| | |
|---|---|
| **COMPANY NAME:** | ONDERSTEPOORT BIOLOGICAL PRODUCTS |
| **TENDER DESCRIPTION:** | REQUEST FOR PROPOSAL:<br>Tender for Principal Engineer to determine requirements and specifications for vaccine facility to achieve Good Manufacturing Practice certification at OBP. **OBP04/26/EMU01** |
| **COMPULSORY BRIEFING SESSION:** | **Date: 20 October @10:00am**<br>**100 Old Soutpan Road, Onderstepoort, Pretoria**<br>**NB: Wear appropriate PPE for construction site, failure to do so will result in an automatic disqualification** |
| **CLOSING DATE:** | **06 November 2026** |
| **CLOSING TIME:** | **13H00** |
| **RESPONSES MUST BE HAND DELIVERED/COURIERED TO:** | ONDERSTEPOORT BIOLOGICAL PRODUCTS SOC LTD 100 OLD SOUTPAN ROAD, ONDERSTEPOORT PRETORIA<br>NO FAXED OR E-MAILED BIDS WILL BE CONSIDERED |
| **ATTENTION:** | THE SUPPLY CHAIN MANAGER |

N.B. ALL TENDERERS MUST ENSURE THAT THEY SIGN THE TENDER SUBMISSION REGISTER THAT WILL BE KEPT AT THE RECEPTION AREA AT OBP UPON SUBMISSION OF THEIR BID

**Take Note**

**Government Procurement: all quotations, proposal or bids of goods and services are subject to the General conditions of Contract July 2010**

**The successful bidder will not be considered for any subsequent bids relating to appointment of Principal Agent for GMP project.**

**TENDERING STRUCTURE**

| **Indicate the type of Bidding Structure by marking with an 'X':** | |
|---|---|
| Individual Bidder | |
| Joint Venture | |
| Consortium | |
| Using sub-contractors | |
| Other | |

| **If individual bidder, indicate the following:** | |
|---|---|
| Name of bidder | |
| Registration Number | |
| VAT Registration Number (If applicable) | |
| Contact Person | |
| Telephone Number | |
| Fax Number | |
| E-mail address | |
| Postal Address | |
| Physical Address | |

| **If Joint Venture/Consortium, indicate the following:** | |
|---|---|
| Name of prime contractor | |
| Registration Number | |
| VAT Registration Number (If applicable) | |
| Contact Person | |
| Telephone Number | |
| Fax Number | |
| E-mail address | |
| Postal Address | |
| Physical Address | |

| **If Joint Venture/Consortium, indicate the following: (To be completed for each JV/Consortium Member)** | |
|---|---|
| Name of Joint Venture/Consortium | |
| Registration Number | |
| VAT Registration Number (If applicable) | |
| Contact Person | |
| Telephone Number | |
| Fax Number | |
| E-mail address | |
| Postal Address | |
| Physical Address | |
| **If using subcontractors, indicate the following:** | |

| | |
|---|---|
| Name of prime contractor | |
| Registration Number | |
| VAT Registration Number (If applicable) | |
| Contact Person | |
| Telephone Number | |

**ABREVIATIONS**

- BBBEE Broad Based Black Economic Empowerment
- OBP Onderstepoort Biological Products
- RFB Request for Bid
- ID Identification Document
- AO/AA Accounting Officer/ Accounting Authority
- DoA Department of Agriculture
- SARB Service Approval Review Board
- VAT Value Added Tax
- SABS South African Bureau of Standards
- NPA National Prosecuting Authority
- SBD Standard Bidding Document
- SHE Safety Health and Environment
- EMO Environmental Management Office
- OSH Occupational Safety and Health
- NEM National Environment Management
- EMU Engineering Maintenance Unit
- CU Clinical Unit
- UP University of Pretoria Onderstepoort Faculty
- COID Compensation for Occupational Injuries and Diseases
- CSD Central Supplier Data Base (National Treasury)
- ERP Enterprise Resource Planning
- CIDB Construction Industry Development Board
- POD Proof of Delivery
- GIT Goods in Transit
- MIS Management Information Systems
- cGMP Current Good Manufacturing Practice
- GMP Good Manufacturing Practice

