



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

**INITIATION TO BID:
B15/2026: PROVISION OF
COMPOSITING, TYPESETTING
AND PRODUCTION OF BILLS &
ACTS SERVICES FOR
PARLIAMENT OF RSA**

Invitation to BID

BID NUMBER: B15/2026

**BID DESCRIPTION: Provision of Compositing, Typesetting and
Production of Bills and Acts Services for Parliament
of RSA**

You are hereby invited to Bid for the Parliament of the Republic of South Africa.

Issue Bid	11 September 2026
Virtual Compulsory Briefing Session	N/A
Closing Date & Time	05 October 2026 at 12H00

1. This Bid bundle consists of the following documents:
 - 1.1 This letter of invitation to Bid.
 - 1.2 Background to Parliament..... Annexure A.
 - 1.3 Specific Conditions of Contract (SCC) Annexure B.
 - 1.4 Tax Clearance Requirements..... Annexure C.
 - 1.5 Bid Terms of Reference (TOR)..... Annexure D.
 - 1.6 Contractual Obligations Annexure E.
 - 1.7 Declaration of Interest.....Annexure F
 - 1.8 Bid Declaration Annexure G.
 - 1.9 Declaration of Bidders past procurement practices..... Annexure H.
2. This B15/2026 **bid submissions must be emailed to tenders@parliament.gov.za not later than the closing date and time as stipulated above. Late submissions will not be considered.**
3. Further information regarding this Bid may be obtained from Mr N Ntanjana on e-mail tenders@parliament.gov.za

Name

Signature

Date

FOR SECRETARY TO PARLIAMENT

ANNEXURE A

Background to Parliament

The Constitution of the Republic of South Africa sets a single, sovereign democratic state where government is constituted as national, provincial and local spheres of government which are distinctive, interdependent and interrelated. On the national sphere governance is effected through Parliament, the Executive and the Judiciary.

Parliament represents the people and ensures government by the people under the Constitution, as well as represents the provinces in the national sphere of government.

In this Parliament's vision is to build an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realising a better quality of life for all the people of South Africa.

Please visit our full Strategic Plan at www.parliament.gov.za

ANNEXURE B: SPECIFIC CONDITIONS OF CONTRACT

VALIDITY

1. This Bid and all proposals (costs included) shall remain binding and valid for a period of one-hundred and twenty (120) days calculated from the closing date of the Bid.
2. Parliament reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Parliament.
3. Any additional extension after the above days, Parliament will request approval from bidders received.

Documents

4. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
5. The Bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
6. **If any part of this Bid is not duly filled in and signed in ink it may invalidate the Bid. Where alterations have been made to any part of the Bid, the Bidder must sign next to such alteration.**
7. **All Bids must be submitted on the official forms (not to be retyped). The Bidder's must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.**
8. The bidder must certify that the personnel identified in its response to this Bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the Bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.
9. The company, its directorship and personnel assigned will be subject to vetting by Parliament's Protection Services. A register of particulars will be requested of the successful company.

Joint Ventures or Consortiums

10. Ensure one responsible lead bidder in the case of a consortium.
11. Where Joint Ventures or Consortiums are formed, the Supplier Accreditation Form (SAF) shall be filled in, in respect of every entity or company participating in the Joint Venture or Consortium.
12. A Copy of the Joint Venture Consortium agreement must be attached.

Compulsory Briefing Session

N/A

Format for the submission of Bid proposals

13. This Bid must be submitted in accordance with the format, times and place as prescribed in the Bid document.
14. **All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this Bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.**
15. Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
16. Bidders must use the checklist below to ensure completeness of their bid submission.

***NB: Bid Compliance Checklist**

If you do not submit the following documents your bid may be disqualified automatically:

No.	Description of requirement	
a)	Completion of ALL bid documentation (includes ALL declarations and Commissioner of Oath signatures required)	
b)	A valid and original Tax Clearance Certificate or pin (valid as at the closing date of this bid)	

If you do not submit the following documents your bid will be considered non-compliant and these documents must be made available should an award be made:

No.	Description of requirement	
a.	Proof of Registration, Certificate of Incorporation or CK1.	
b.	Proof of Ownership	
c.	Certificate to Commence Business	
d.	Certificate of Change of Name or CK2 (if applicable)	
e.	Joint Venture / Consortium agreement / Trust Deed (if applicable)	

Non-submission of information that will be scored on functionality will lose points on functionality

Submission of bids

17. The electronic bid submissions must be emailed to tenders@parliament.gov.za on or before the closing date and time. No faxed copies will be accepted.

Time frames

18. Bidders are advised that Parliament reserves the right to change any of the dates indicated.
19. The timing and sequencing of events resulting from this Bid will be determined by Parliament.

Ownership of Proposals

20. All proposals in response to this bid, whether successful or unsuccessful, will become the property of Parliament.
21. Any costs incurred by the service providers in preparing and submitting their response to the RFB will be the sole responsibility of the service provider.

