the evaluation will be based on the bidders' responses in respect of the bid proposal (evaluated on the minimum functional specifications). Prospective bidders who score a minimum of **65%** points or more will be considered for the price and specific goals points.

<b>10. TECHNICAL EVALUATION CRITERIA</b>		
<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTINGS / POINTS</b>
<p><b><i>Methodology and Plan</i></b></p> <p>The bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope of work.</p>	<p><b>Provide methodology clearly detailing the description of tasks and activities in line with section 5.1.1 to 5.1.11 of the scope of work:</b></p> <ol style="list-style-type: none"> <li>1. Proposed methodology incorporates/addresses all <b>11</b> of the activities as per Scope of work on Section 5 <b>(5 points)</b></li> <li>2. Proposed methodology incorporates/addresses <b>10</b> of the activities as per Scope of work on section 5<b>(4 points)</b></li> <li>3. Proposed methodology incorporates/addresses <b>8 to 9</b> as per Scope of work on section 5 <b>(3 points)</b></li> <li>4. Proposed methodology incorporates/addresses 7 as per Scope of work on section 5</li> <li>5. Proposed methodology incorporating/ <b>addressing 4-6</b> of the activities and below as per Scope of work in section 5 <b>(1 point)</b></li> </ol>	<p>30</p>

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	<p>6. No proposed approach/methodology detailing in the proposal <b>(0 points)</b></p>	
	<p>Bidders should provide comprehensive project execution plan covering the entire scope of work as well as proposed work schedule, duty sheet/ work plan with clear deliverables and timeframes for each task to be completed.</p> <ul style="list-style-type: none"> <li>• No project plan = <b>(0) point</b></li> <li>• Poor: Project plan with (2) key areas of the scope of work and no timeframes and deliverables = <b>(1) Point</b></li> <li>• Average: Project plan with (4) key areas of the scope of work with a no timeframes and deliverables = <b>(2) points</b></li> <li>• Satisfactory: Project plan with (6) key areas of the scope of work with no deliverables = <b>(3) points</b></li> <li>• Project plan with (8) key areas of the scope of work with deliverables, in line with 12-months timeframe = <b>(4) points</b></li> <li>• A project plan with all (11) areas of the scope of work and deliverables, in line with the 12 months' timeframe and also includes each persons' days of work for each activity and resource/s that will be utilized for each activity = <b>(5) points</b></li> </ul>	<p>10</p>
<p><b><i>Service Provider's experience and competences</i></b></p>	<p>Reference letters must be on client's letterhead, indicating the period of the <b>work</b></p>	<p>30</p>

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<p>The Bidder must demonstrate that they have the capacity to render the required Risk Management services.</p>	<p><b>done in Risk Management specifically in the Public Sector, signed, dated and not older than 5 years.</b></p> <ol style="list-style-type: none"> <li>1. 0 reference letter detailing as per criteria = <b>0 points</b></li> <li>2. 1 reference letter detailing as per criteria = <b>1 point</b></li> <li>3. 2 reference letters detailing as per criteria = <b>2 points</b></li> <li>4. 3 reference letters detailing as per criteria = <b>3 points</b></li> <li>5. 4 references letters detailing as per criteria = <b>4points</b></li> </ol> <p>5 letters and above detailing as per criteria = <b>5 points</b></p>	
<p><b><i>Qualification &amp; Experience of the Team Leader/ Director</i></b></p> <p>The bidder must provide academic qualifications, relevant professional certification/membership and experience in Enterprise Risk Management of the <b>Team Leader/ Director</b> to lead the requested service. Submission of a Curriculum Vitae (CV) including qualifications and experience of the Team Leader/ Director. Copies of certified certificates, not older than six months from</p>	<p>The experience and qualification of the Team Leader in Risk Management as a Subject Matter Expert.</p> <p><b>10 years and more of experience</b> in Risk Management and/or Internal Auditing, with <b>5 years or more of experience in the public Sector</b>, a qualification in Internal Auditing or Risk Management as well as the applicable professional certification of either a Certified Risk Management (CRM) Prac/Prof or Chartered Accountant CA(SA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) etc. = <b>5 points</b></p> <ul style="list-style-type: none"> <li>• <b>8- 9 years</b> of experience in Risk Management and/or Internal Auditing,</li> </ul>	<p>20</p>