**Kindly Note that:**

1. **Should all of these documents not be included, the bidder will be disqualified on the basis of non-compliance.**
2. **The same documents must be submitted for all other companies that are involved in the tender case of a consortium.**

**Checklist of <u>compulsory</u> documents to be submitted - Please tick in the relevant block below**

| YES | NO | Compulsory Documents |
|---|---|---|
| | | One original and 3 copies of tender documents to be submitted at OBP Tender box. |
| | | South African Companies should provide proof that the service provider is registered with CSD and must be tax compliant.<br>Foreign /International companies must complete SBD1 |
| | | Foreign/ International Bidding companies must have local offices in South Africa |
| | | Company profile including years of experience |
| | | Latest Independent Audited Annual Financial Statements<br>Annual Financial Statements must include (Cash flow statement, Income statement and Balance Sheet) |
| | | List (see template under section 3) and letters of reference<br>of work in GMP related work facility/project. (Minimum of 3 letters, with 1 from GMP Certified Pharmaceutical Facility) not older than 10 years (Company Name, contact person, Telephone Number, e-mail address and website address) must be on the client company letter head. |
| | | COID letter of good standing. |
| | | Project team years of relevant experience/s, certified copies of qualifications and the qualification must be valid for 6 months from the required submission date, certified ID copies, and Detailed CVs.<br>All 16 specialists listed on page 19 of the document must form part of the project team. Failure to comply will result in automatic disqualification. |
| | | Compulsory Site Briefing. |

**Signed:**

_____ _____

**Capacity:** **Date:**

_____ _____

**TABLE OF CONTENTS FOR THIS TENDER**


| No | Contents | Page number |
|---|---|---|
| 1 | CONDITIONS AND UNDERTAKINGS BY TENDERER | 7 |
| 2 | TENDER CONDITIONS | 9 |
| 3 | SPECIFICATION | 13 |
| 4 | VALIDITY OF BID | 23 |
| 5 | PRICING SCHEDULE | 23 |
| 6 | DECLARATION OF INTEREST BY TENDERER SBD 4 | 25 |
| 7 | PREFERENTIAL POINTS CLAIM FORM IN TERMS OF PREFERENTIAL PROCUREMENT REGULATIONS 2017 SBD 6.1 | 28 |
| 8 | DECLARATION OF INTEREST FOR PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD 8 | 33 |
| 9 | CERTIFICATE OF INDEPENDENT SBD 9 | 35 |

## 1. CONDITIONS AND UNDERTAKINGS BY TENDERER

1.1 **The Tender forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted.

1.1.1 Black ink should be used when completing Bid documents.

1.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. OBP will accept NO liability in regard to anything arising from the fact that the pages are missing or duplicated.

1.2 I/We hereby tender to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to OBP on the terms and conditions and in accordance with the specifications stipulated in the Tender documents (and which shall be taken as part of, and incorporated into, this Tender) at the prices inserted therein.

1.3 I/We agree that -

1.3.1 The offer herein shall remain binding upon me/us and open for acceptance by OBP during the validity period indicated and calculated from the closing time and date of the Tender.

1.3.2 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Tender and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and

1.4 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Tender that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

1.5 I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this Tender as the Principal(s) liable for the due fulfillment of this contract.

| | |
|---|---|
| Signature(s) of Tenderer or assignee(s) | Date |
| Name of signing person (in block letters) | |
| Capacity | |
| Are you duly authorized to sign this Tenderer? | |
| Name of Tenderer [company name] (in block letters) | |

Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

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Telephone Number: ..... FAX Number.....
Cell Number.…….

## 2. TENDER CONDITIONS

2.1 Tenderers shall provide full and accurate answers to all questions posed in this document and are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a √)" regarding compliance with the requirements. Where necessary, the tenderer shall substantiate their response to a specific question.

2.2 A **"√"** under "Accept" will be interpreted as full compliance/acceptance to the applicable paragraph. A **"√"** under "Accept" will be interpreted that the tenderer/s has/have read and understood the paragraph, but the tenderer does **not accept** the content of the applicable paragraph.