Preferential Point System

22. The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
23. The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 23.1 Preference points applicable for this bid will be 80/20. Points will be awarded for:
- Price 80
 - Specific HDI and/or RDP Goals 20

Calculation of points for HDI and/or RDP Goals

Bidders must complete column 3 to indicate the points they are claiming.

Points will only be awarded to a bidder who has **claimed** points and who has supplied the supporting documents as listed in the table below:

Specific goals:	Number of points:	Points claimed by the Bidder	Bidders must supply the following documents when claiming preference points:
HDI GOALS			
Black	6		ID Document/CSD Report
Women	4		ID Document/CSD Report
People with disabilities	3		Medical Certificate/CSD Report
RDP GOALS			
Youth	2		ID Document/CSD Report
SMMEs	3		Annual Turnover/CSD Report

HDI – Historically Disadvantaged Individual as defined in Parliament's Preferential Procurement Policy.

RDP – Reconstruction and Development Programme as defined in the Government Gazette Notice No. 1954 of 1994.

Discounts

- 24 When calculating comparative prices, Parliament will take into account any discounts which have been offered unconditionally.
- 25 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

Bid Declaration

- 26 Only a bidder who has completed and signed the declaration part of the tender documentation will be considered for preference points.

Visits / Meetings / Inspection

- 27 As part of the adjudication process Parliament may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 28 Parliament may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to Parliament as deemed necessary.

Award of Bid

- 29 The award of this Bid by the Secretary to Parliament shall constitute a binding contract, and such acceptance may be by letter, email or facsimile message.
- 30 The Secretary to Parliament may award this Bid to more than one successful Bidder, either in full or in part.
- 31 Parliament reserves the right not to award this contract.
- 32 Service Level Agreements, where applicable, will be concluded with the successful service provider.

Subcontracting

- 33 A person awarded a contract may not sub-contract any part of the contract after an award has been made. Bidders must indicate upfront their intention to sub-contract and submit the sub-contractors relevant documentation.

Other

- 34 Parliament may amend or cancel this Bid before the award should Parliament deem it necessary.

Security and occupancy

35 Security

All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as “Restricted Areas” and all of the provisions of these Acts will apply to this contract.

All buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to **prior** security clearance.

Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.

Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

Successful Bidder will be required to hand in to the Department within Forty-Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:

- Full names of each of the persons intended to be utilized on site, including supervisory staff.
- Position in firm plus service to be performed.
- Intended areas they will be working in.

- A copy of Identification Document, certified as a true copy of the original by the SAPS.
 - Such document shall be the original certified copy.
- Home address.

The Bidder are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.

Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.

Such clearance for this project shall remain valid for a period not exceeding 12 months and shall only apply for this project.

In addition, the Oath of Secrecy form attached to this Bid document shall be fully completed and every person having necessity to observe or work with any part of documentation relating to this project is it on or off site.

Legible copies of the Oath of Secrecy document may be made. *(will be provided to the successful bidder)*

36 Safeguarding of documents

This project has been classified by the authorities as “Confidential”. As such, all specifications and drawings must be kept in a safe place at all times, and under no

circumstances may they be shown or distributed to parties not directly concerned with the project.

All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

It will be the responsibility of the service provider to ensure that drawings do not get issued to unauthorized persons, that all superseded drawings are kept in a secure place until they have been destroyed, and that current drawings are kept in a safe and secure environment.

All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

All documentation shall be strictly handled as set out in the NIA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful

contractor at the time of site hand over.

It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

Bidders must maintain strict confidentiality relating to all information provided by Parliament, Members of Parliament and Parliament officials in line with the provisions of the Protection of Personal Information Act, 2013 (Act 4 of 2013).

37 General Conditions of Contract (GCC)

- a) Parliament cannot award contracts to provide goods or services to a Member of Parliament or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- b) Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by the South African Revenue Services (SARS).
- c) Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder, if such bidder has been awarded a bid by Parliament or has performed services for Parliament during the last twelve (12) months prior to the closing date of the bid.
- d) In terms of Section 4(1) of the Competition Act No.89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor/s was/were involved in:
 - i. Directly or indirectly fixing a purchase or selling price or any other trading condition,
 - ii. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services, or
 - iii. Collusive bidding.

Please visit www.parliament.gov.za for detailed document.

ANNEXURE C: TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT –

1. The taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations (Proof from SARS must be submitted).
2. Bidders may submit a valid tax pin number or submit an **original and valid** Tax Clearance Certificate in order not to invalidate the bid. ***“Refer to page 6 “Bid Compliance Checklist”.***
3. No contract shall be concluded with any bidder whose tax matters are not in order Prior to the award of a bid, Parliament must be in possession of an original tax clearance certificate, or tax pin number submitted by the bidder.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate or tax pin number.