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<p>date of submission, must be attached as proof.</p>	<p>with <b>4 years of experience in the public sector</b>, a qualification in Internal Auditing or Risk Management as well as the applicable professional certification of either a Certified Risk Management (CRM) Prac/Prof or Chartered Accountant CA(SA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) etc = <b>4 points</b></p> <ul style="list-style-type: none"> <li>• <b>7years</b> of experience in Risk Management and/or Internal Auditing, with <b>3 years of experience in the public sector</b>, a qualification in Internal Auditing or Risk Management as well as the applicable professional certification of either a Certified Risk Management (CRM) Prac/Prof or Chartered Accountant CA(SA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) etc = <b>3 points</b></li> <li>• <b>5- 6 years</b> of experience in Risk Management and/or Internal Auditing, with <b>1- 2 years of experience in the public sector</b>, a qualification in Internal Auditing or Risk Management as well as the applicable professional certification of either a Certified Risk Management (CRM) Prac/Prof or Chartered Accountant CA(SA) or</li> </ul>	
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	<p>Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) etc = <b>2 points</b></p> <ul style="list-style-type: none"> <li>• <b>1-4 years</b> of experience in Risk Management and/or Internal Auditing, with <b>no experience in the public sector</b>, a qualification in Internal Auditing or Risk Management as well as the applicable professional certification of either a Certified Risk Management (CRM) Prac/Prof or Chartered Accountant CA(SA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) etc = <b>1 points</b></li> <li>• Non-submission of and/or CVs submitted with no required relevant experience and qualification(s) = <b>0 points.</b></li> </ul>	
<p><b><i>Qualifications &amp; Experience of the Team Members</i></b></p> <p>The bidder must provide academic qualifications, relevant professional certification/membership and experience in Enterprise Risk Management of the <b>team members</b> to be used to provide the service.</p>	<p>The bidder must propose a minimum of two (2) team members, with a minimum of three (3) combined years' experience each in Risk Management.</p> <ul style="list-style-type: none"> <li>• 3 Team members with <b>4 or more combined years' experience</b> in Risk Management, a relevant qualification with majors in Auditing, Risk Management, Law etc. and professional certifications or membership such as CRM Prac/Prof,</li> </ul>	<p>10</p>

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

<p>Submission of the abridged Curriculum Vitae (CV's) including qualifications and experience of personnel to be used on the project. Copies of certified certificates, not older than six months from date of submission, must be attached as proof.</p>	<p>CIA, CA(SA), CISA, CFE etc. = <b>5 points</b></p> <ul style="list-style-type: none"> <li>• Two team members with combined <b>3 and more years' experience</b> in Risk Management, a relevant qualification with majors in Auditing, Risk Management, Law etc. and professional certifications or membership such as CRM Prac/Prof, CIA, CA(SA), CISA, CFE etc. = <b>4 points</b></li> <li>• Two team members with combined <b>3 years' experience</b> in Risk Management, a relevant qualification with majors in Auditing, Risk Management, Law etc. and professional certifications or membership such as CRM Prac/Prof, CIA, CA(SA), CISA, CFE etc. = <b>3 points</b></li> <li>• Two team members with combined <b>2 years' experience</b> in Risk Management, a relevant qualification with majors in Auditing, Risk Management, Law etc. and professional certifications or membership such as CRM Prac/Prof, CIA, CA(SA), CISA, CFE etc. = <b>1 points</b></li> <li>• Two team members with combined <b>1 years' experience</b> in Risk Management, a relevant qualification with majors in Auditing, Risk Management, Law etc. and professional certifications or membership such as CRM Prac/Prof, CIA, CA(SA), CISA, CFE etc. = <b>4 points</b></li> </ul>	
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**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

	<ul style="list-style-type: none"> <li>Non-submission of and/or CVs submitted with no required relevant qualification(s) = <b>0 points</b>.</li> </ul>	
<b>TOTAL POINTS</b>		<b>100</b>
<b>Minimum Functionality</b>		<b>65%</b>

**N/B: Bidders need to obtain a minimum of 65% for functionality for them to be evaluated further on the 80/20 price and specific goals.**

**11. PRICING INSTRUCTIONS**

11.1. In order to facilitate a transparent selection process that allows equal opportunity to all bidders, CSOS has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to CSOS and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and Specific goals as per the PPPFA Regulations and CSOS Preferential Procurement Policy.

Criteria	Sub Criteria	SUBSTANTIATION	Weighting/Points
Price	Detailed budget breakdown	Attach quotation on the company letterhead as per pricing schedule	80
Specific Goals	CSD report reflecting that company is at least 51% or more owned by black people for the below designated groups: <ul style="list-style-type: none"> <li>Women and/or</li> <li>Youth and/or</li> <li>People living with disability and/or</li> <li>Black people who are military veterans.</li> </ul>	Detailed (Full Registration) CSD Report	20
Total Points for Price Specific Goals			100

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

**12. PRICING SCHEDULE**

<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Strategic Risk workshops facilitation	6	R	
Operational Risk Workshops facilitation	16	R	
Quarterly Reporting	9	R	
Review of risk governance documents	9	R	
Design, implement and conduct an ERM awareness and training programs.	4 Quarters	R	
Design, implement and conduct Compliance awareness and training	4 Quarters	R	
Design, implement and conduct Fraud awareness and training program	4 Quarters	R	
Other Cost item	Bidder to specify	R	
	<b>Subtotal</b>	R	
	VAT @ 15% if applicable	R	
	<b>Total inclusive of</b>	R	

## THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES

### 13. INSTRUCTION TO BIDDERS

#### 13.1 TERMS AND CONDITIONS

13.1.1 CSOS reserves, under exceptional circumstances, the right to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

#### 13.2 CHANGES TO THIS RFQ DOCUMENT

13.2.1 CSOS reserves the right to make changes to this RFQ Document. All changes will be communicated to those entities that have responded to the RFQ. No reliance shall be placed on other information or comment from any other person.