2.3 The following Tender conditions will govern the contract between the OBP and the successful tenderer:

| **Requirement** | **ACCEPT** | **NOT ACCEPT** |
|---|---|---|
| 2.3.1<br>Tenderers are invited to offer the Services/Products in accordance with the attached Specifications and the conditions within this document. | | |
| 2.3.2<br>Fully comprehensive service documentation shall be supplied in English by each Tenderer, which shall explicitly and detail, describe the service/s offered. This documentation should include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer. | | |
| 2.3.3<br>Tenderer's name and address should clearly appear on the outside of tender documents and on envelope. | | |
| 2.3.4<br>OBP reserves the right to evaluate and consider any Tenders that do not comply strictly to this RFP. | | |
| 2.3.5<br>Acceptance of any Tenders will only indicate, without any obligations on the part of either OBP and/or a Tenderer, the willingness of such | | |

| | | |
|---|---|---|
| parties to enter into negotiations, which may or may not result in a contract/order as the case may be. | | |
| 2.3.6<br>OBP reserves the right to make a selection solely on the information received in the Tenders or to negotiate further with one or more Tenderer/s. | | |
| 2.3.7<br>The Tenderer/s selected for further negotiations, if any, will be chosen on the basis of the greatest benefit to OBP and not necessarily on the basis of the lowest price or any other criteria. | | |
| 2.3.8<br>Should OBP consider it necessary, the Tenderer/s shall agree to an inspection of the resources and works of the Tenderer, if so required? | | |
| 2.3.9<br>Should OBP consider it necessary, OBP will visit the Tenderer/s customer sites. | | |
| 2.3.10<br>OBP reserves the right:<br>- to cancel this Request at any time.<br>- not to accept any Tender.<br>- to accept one or more Tenders for further negotiation and.<br>- to contact any Tenderer during the evaluation period, to clarify information only, without informing any other Tenderer. | | |
| 2.3.11<br>The specifications, drawings, designs and all site plans are the intellectual property of OBP. | | |
| 2.3.12<br>The Procuring of the Services shall not take place until OBP has given final approval of all procedures. | | |

| | | |
|---|---|---|
| 2.3.13<br>In the event that modifications, clarifications, or additions to the RFP become necessary, all Tenderers will be notified, in writing, addenda to this RFP. | | |
| 2.3.14<br>All costs incurred in the preparation, presentation and demonstration of the response shall be for the account of the Tenderer. All supporting documentation and manuals submitted with RFP will become OBP property unless otherwise stated by the Tenderer/s at the time of submission. | | |
| 2.3.15<br>Any material submitted by the Tenderer/s, which is confidential in nature, must be clearly marked as such. | | |
| 2.3.16<br>OBP will evaluate the bids against the following criteria:<br>• Compliance to the Specifications<br>• Compliance to Functionality<br>• Price<br>• BBBEE<br>• Compliance to Bid Condition | | |
| 2.3.17<br>Payments of services rendered will be done 30 days after receipt of statement(s) | | |

2.4 REASONS FOR DISQUALIFICATION

2.4.1 OBP reserves the right to disqualify any Tenderer which does any one or more of the following, and such disqualification may take place without prior notice to the offending tenderer, however the tenderer shall be notified in writing of such disqualification:

- Tenderers who are blacklisted.
- Tenderers who are not registered on Central Supplier Database. / Not applicable to international companies

- Tenderers who submitted incomplete information and documentation according to the requirements of this RFP.
- Tenderers who submitted information that is fraudulent, factually untrue, or inaccurate, for example memberships that do not exist, BBBEE credentials, experience, etc.
- Tenderers who received information not available to other vendors through fraudulent means.
- Tenderers who in the past abused OBP's procurement system:
- Tenderers who failed to perform on their previous contracts with OBP or any of their references
- Tenderers that do not have the relevant Qualification will be disqualified.