PROVISION OF COMPOSITING, TYPESETTING AND PRODUCTION OF BILLS & ACTS SERVICES FOR PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

Request for Bids (RFB)

Terms of Reference

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1. BACKGROUND

The Bills Office and Committee Section are primarily tasked with the production (compositing, typesetting, editing, printing, tracking and publication) of:

(a) Official Text (English) Bills and Act Forms; and (b) Official Second language Text Act Forms.

The Bills Office and Committee Section currently utilise the professional production service rendered by an external service provider. The Bills Office interacts with the external service provider several times a day in the process of bringing Bills or Act Forms to print or publication. The text and formats used in drafting of Acts conform to accepted universal standards in respect of legislative language. It is consistent with decades of South African Law. The Bills Office and Committee Section need a service provider who will be required to provide dedicated typesetters and compositors for their work.

The Bills Office plays a critical role in the processing of legislation. They receive legislation from the Executive; Committees; Members of Parliament, prepares it for introduction, shadows Bills through Parliament of the Republic of South Africa (RSA) (hereon in this document referred to as "Parliament"), edits the official second language texts and merges the two languages into an Act form upon passage of the Bill through both Houses. The Act form is sent to the President for assent, and upon assent is received back and submitted to the Constitutional Court for safekeeping. The Committee Section prepares amended Bills for reporting and adoption by Parliament. To do all this, and to prevent undue delays in the legislative process, the offices require a consistent and accurate service that is available at all hours

2. OBJECTIVES

The broad objectives of this RFB include:

- 2.1. To provide prospective service providers with adequate information to understand and respond to Parliament's requirements for compositing, typesetting and production of Bills and Acts services.
- 2.2. To ensure uniformity in the responses received from each prospective service provider.
- 2.3. To provide a structured framework for the evaluation of proposals.

3. PURPOSE OF THE REQUEST FOR BID (RFB)

Parliament seeks to identify and appoint a suitable service provider for compositing, typesetting and production of Bills and Acts for the Bills Office and Committee Section, on demand, for a period of three (3) years.

The purpose of this RFB is to contract with a suitably qualified service provider with the requisite capacity to execute this project within the desired quality, scope, timeframe, and cost for Parliament.

4. SCOPE OF THE REQUIRED SERVICE

4.1. The successful bidder shall be expected to provide production services which include the following:

4.1.1. Producing of Bills and Acts.

4.1.1.1. The Bills must be:

- i. Size: A4.
- ii. Minimum of two (2) leaves and a maximum of 350 or as determined by the requirement of the document.
- iii. Folded and trimmed.
- iv. Printed in black A4 and on 80gm bond paper)
- v. Typeset
- vi. Stitched and delivered to Parliament as advised.

4.1.1.2. The Acts must be:

- i. Minimum of 2 leaves and maximum of 350 or as determined by the requirements of the document.
- ii. Folded and trimmed.
- iii. Printed in black and on A4 80gm paper (3x copies).
- iv. Printed on Crane Crest paper (3x copies).

- v. Typeset.
- vi. Stitched.
- vii. Finishing: Drilled two holes on left side, binding method to be determined based on pages.
- viii. Delivered to Parliament as advised.

- 4.1.1.3. Composite and typeset Bills and Acts from manuscript to PDF format.
- 4.1.1.4. Submit proofs of Bills and Acts electronically.
- 4.1.1.5. Package and deliver Bills and Acts in hard copy and electronically.
- 4.1.1.6. Deliver Bills and Acts at agreed times.

Bills

- Quantity – advised on the day of publication

Acts

- Quantity – 6 (3x copies in crane crest paper, 3x in black A4 80 gm)

5. PROJECT DELIVERABLES

- 5.1. The service provider must have provided compositing, typesetting and printing of Bills and Acts services when required. The production of Bills and Acts will include the following:
- 5.1.1. Typesetting.
 - 5.1.2. Compositing
 - 5.1.3. Printing.
 - 5.1.4. Folding and trimming.
 - 5.1.5. Stitching.
 - 5.1.6. Finishing and drilling two holes on the left side of Acts and binding them based on the number of pages.
 - 5.1.7. Packaging and delivering Bills and Acts in hard copies and electronic copies.

6. EVALUATION CRITERIA

The bid evaluation process consists of four (4) stages, according to the nature of the bid. A bid must qualify for each state to be eligible to proceed to the next stage of evaluation. The stages are:

Table 1: Bid Evaluation Stages

Stage	Description	Applicable for this bid YES / NO
Stage 1	Administrative requirements	YES
Stage 2	Mandatory requirements	YES
Stage 3	Functionality evaluation criteria	YES
Stage 4	Price and preference points	YES

6.1. Administrative requirements (Stage 1):

Compliance with administrative requirements as stated in the standard bidding documents and the mandatory requirements listed in this section. In this evaluation stage, all bidders who fail to provide the required information and documentation will be disqualified from further evaluation.

6.2. Mandatory requirements (Stage 2):

6.2.1. Instruction and evaluation criteria:

- The bidder must comply with ALL the requirements as per the mandatory requirements below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as "NOT COMPLIANT".
- The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
- The bidder must comply with ALL the mandatory requirements in order for the bid response to proceed to the next stage of the evaluation.