#### 13.3 CONFIDENTIALITY

13.3.1 Any information relating to the submissions, through the process or otherwise, shall be treated in strict confidence.

#### 13.4 OTHER MATTERS

13.4.1 CSOS reserves the right not to enter into any relationship and no correspondence pertaining to submissions will be entered into.

13.4.2 If CSOS does not accept any proposal, it will declare this RFQ call process closed and may then elect to:

- Proceed on a completely different basis; and
- Not to appoint any respondent in the event it deems proposals not appropriate.
- CSOS will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

## **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE RISK MANAGEMENT SERVICES**

### 13.5 PAYMENT STRUCTURE

13.5.1 CSOS undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

13.5.2 Payments will only be made based on the work completed (milestones/deliverables) as per the project implementation plan to be agreed upon at the inception of the project.

### 13.6 GENERAL

Below are general requirements for this service:

13.6.1 It is important to note that the successful bidder will work under the supervision of a CSOS representative, and abide by CSOS's Code of Conduct, and other organizational guidelines.

13.6.2 Service Level Agreement will be entered into between CSOS and the successful bidder.

## **14. COMPULSORY BRIEFING**

14.1 Bidders will be invited to a compulsory briefing session to be held virtually on the 2<sup>nd</sup> of March 2023 at 11h00am

14.2 Please see meeting link [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTFkYmJhNWltMjQ0Zi00MTQ5LWI2YmMtYjdjZWNmMGJhNmEz%40thread.v2/0?context=%7b%22Tid%22%3a%226b6557b3-4111-4623-9cca-6281a5a00539%22%2c%22Oid%22%3a%22e7b5592c-9b0c-4e07-9545-40cad76f5674%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTFkYmJhNWltMjQ0Zi00MTQ5LWI2YmMtYjdjZWNmMGJhNmEz%40thread.v2/0?context=%7b%22Tid%22%3a%226b6557b3-4111-4623-9cca-6281a5a00539%22%2c%22Oid%22%3a%22e7b5592c-9b0c-4e07-9545-40cad76f5674%22%7d)

14.3 Meeting link can be requested by the 28<sup>th</sup> of February 2023 on the following email address [tenders@csos.org.za](mailto:tenders@csos.org.za)

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... **BID NO:**  
**RFQ006-2023: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN ENTERPRISE RISK MANAGEMENT SERVICE FOR CSOS.**

**CLOSING TIME 16h00 ON 06 MARCH 2023.**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO TAX	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u>
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**DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AN ENTERPRISE RISK MANAGEMENT SERVICE FOR CSOS.**

- Services must be quoted in accordance with the attached terms of reference.  
Services must be quoted in accordance with the attached terms of reference.  
Total cost of the assignment (R inclusive VAT)  
R.....

Description	Quantity	Unit Cost	Total Cost
Strategic Risk workshops facilitation	6	R	
Operational Risk Workshops facilitation	16	R	
Quarterly Reporting	9	R	
Review of risk governance documents	9	R	
Design, implement and conduct an ERM awareness and training programs.	4 Quarters	R	
Design, implement and conduct Compliance awareness and training	4 Quarters	R	
Design, implement and conduct Fraud awareness and training program	4 Quarters	R	

<b>Other Cost item</b>	<b>Bidder specify</b>	<b>toR</b>	
	<b>Subtotal</b>	<b>R</b>	
	<b>VAT @ 15% if applicable</b>	<b>R</b>	
	<b>Total inclusive of VAT</b>	<b>R</b>	

The financial proposal for this assignment should cover for all assignment activities as per terms of reference

2. Period required for commencement with project after acceptance of bid \_\_\_\_\_
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

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**Technical enquiries regarding bidding procedures may be directed to:**

Lindiwe Bulu  
Tel: (010) 593 0533  
E-mail address: [Lindiwe.Bulu@csos.org.za](mailto:Lindiwe.Bulu@csos.org.za)

**Supply Chain queries may be directed to:**

Xoliswa Khoza  
Tell: (010) 593 0533  
Email: [quotations@csos.org.za](mailto:quotations@csos.org.za)

**PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.**



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of 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**

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:

		<b>POINTS</b>
<b>PRICE</b>		80
<b>SPECIFIC GOALS</b>	Detailed (Full Registration) CSD Report	20
<b>Total points for Price and SPECIFIC GOALS</b>		<b>100</b>

- 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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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 or 90 points is allocated for price on the following basis:

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

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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
EME OR QSE which is at least 51% black owned by: <ul style="list-style-type: none"> <li>• Women and/or;</li> <li>• Youth and/or</li> <li>• People living with disabilities, and/or</li> <li>• Military veterans</li> </ul>	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 deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....