2.4.2 No Tenders from any Tenderer with offices within the RSA shall be accepted if sent via Fax or e-mail. However, Tenders from international bidders with no office or representation in the RSA shall be accepted if received via the Fax or e-mail before the closing date and time. Such Tenders shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the Bid shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.

2.5 ENQUIRIES

Enquiries regarding this Request for Bid should be submitted via e-mail to: **Purchasing@obpvaccines.co.za** Such queries must be sent at least **Four (4)** working days before the closing date. OBP cannot guarantee that queries received after that date can be answered before the Tender closing date.

## 3. SPECIFICATIONS:

### Introduction

Onderstepoort Biological Products (OBP) is a Schedule 3B Public Entity established in terms of the Onderstepoort Biological Products Incorporation Act 19 of 1999. Its primary objective is to create a favorable environment for the organization to build capacity in manufacturing technologies, infrastructure, and the development of new animal vaccine products to make profits.

As a Schedule 3B public entity, the entity has 2 policy mandate roles, namely

- Public good – To ensure that the government's responsibility in terms of food security and safety is met through the development, security, and availability of critical vaccine reserves; and
- Private good – To ensure the ability of the entity to manufacture, distribute, and sell vaccines for financial gain.

### Objectives:

1. The primary objective is to transition the existing legacy plant into a fully Good Manufacturing Practice (GMP) compliant facility. At this stage of the project:
   - Approximately 70% of the required processing equipment has already been procured and is currently stored on-site.
   - Partial structural work has already been completed on-site.
   - No compliant engineering designs or drawings exist; all architectural, process, piping, instrumentation, and HVAC designs must be developed completely from scratch.

2. Objective of the Assignment

OBP seeks to engage a qualified Principal Engineer (or Engineering Consultant/Firm) to provide comprehensive engineering design, regulatory alignment, project management, construction supervision, and final commissioning sign-off for the plant upgrade.
The Principal Engineer will serve as the Engineer of Record, ensuring that the final facility fully complies with relevant GMP guidelines (e.g., WHO, PIC/S, or local regulatory authorities).

3. **Scope of Work**
The consultant will deliver services across four distinct phases:

Phase 1: Assessment & Gap Analysis
- Equipment Audit: Inspect the 70% of pre-procured on-site equipment to verify technical specifications, data sheets, layout suitability, and GMP compliance potential.
- Structural Review: Evaluate the existing on-site structural modifications against standard cleanroom and regulatory requirements.

- User Requirement Specifications (URS): Assist the Client in finalizing the URS for processes, HVAC, water systems, and facility flow.

Phase 2: Engineering Design (From Scratch)
Because no baseline drawings exist, the Principal Engineer must generate a complete design package including:

- Conceptual & Detailed Layouts: Personnel and material flows, zoning (cleanroom classifications), and pressure cascades to prevent cross-contamination.
- Process & Mechanical Engineering: Process Flow Diagrams (PFDs), Piping and Instrumentation Diagrams (P&IDs), and equipment positioning layouts incorporating the on-site equipment.
- Clean Utilities Design: Design of HVAC systems (air handling units, filtration, air changes), Purified Water (PW) systems, and clean compressed air.
- Electrical & EI&C: Power distribution, lighting, process automation, and environmental monitoring systems (EMS) architectures.

Phase 3: Procurement Support & Construction Supervision

- Remaining Procurement: Assist in drafting technical specifications for the remaining equipment and materials (e.g., cleanroom panels, flooring, doors).
- Construction Supervision: Provide regular on-site monitoring to ensure construction, structural adjustments, and MEP (Mechanical, Electrical, Plumbing) installations match approved drawings.
- Quality Assurance: Monitor contractor adherence to construction quality, safety protocols, and GMP-appropriate building practices.

Phase 4: Commissioning, Qualification, and Sign-Off

- Validation Protocols: Review or draft Design Qualification (DQ), Installation Qualification (IQ), and Operational Qualification (OQ) protocols.
- Supervision of Testing: Witness and supervise the execution of commissioning tests (e.g., HVAC balancing, duct leakage tests, water system qualification).
- Final Sign-Off: Provide formal engineering certification and structural/operational sign-off, confirming the plant is constructed to approved engineering standards and ready for GMP validation.