6.2.2. Mandatory Requirements:

Table 2: Mandatory Requirements

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
1. Bidder capability requirements:		

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
1.1. Bidders must submit at least three contactable references where similar work was undertaken. Bidders' references must complete addendum A.	Submission of a completed and signed/stamped addendum A.	Provide unique reference to locate substantiating evidence in the bid response.
1.2. Bidders must submit a portfolio of evidence of compositing, typesetting work and bulk printing done for other clients.	Submission of a portfolio of evidence.	Provide unique reference to locate substantiating evidence in the bid response.
2. Bidder capacity requirements:		
2.1. Bidders must submit CV of a project leader/manager indicating: 2.1.1. a minimum of a National Diploma or equivalent (NQF level 6) in Publishing or Graphic Design, or relevant field. 2.1.2. Experience and a minimum of five (5) years' experience in compositing, typesetting services and bulk printing.	Submission of a CV of a project leader/manager.	Provide unique reference to locate substantiating evidence in the bid response.
2.2. Bidders must submit proof of ownership or lease (third-party agreements) of a vehicle/s to deliver Bills and Acts to Parliament, as and when required, throughout the duration of the contract.	Submission of proof of ownership or lease (third-party agreements) of a vehicle/s.	Provide unique reference to locate substantiating evidence in the bid response.
2.3. Bidders must be able to deliver hard copies of Bills and Acts to Parliament when required.	Submission of a proposal.	Provide unique reference to locate substantiating evidence in the bid response.
2.4. Bidders must submit a proposal indicating methodology and approach to delivering the services.	Submission of a proposal	Provide unique reference to locate substantiating evidence in the bid response.

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
3. Bidder's experience requirement:		
Bidders must possess a minimum of five (5) years of relevant experience in compositing, typesetting, and production of Bills and Acts.	Submission of a portfolio of evidence.	Provide unique reference to locate substantiating evidence in the bid response.

NOTE (1): Parliament reserves the right to verify information provided.

6.3. Functionality evaluation criteria (STAGE 3a):

In this evaluation stage, which is split into two technical evaluation and demonstration with a total of 100 points. The total minimum threshold is 70 out of 100, i.e. in the technical evaluation stage, bidders are expected to obtain a minimum of 56 out of 80 points to be invited for demonstration. All bidders that fail to score minimum score will not proceed to the next evaluation stage of evaluation. From the demonstration, bidders are expected to obtain a minimum of 14 out of 20 points to be invited to proceed. All bidders that fail to score minimum score will not proceed to the next evaluation stage of evaluation stage three:

Functionality evaluation criteria:

FUNCTIONALITY CRITERIA:		
FUNCTIONALITY:	WEIGHT	RATING SCORES
1. Capability:	25	
a) Experience in compositing, typesetting and production of Bills and Acts.	15	• 5 = above 9 years • 4 = 7 to 8 years • 3 = 5 to 6 years
b) References where similar work has been rendered (based on the average scores derived from Annexure A).	10	• 5 = Average score of 5 • 4 = Average score of 4 • 3 = Average score of 3 • 2 = Average score of 2 • 1 = Average score of 1

FUNCTIONALITY CRITERIA:		
2. Capacity:	30	
a) CV of project leader/manager indicating qualifications and/or experience in compositing, typesetting services and bulk printing.	20	• 5 = 17 years or above • 4 = 14 to 16 years • 3 = 5 to 7 years
b) Qualification in Publishing, Graphic Design or relevant field.	10	• 5 = NQF level 8 or higher • 4 = NQF level 7 • 3 = NQF level 6 •
3. Viability of bidders' response:	5	
Financial capacity of the bidders. The following financial ratios shall apply and grades as follows (Liquidity, Financial Autonomy, Profitability & Solvency).	5	• 5 = Good • 3 = Acceptable • 0 = Weak
Total:	60	
MINIMUM THRESHOLD	42	
BIDDERS NEED TO REACH A MINIMUM OF 42 (70%) TO QUALIFY TO THE NEXT STAGE OF EVALUATIONS (PRESENTATION)		

6.4. Demonstration / presentation (STAGE 3b):

DEMONSTRATION		WEIGHT	RATING SCORES
1	Turnaround times as specified in each and every service request. Depending on the urgency of the request, the turnaround time can range from a day to a week.	7	• 5 = Excellent • 4 = Very good • 3 = Good • 2 = Average • 1 = Poor