4.Deliverables

The Principal Engineer will be required to submit the following deliverables according to agreed milestones:

- D1: Site Assessment, Equipment Audit, and Gap Analysis Report.
- D2: Approved Conceptual Layouts and Processed Material/Personnel Flow Diagrams.
- D3: Final Detailed Design Package (Civil/Structural, Architectural, P&IDs, HVAC, Electrical, and Clean Utilities) stamped by a Registered Professional Engineer.
- D4: Technical Specification Tender Packages for remaining procurement and construction contractors.
- D5: Monthly Construction Supervision and Progress Reports.
- D6: As-Built Drawings and Final Commissioning & Engineering Sign-off Certification.

**Evaluation criteria**
The request for this service will be evaluated based on the following stages.

**Compulsory documents**
Template for list of references to be completed compulsory requirements

| Company Name | Contract person | Tel/cell number | Email address | Company Website address |
|---|---|---|---|---|
| | | | | |
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**Stage 1: Check for compulsory documents**
All documents indicated must be submitted, missing documents will result in automatic disqualification.

**Stage 2: Evaluation for functionality**

Interested service provider must obtain a minimum score of 80 of functionality to be eligible for evaluation in stage two. The following will be used as a criterion and the minimum points of each criterion which are indicated in the table below:

| Aspect | Functionality Criteria | **Weight** | Means of Verification. |
|---|---|---|---|
| Company profile | Company experience in Good Manufacturing Practices (GMP) related projects. The bidder must demonstrate historical experience in executing projects within regulated GMP environments.<br>**Scoring Scale (0 to 5):**<br><br>• **0 points** = Non-compliant / No submission.<br><br>•**1 point** = Poor (Less than 1 year of experience).<br><br>• **2 points** = Fair (1 to 2 years of experience). | **15 (Formula: Score X 3)** | Detailed Company Profile explicitly highlighting:<br><br>1. Total years active in GMP environments.<br><br>2. A list of completed GMP projects with dates. |

| | | | |
|---|---|---|---|
| | • **3 points** = Good / Acceptable (3 to 6 years of experience).<br><br>• **4 points** = Very Good (7 to 10 years of experience).<br><br>• **5 points** = Excellent (More than 10 years of experience). | | 3. Signed reference letters or completion certificates matching the stated timeline. |
| | **Assessment of the bidder's financial stability and capacity to deliver on the project.**<br><br>The bidder will be evaluated on the quality of their financial reporting, operational liquidity (Current Ratio equal to or greater than 1.0), and positive Going Concern status.<br><br>**Scoring Scale (0 to 5):**<br><br>• **0 points (Non-compliant):** Statements not submitted, older than 24 months, or signed off with an adverse/disclaimed conclusion.<br><br>• **1 point (Poor):** Financial statements submitted but carry a modified/qualified conclusion AND show negative liquidity or going concern issues. | **10 (Formula: Score X 2)** | **Annual Financial Statements (AFS)** not older than 24 months from the date of tender closure.<br><br>The AFS must be signed and compiled in line with the Companies Act requirements (e.g., independently reviewed or accounting officer signed, where applicable). |

| | | | |
|---|---|---|---|
| | • **2 points (Fair):** Modified/qualified financial statements but demonstrate adequate liquidity or positive going concern.<br><br>• **3 points (Good):** Unmodified (Clean) financial statements but show weak liquidity or note minor going concern risks.<br><br>• **4 points (Very Good**): Unmodified (Clean) financial statements WITH positive liquidity (Current Ratio ≥ 1.0) OR positive going concern verification.<br><br>• **5 points (Excellent):** Unmodified (Clean) financial statements WITH BOTH healthy liquidity (Current Ratio ≥ 1.0) AND a clean going concern status in the notes. | | |