2	Quality control and compliance with all the requirements of the production of Bills and Acts in line with the stipulated guidelines.	12	• 5 = Excellent • 4 = Very good • 3 = Good • 2 = Average • 1 = Poor
3	Capacity to deliver Bills and Acts to Parliament, as and when required (incl. machinery, equipment, personnel, etc.)	8	• 5 = Excellent • 4 = Very good • 3 = Good • 2 = Average • 1 = Poor
3	The methodology and approach to delivering the services. • Compositing of Bills and Acts • Typesetting of Bills and Acts. • Stitching of Bills and Acts. • Packaging of Bills and Acts. • Quality assurance. • 24-hour availability, as-and-when required.	13	• 5 = Excellent • 4 = Very good • 3 = Good • 2 = Average • 1 = Poor
	TOTAL	40	
	MINIMUM THRESHOLD	28	
	BIDDERS NEED TO REACH A MINIMUM OF 28 (70%) TO QUALIFY TO THE NEXT STAGE OF EVALUATIONS (SITE INSPECTION)		

PRICE AND PREFERENCE POINTS EVALUATION (STAGE 4):

Costing and pricing conditions:

South African Pricing - The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

Total price:

- (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
- (b) All additional costs as well as cost of delivery, labour, S&T, overtime, etc. must be included in this RFB.
- (c) All services, accessories, upgrades and options required by the solution or specified by the client must be included in the quoted price. If not included, suppliers will be required to supply these accessories at no cost to the client.
- (d) Parliament reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.

These conditions will form part of the Contract between Parliament and the bidder. However, Parliament reserves the right to include or waive the condition in the Contract.

The bidder must complete the declaration of acceptance as per par 6.3.2 below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.

Declaration of acceptance:

	ACCEPT ALL	DO NOT ACCEPT ALL
1. The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in par 6.3.1 above by indicating with an "X" in the "ACCEPT ALL" column, or 2. The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in par 6.3.1 above by - (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and; (b) Provide reason and proposal for each of the condition not accepted.		
Comments by bidder: Provide the condition reference, the reasons for not accepting the condition(s).		

Bid Pricing Schedule

- (a) The bidder must complete in full all the preference requirements.
- (b) Allocation of points per requirements: The points allocation of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (c) Points will be allocated for each preference requirement as per the criteria set in each section in the table below.
- (d) The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, Parliament reserves the right to treat substantiation evidence that cannot be located in the bid response, as "NOT COMPLIANT".
- (e) Preference Goal Requirements:
 - (i) The applicable Preference Point system for this tender and points claimed is 80/20
 - (ii) The specific Preferential Goal Requirements for this tender is indicated in table 3 below.
 - (iii) Failure on the part of a bidder to the 80/20 preference point systems and submit proof or documentation required in terms of this tender to claim preference points for the Preference Goal Requirements, will be interpreted to mean that preference points for specific goals are not claimed.
 - (iv) Bidders must indicate how they claim points for each of the preference points by signing at par/section 23.1 in the Invitation to bid document.
 - (v) Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim preference points for the Preference Goal Requirements for this tender, will be interpreted to mean that preference points are not claimed.
 - (vi) The Bidder's commitment for the Preference Goal Requirements in this tender will be legally binding and the Bidder needs to perform against their commitment for the duration of the contract which will form part of the Contractual Agreement.
 - (vii) Bidders need to keep auditable substantive records / evidence and upon request by Parliament must be made available for audit and, or due diligence purposes.
 - (viii) Parliament reserves the right to require from a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by Parliament.
 - (ix) Parliament reserves the right to verify information / evidence provided by the Bidder.

Table 3: Preference Goal Requirements:

Specific goals:	Number of points:	Bidders must supply the following documents when claiming preference points:
HDI GOALS		
Black	6	ID Document/CSD Report
Women	4	ID Document/CSD Report
People with disabilities	3	Medical Certificate/CSD Report
RDP GOALS		
Youth	3	ID Document/CSD Report
SMME	4	Annual Turnover/CSD Report

7. THE RESPONSES

Bidders' responses must be submitted as outlined in the standard bidding documents.

7.1. BIDDER'S CONTACT DETAILS:

- 7.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidder's organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 7.1.2. Who, within the bidder's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

7.2. BIDDER'S PROFILE:

- 7.2.1. Bidder's name and address.
- 7.2.2. Organisational structure.
- 7.2.3. Commencement date of business.
- 7.2.4. Certificate of incorporation.
- 7.2.5. Comprehensive audited or independently reviewed financial statements for the last two (2) completed financial years (with comparative figures).
- 7.2.6. Consent letters for personnel to be assigned to the project, who are not employed by the bidder.
- 7.2.7. List of machinery, equipment, vehicle/s, and other related tools of trade (owned or leased) used in the normal course and scope of their business during production. Proof of third-party agreements must be submitted where machinery, equipment, vehicle/s and/or tools of trade have been leased.

8. PRICING STRUCTURE

- 8.1. Price must be quoted in South African currency and must be inclusive of Value Added Tax (VAT) and delivery costs.
- 8.2. Potential service providers are further requested to indicate their price in all elements listed on the pricing schedule.
- 8.3. Price will be evaluated based on 80 points and applicable formula of calculating points scored by each bidder.
- 8.4. Prices must remain fixed for the duration of the contract. The pricing schedule below must be completed considering inflationary adjustments.
- 8.5. The quantities below are for comparative purposes only. Upon award, the successful bidder shall be provided with exact figures.
- 8.6. All costs for disbursements must be incorporated into the price offer.