| | | | |
|---|---|---|---|
| Reference letters | **Submission of reference letters demonstrating recent performance in GMP-related facilities or projects.**<br>All referenced work must have been completed within the last 10 years.<br><br>**Scoring Scale (0 to 5):**<br><br>• **0 points (Non-compliant):** Fewer than 3 reference letters submitted, OR no letters from a GMP-certified pharmaceutical facility, OR letters are older than 10 years.<br><br>• **1 point (Poor):** Not applicable (Scale adjusted to ensure strict minimum threshold compliance).<br><br>• **2 points (Fair):** Not applicable.<br><br>• **3 points (Good / Acceptable):** Exactly 3 valid reference letters submitted, where at least 1 is from a GMP-certified pharmaceutical facility.<br><br>• **4 points (Very Good):** 4 to 5 valid reference letters submitted, where at least 1 is from a GMP-certified pharmaceutical facility.<br>• **5 points (Excellent):** More than 5 valid reference letters submitted, where at least 1 is from a GMP-certified pharmaceutical facility. | **15 (Formula: Score X 3)** | **Signed Reference Letters** on the client's official letterhead, which must include:<br><br>1. Contact details (Name, email, and phone number) of the referee.<br><br>2. Clear description of the scope of work completed.<br><br>3. Specific indication of the facility type (explicitly noting the GMP-certified pharmaceutical environment where applicable).<br><br>4. Completion or execution dates within the last 10 years. |
| | | | |

| | | | |
|---|---|---|---|
| Resource/Specialist Team | Evaluation of the key personnel and specialists proposed to execute the project. The bidder must provide a team consisting of the 16 required specialist roles listed in the verification column. All designated roles requiring statutory registration must be fully compliant.<br><br>Scoring Scale (0 to 5):<br><br>• **0 points (Non-compliant):** One or more required specialist roles are completely missing, OR any of the mandatory professional registrations are missing/invalid, OR team members average less than 5 years of GMP experience.<br><br>• **1 point (Poor):** Not applicable (Scale adjusted to enforce strict legislative and minimum requirement baselines).<br><br>• **2 points (Fair):** Not applicable.<br><br>• **3 points (Good / Baseline Compliance):** All 16 specialist roles are provided with valid professional registrations (where applicable). Every specialist has a minimum of 5 to 10 years of relevant GMP project experience, backed by at least 2 contactable references each. | **30 (Formula: Score X 6)** | A comprehensive Human Resource Pack containing:<br><br>1. Detailed CVs for all 16 Specialist Roles:<br><br>Architecture, GMP Auditor, Mechanical, Structural/Civil, Electrical, Instrumentation, Process, Quantity Surveyor, Cleanroom, Molecular Diagnostics/Vaccines, Environmental, Fire Safety, HVAC, Clean Utilities, Process Architecture, and Quality Assurance.<br><br>2. Valid Professional Registration Certificates for: |

| | | | |
|---|---|---|---|
| | • **4 points (Very Good):** Meets all requirements for a score of 3, AND the core specialists average more than 10 years of relevant GMP experience with references.<br><br>• **5 points (Excellent):** Meets all requirements for a score of 4, AND the team provides proven documentary evidence of successfully passing stringent international or local regulatory audits (e.g., SAHPRA or WHO prequalification) on past projects. | | Architecture (SACAP), Engineers (ECSA), Quantity Surveyor (SACQSP), Environmental (SACNASP), and Zoning Specialists.<br><br>3. A minimum of 2 contactable references per specialist, explicitly detailed within their CVs or attached via reference letters. |
| Methodology | **Evaluation of the technical approach, implementation phases, risk mitigation, and resource assignment.**<br><br>The bidder must submit a comprehensive methodology tailored to both the initial review and ongoing operational services.<br><br>**Scoring Scale (0 to 5):**<br><br>• **0 points (Non-compliant):** No submission, or the submission fails to address any of the required core elements. | **30 (Formula: Score X 6)** | **A comprehensive Technical Proposal** containing:<br><br>1. **Method Statement:** Step-by-step approach for initial review and ongoing services phases.<br><br>2. **Risk Plan:** Identified project risks |