Pricing schedule:

No:	Description:	Unit of Measure:	Cost per unit:	Estimated Quantities:	Total costs:
1	Compositing and typesetting of Bills per page	Per page		150	
2	Compositing and typesetting of Acts per page	Per page		88	
3	Stitching per Bill	Per copy		44	
4	Stitching per Act	Per copy		88	
5	Packaging	Per bundle		1	
GRAND TOTAL:					

9. SPECIFIC CONDITIONS

- 9.1. Bidders must certify that the personnel identified in its response to this bid will be the persons actually assigned to Parliament. Any changes (additions, etc.) in the personnel from those identified in the response to the bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately. The replacement personnel must meet the same minimum requirements outlined in this document.
- 9.2. Prospective bidders may submit their questions to tenders@parliament.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 9.3. A briefing session will be held on a date specified in the advertisement of this bid.
- 9.4. Parliament may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 9.5. Parliament reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 9.6. Parliament reserves the right to invite shortlisted bidders to make presentations to its evaluation team.
- 9.7. Parliament reserves the right not to award this bid in total or part thereof.
- 9.8. Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest-scoring bidder, if such bidder has been awarded a bid by Parliament or has performed services for Parliament during the last twelve (12) months prior to the closing date of the bid.
- 9.9. The successful bidder/s and its employees must comply with Parliament security clearance and must be willing to sign confidentiality or non-disclosure agreement.
- 9.10. The successful bidder/s must enter into a formal Service Level Agreement (SLA) with Parliament upon appointment and must go through a security clearance screening process.
- 9.11. The award of the contract will be subject to the successful conclusion of an SLA.
- 9.12. In terms of Section 4(1) of the Competition Act No.89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor/s was/were involved in:
 - 9.12.1. Directly or indirectly fixing a purchase or selling price or any other trading condition,
 - 9.12.2. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services, or
 - 9.12.3. Collusive bidding.

- 9.13. All relevant clearances and/or memberships must be submitted to Parliament upon the renewal throughout the duration of the contract.
- 9.14. The successful bidder must have office presence, within 30 days of appointment, that is within a 50 km radius from Parliament. A proof of address will be required in a form of municipality water, electricity and rates bill or lease agreements.
- 9.15. The successful bidder must ensure that the text and formats used in the compositing and typesetting of Bills and Acts conform to accepted universal standards in respect of legislative language and is also consistent with decades of South African Law.
- 9.16. All stakeholders in Parliament must always take appropriate steps to ensure maximum protection of themselves and other persons against the spread of all communicable diseases.
- 9.17. Upon arrival in the Parliamentary precinct, the assigned delivery team must adhere to all Health & Safety protocols.
- 9.18. Bidders must maintain strict confidentiality relating to all information provided by Members of Parliament, Parliament and Parliament officials in line with the provisions of the Protection of Personal Information Act, 2013 (Act 4 of 2013).
- 9.19. The successful bidder/s must provide a consistent, accurate, and proactive service that is available at all hours.

ANNEXURE A – REFERENCES' TEMPLATE SIMILAR TO THE PROVISION OF TYPESETTING AND PRODUCTION OF BILLS & ACTS SERVICES

(TO BE COMPLETED BY BIDDER'S REFERENCE WITH THEIR LETTERHEAD AND/OR STAMP)

Bidder's name:

- Skill level and professionalism of project team members assigned:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of services provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Adherence to timeframes / deadlines:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Additional value adds and supplementary benefits for using the service provider:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Overall satisfaction of the service and deliverables received:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

STAMP BY BIDDER'S
REFERENCE

.....
NAME AND POSITION OF AUTHORISED SIGNATORY

SIGNATURE:

COMPANY:

DATE:

ANNEXURE E: CONTRACTUAL OBLIGATIONS

Conditions and Procedures to be complied with as part of the Contract with Parliament.

1. STATUTORY REQUIREMENTS

All persons employed by the Contractor working within the premises of Parliament shall comply with the Regulations of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended.

The Contractor shall designate, in writing, one of his full time employees in terms of the provisions of General Safety Regulations or Section 8 of the Occupational Health and Safety Act who shall be in charge of work on site.

The above designation shall be made before work commences on site. The appointed person, for inspection purposes, shall hold one copy on site and a duplicate copy shall be handed to NDPW / WSP employee in charge of that particular project.

The Contractor shall instruct his authorised site representative to report to the NDPW / WSP employee who is in charge of the project.

2. GENERAL REGULATIONS

The Contractor shall submit a list of all portable electrical tools and equipment to security before permission is granted to enter or leave the premises. Vehicles will be subjected to a search before entry and when leaving the premises.

Contractors are not permitted to stay on the premises after their shift has been completed.

The Safety, Health and Environmental Manager (hereinafter the Safety Manager) must authorise any work, which could affect or interfere with normal activities of Parliament.

All excavation work must be railed off or barricaded, debris or material, which cannot be removed immediately, must be placed in such manner as to allow adequate and safe passage.

The Safety Manager will authorise areas where rubble and other material may be stored.

The Contractor will stay confined to the area of his work.

3. PERSONAL PROTECTIVE EQUIPMENT

Safety harness (parachute type) shall be used whenever work is performed at a height of 2 meters or higher unless a suitable platform with handrails is provided.

Suitable eye protection must be used whenever there is a danger of flying particles or splashing of chemicals.

Hearing protection shall be used whenever a noise zone is entered. Earmuffs shall always be worn whenever a jackhammer is used.

Gloves and welding helmet shall always be used for welding operations.

The Contractor is responsible to provide the necessary protective equipment and to ensure that it is used as required.

4. ISOLATION PROCEDURE

No one shall work above or on moving machinery, energy driven mechanical apparatus, electrical panel or switchgear unless it has been isolated from power or movement by means of applying a padlock on the main switch.

The Safety Manager must grant permission before padlock can be applied.

5. ELEVATED AREAS

No work may be performed above the heads of persons or aisles or roads unless suitable precautions have been taken to ensure the safety of persons and property below. The affected area must also be identified beforehand and effectively cordoned off.

All scaffolds and suspended loads must be left safe before leaving work at the end of each day – i.e. loads lowered to the ground, scaffolds securely tied down and all loose tools and equipment secured against falling.

Where scaffolding is erected, handrails, toe boards, etc., must be embodied and all such equipment shall be lowered to the ground under competent supervision.

6. TOOLS AND EQUIPMENT

Contractors shall provide their own ladders, trestles, scaffolds, lifting tackle, tools and portable electrical equipment.

Makeshift or unsafe equipment shall not be permitted on the premises and will be confiscated for the duration of the contract.

No insulation tape or similar may be used on any electrical wiring or cables. Joints in cables must be approved by the Safety Manager to use on the premises.

Contractors may not operate Parliament equipment, lifts and vehicles. In exceptional instances the Safety Manager may grant permission. In such an event, the contractor shall produce a valid Certificate of Competency as described in the Occupational Health and Safety Act. A copy of the certificate will be kept on the person of the Contractor who operates the above-described equipment. Any employee of Parliament may ask such Contractor to produce the said certificate.

All tools and equipment must be reported to Parliament Security whenever a Contractor enters or leaves the premises. It is the duty of the Contractor to ensure that articles or equipment are recorded in a Parliament register whenever it is brought on site.

7. PRECAUTIONS AGAINST FIRES

The Contractor shall ensure that his employees do not smoke anywhere on the premises except in identified smoking bays.

Paint, thinners, petrol, oil or any flammable materials shall be stored within a designated area.

The Contractor shall first obtain a Hot Work Permit from NDPW/ WSP before any naked flame or grinder is used anywhere outside a workshop.

The said permit is valid for one day only and shall be kept on the person who is using a naked flame.

The Contractor shall take all necessary precautions to eliminate all fire hazards and to prevent fire damage.

All fires shall be reported immediately to the Safety Manager.

8. HOUSEKEEPING AND FIRST AID

The Contractor shall uphold high standards of housekeeping.

The clinic on site will assist with first aid treatment if required. Should the employee require further medical attention, the emergency service provider will escort the person to the nearest hospital.

All surplus material and builder's rubble must be removed from the premises on completion of the contract or as otherwise specified by the Safety Manager. Parliament reserves the right to remove such material against cost within three days after completion of the contract.

9. TRADE UNIONS

No employees of a Contractor shall be allowed to actively further the interests of any Trade Union on site.

10. SECURITY

The principle of security fences must be upheld at all times.

Parliament does not accept responsibility for the safekeeping of any material, tools or equipment brought on site.

All portable tools or equipment brought on site must be removed at the end of the day's work.

11. PROCEDURE IN THE EVENT OF AN ACCIDENT / INCIDENT

The Contractor shall act as 'The Employer' in terms of Section 16 of the Occupational Health and Safety Act.

The Contractor shall report any injuries sustained by his employees to the Department of Labour and the Compensation Commissioner. The injuries and responsibilities are as defined in Section 24 of the Occupational Health and Safety Act.

All accidents / incidents shall be reported to the Safety Manager.

In the event of an accident causing the loss of a life or the possibility of the loss of a life, no person shall disturb the site at which the accident occurred or remove any objects involved in the accident before the arrival of an inspector from the Department of Labour.

12. SUB-CONTRACTORS

The Contractor shall inform the NDPW / WSP of any Sub-Contractors who may work on site.

The Contractor shall ensure that Appendix 1 is properly completed and submitted to NDPW / WSP prior to commencement of work.

The Contractor shall ensure that the Sub-Contractor complies fully with statutory and Parliament requirements.