| | | | |
|---|---|---|---|
| | • **1 point (Poor):** Submit a generic method statement only; lacks a risk plan, timelines, and resource allocation.<br><br>• **2 points (Fair):** Submits a method statement AND an acceptable Risk Management Plan but lacks timelines and resource allocation details.<br><br>• **3 points (Good / Acceptable):** Submits a method statement, Risk Management Plan, AND a baseline Project Plan/Timeline covering initial review and ongoing services.<br><br>• **4 points (Very Good):** Meets all requirements of a score of 3 AND includes a comprehensive Resource Management Plan mapping team members' specific roles/responsibilities to project tasks.<br><br>• **5 points (Excellent):** Meets all requirements of a score of 4 AND provides clear quality assurance mechanisms or GMP-specific risk contingencies tailored explicitly to the facility. | | and mitigation strategies.<br><br>3. **Project Plan:** Timelines, milestones, or a Gantt chart.<br><br>4. **Resource Plan:** RACI matrix (Responsible, Accountable, Consulted, Informed) or detailed role mapping for each team member. |
| Total | | **100** | |

Bidders that meet the functionality criteria will move to the next stage

**Stage 3: Price and BBBEE**

The evaluation for Price and **BBBEE** shall be based on the **80/20** PPPFA principle and the points for evaluation criteria are as follows:

| **Evaluation of Price and Preference** |
|---|
| All Bids will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000). |

| **Preference Point allocation – 80/20** | |
|---|---|
| **Price / Preference** | **Weighting percentage** |
| **Preference:** | **20%** |
| **Price:** | **80 %** |
| **Total must equal:** | **100%** |

| **Specific Goals / B-BBEE Contributor Level** | **Points (80/20 System)**<br>**From R1million up to R50 million** | **Required Evidence** | **Yes/No** |
|---|---|---|---|
| Level 1 Contributor | 12 Points | Valid B-BBEE Certificate / Sworn Affidavit | |
| Level 2 Contributor | 8 Points | | |
| Level 3 to 8 Contributor | 4 Points | | |
| Entities Owned by Black Women (≥51%) | 4 Points | Valid B-BBEE Certificate / Sworn Affidavit | |
| Enterprise Development Targeted Commodities (Consumables, laboratory PPE, packaging, and non-active chemical blending) | 4 Points | CIPC registration showing majority local ownership 51% South African) | |
| **TOTAL GOAL POINTS** | **20 Points** | | |

Specific goals are tailored to accelerate transformation in the biological and pharmaceutical science sectors while supporting local infrastructure

The evaluation for Price and BBBEE shall be based on the **80/20** PPPFA principle and the points for evaluation criteria are as follows:

| **Evaluation Criteria** | | **Points** |
|---|---|---|
| 1. | Price | 80 |
| 2. | Specific goals | 20 |
| 3. | Total | 100 |

**4.Validity of Bids**

The prospective tenderer is required to confirm that it will hold its Bid valid for 120 Days from the closing date of the submission of Bids. All the Bids must be quoted in South African Rand and remain valid for 120 days after closure of the tender.

**5.PRICING SCHEDULE**

The pricing schedule shall be based on the ECSA Guideline Scope of Services and Professional Fees, issued in terms of Section 34 of the Engineering Profession Act, 46 of 2000 and shall be used as the primary professional fee benchmark for the evaluation and reasonableness assessment of professional engineering fees. The guideline divides time-based personnel into four categories (as shown in the table below); is recognised as a fair market value benchmark and is not regarded as a prescribed tariff. Bidders shall therefore substantiate any material deviation from the applicable ECSA guideline benchmark with a clear technical, resource, complexity and commercial motivation.

| ***Category*** | ***ECSA Description*** | ***Practical Interpretation*** |
|---|---|---|
| ***A*** | Top practitioner, nationally/internationally recognised expert | Specialist/recognised expert |
| ***B*** | Partner/director/member carrying business/project responsibility; conceptual/strategic responsibility | Principal / senior consulting engineer |
| ***C*** | Professionally registered salaried staff with adequate expertise who carry direct technical responsibility | Professional engineer/technologist responsible for defined work |
| ***D*** | Other salaried technical staff working under direction/control of A, B or C | Engineering technician/technical support staff |

**NB*: This is based on** *ECSA's 2025 guideline which divides time-based personnel into* ***four categories***:

*All time-based costs shall be based on* ECSA time-based fee calculation as per the 2025 guideline formula:
**Category A/B:** 22.00 cents per hour for every R100 of Total Annual Cost of Employment (TACOE)

- Category A/B (Hourly rate = TACOE × 0.00220)

**Category C:** 17.5 cents per hour for every R100 of TACOE

- Category C (Hourly rate = TACOE × 0.00175)

**Category D:** 16.5 cents per hour for every R100 of TACOE.

- Category D (Hourly rate = TACOE × 0.00165)

Where Total Annual Cost of Employment (TACOE) is defined as the employer's total annual employment cost, including:

- basic salary;
- normal annual bonus;
- medical aid contribution;
- group life insurance;
- pension/provident contribution;
- allowances and benefits;
- vehicle/telephone/computer allowances;
- Compensation Fund contributions;
- UIF;
- Skills Development Levy; and
- recoverable government levies.

**Presentation of proposal**
A recommended bidder that meets all the above evaluation criterion will undergo a presentation of proposal at OBP Premises (at own expense/s) communication will be shared accordingly.

**Signed** **Name in Print:**

_____ _____

**Capacity:.....** **Date: .....**

_____

## 6. DECLARATION OF INTEREST BY TENDERER 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 interest1 in the enterprise,

employed by the state? **YES/NO**

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

| **Full Name** | **Identity Number** | **Name of State institution** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

| | | |
|---|---|---|
| | | |

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……

……

**3 DECLARATION**

I, the undersigned, (name)…… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every aspect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid,

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.

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.

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

## 7. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 SBD 6.1

Tender for Principal Engineer to determine requirements and specifications for vaccine facility to achieve Good Manufacturing Practice certification at OBP. **OBP04/26/EMU01**

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

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

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## 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

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

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

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

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|---|---|
| Level 1 Contributor | | 12 | | |
| Level 2 Contributor | | 8 | | |
| Level 3 to 8 Contributor | | 4 | | |
| Entities own by Black Women (>51%) | | 4 | | |
| Enterprise Development Targeted Commodities (Consumables, laboratory PPE, packaging and non-active chemical blending) | | 4 | | |
| | | | | |
| **TOTAL GOAL POINTS** | | **20 POINTS** | | |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

ϒ Non-Profit Company
ϒ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME**: .....

**DATE:** .....

**ADDRESS**: .....

.....

## 8. DECLARATION OF INTEREST FOR PAST SUPPLY CHAIN MANAGEMENT PRACTICES SBD 8

1 This Standard Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

a. abused the institution'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.

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

| Item | Question | Yes | No |
|---|---|---|---|
| 4.1 | 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?<br>**(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 *audi alteram partem* rule was applied).**<br><br>The Database of Restricted Suppliers now resides on the National Treasury's website(**www.treasury.gov.za**) and can be accessed by clicking on its link at the bottom of the home page. | Yes ☐ | No ☐ |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | 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)?<br>**The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.** | Yes ☐ | No ☐ |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | 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 ☐ | No ☐ |

| | | | |
|---|---|---|---|
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | 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 ☐ | No ☐ |
| 4.4.1 | If so, furnish particulars: | | |

**SBD 8**

**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**

## 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9

1 This Standard Bidding Document (SBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). [2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**[1] Includes price quotations, advertised competitive bids, limited bids and Bids.**

**[2] Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices, or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

### CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(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 BBBEE 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:
    (a) has BBBEE requested to submit a bid in response to this bid invitation.
    (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
    (c) 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[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has BBBEE no consultation, communication, agreement, or arrangement with any competitor regarding:
    (a) prices.
    (b) geographical area where product or service will be rendered (market allocation)
    (c) methods, factors, or formulas used to calculate prices.
    (d) the intention or decision to submit or not to submit, a bid.
    (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
    (f) bidding with the intention not to win the bid.
8. In addition, there have BBBEE 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 BBBEE, 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] 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.**

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 |