13. USING OVERHEAD CRANES AND LIFTING TRUCKS

The following shall apply if the Contractor has to operate overhead cranes on site: -

The Contractor shall ensure that all his employees who have to operate a crane or lift truck to render services as stipulated in the contract, have had formal training as required by the Occupational Health and Safety Act.

The Contractor shall ensure that the training is valid in terms of the Act.

The Contractor shall present certificates of training to NDPW / WSP before work may commence.

14. FAILURE TO COMPLY WITH PROCEDURES

Failure to comply with the contents of this document could result in legal prosecution by the Department of Labour.

Noncompliance by the Contractor with any of the requirements as stipulated in this document could result in any or all of the following actions being taken by the Safety Manager:

The Contractor could be requested to leave the premises and the contract for the project tendered for would become null and void. All costs incurred by Parliament for such actions would be borne by the Contractor.

A specific member of staff who breaches this contractual obligation could be requested to leave the premises without delay and would not be permitted to enter the premises in future. Any costs incurred would be borne by the Contractor.

Equipment which would be deemed as unsafe would be confiscated by NDPW / WSP / Parliament and returned upon completion of the specific contract. Any costs incurred would be borne by the Contractor.

15. HAZARDS IDENTIFICATION

The Contractor must determine the degree of hazards related to the project tendered for, and implement precautionary measures.

SIGNATURE: _____

DATE _____

NAME: _____

DESIGNATION: _____

COMPANY: _____

ACCEPTANCE

I, _____
(Contractor), by signing of this document, hereby warrant that I shall bear all responsibility for adherence of all laws applicable to the agreed contract work and particularly for the full and proper implementation of the provisions of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended and all other regulations without exception.

PARLIAMENT

APPENDIX 1

CONTRACTOR'S INFORMATION FOR C. O. I. D. PURPOSES

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

TYPE OF WORK PERFORMED: _____

COMMENCING DATE OF WORK: _____

COMPLETION DATE: _____

IS YOUR FIRM REGISTERED WITH W.C.C.: ☐ YES OR ☐ NO

IF YES, YOU'RE REGISTRATION NUMBER: _____

NUMBER OF STAFF ON THE PREMISES: _____

SUPERVISORS: _____

NAME OF THE COMPETENT PERSON

ON SITE AND HIS TELEPHONE NO: _____

ANNEXURE F: DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.
2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(c) Are you or any person connected with the bidder, Employed by the State?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

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

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

Name of Representative: _____

Signature: _____ Date: _____

ANNEXURE G: BID DECLARATION

1. IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....

.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES	CAPACITY	SIGNATURE
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

2. IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned,
hereby confirm that I am the sole owner of the business trading as

.....

3. IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned,

hereby confirm that I will be sub-contracting work to the following company/companies

.....

.....

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted

4. IF THE BIDDER IS AN ENTITY / COMPANY / CC / TRUST.

NAME OF FIRM / BIDDER:
POSTAL ADDRESS:
STREET ADDRESS:
.....
TELEPHONE NUMBER: CODE: NUMBER:
CELL PHONE NUMBER:
FACSIMILE NUMBER: CODE: NUMBER:
VAT REGISTRATION NUMBER:
E MAIL:

THE BIDDER ELECTS DOMICILLIUM CITANDI ET EXECUTANDI IN THE REPUBLIC

AT:.....

.....

ARE YOU THE ACCREDITED REPRESENTATIVE IN
SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED?
(IF YES, ENCLOSE PROOF)

YES / NO

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

TOTAL BID PRICE:..... (Ceiling Price Inc. VAT)

TOTAL NUMBER OF ITEMS OFFERED:

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

1. The information furnished is true and correct.
2. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of Parliament that the claims are correct.
3. If the claims are found to be incorrect, Parliament may, in addition to any other remedy it may have –
 - a. recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b. 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;
 - c. impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
4. I hereby undertake to render services described in the attached Bidding documents to Parliament in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by Parliament during the validity period indicated and calculated from the closing date of the Bid.
5. All the above documents shall be deemed to form and be read and construed as part of this agreement.
6. I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
7. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
8. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
9. I confirm that I am duly authorised to sign this contract.

ANNEXURE H: DECLARATION OF BIDDER'S PAST PROCUREMENT PRACTICES

1. This document forms part of all bids invited.
2. It serves as a declaration to be used by Parliament in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of Parliament's Procurement System
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's procurement 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 on any of its directors listed on the Parliament's database as companies or persons prohibited from doing business with Parliament and or public sector?		
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)?		
4.2.1	If so, furnish particulars:		
4.3	Was any contract between the bidder and Parliament terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4	If so, furnish particulars:		

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- recover any losses or damages sustained by Parliament under such agreement
- restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON	
STAMP :	NAME & SURNAME:
	DESIGNATION/RANK:
	PERSAL/EMPLOYEE NO:
	PLACE/DATE: