



INDEPENDENT DEVELOPMENT TRUST

**REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 16
LEARNERS ON TRAINING FOR NATIONAL CERTIFICATE:
CONSTRUCTION OF ROADS AND FIXING OF POTHOLES ID NO SAQA
ID: 24173 FROM AROUND THE COMMUNITIES OF KABOWENI IN THE
CITY OF MBOMBELA MUNICIPALITY.**

**RFQ NO: EPWP-IDTSKILLS- NATCERTMP-CONSTRUCTION-ROADS-
2025**

PREPARED FOR:

**IDT Mpumalanga Regional Office
20 Paul Kruger Street
ABSA Square
Nelspruit 1200
1200**

CLOSING DATE: 21 October 2025, TIME: @12H00

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	EPWP-IDTSKILLS- NATCERTMP- CONSTRUCTION- ROADS-2025	CLOSING DATE:	21 OCTOBER 2025	CLOSING TIME:	12H00
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 16 LEARNERS ON TRAINING FOR NATIONAL CERTIFICATE: CONSTRUCTION OF ROADS AND FIXING OF POTHOLES ID NO SAQA ID: 24173 FROM AROUND THE COMMUNITIES OF KABOWENI IN THE CITY OF MBOMBELA MUNICIPALITY.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
IDT Mpumalanga Regional Office					
20 Paul Kruger Street,					
ABSA Square					
Nelspruit					
1200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Surprise Mthombeni	CONTACT PERSON	Sylvia Sibiya		
TELEPHONE NUMBER	(013) 752 2200	TELEPHONE NUMBER	(013) 752 2200		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	TendersMP@idt.org.za	E-MAIL ADDRESS	TendersMP@idt.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No

EPWP-IDTSKILLS- NATCERTMP-CONSTRUCTION-ROADS-2025

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

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

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

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER.....

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

(Proof of authority must be submitted e.g. company resolution)

DATE:

1. TERMS OF REFERENCE

ITEM	DESCRIPTION
1.1 Tender Issue Date	30 SEPTEMBER 2025
1.2 Compulsory Briefing	No Briefing Session will be held for this bid.
1.3 Bid Reference No.	EPWP-IDTSKILLS- NATCERTMP-CONSTRUCTION-ROADS-2025
1.4 Enquiries	Any queries shall be directed in writing to the IDT through email. Email: TendersMP@idt.org.za
1.5 Mandatory Requirements	1.5.1 Authority to Sign the Bid Document 1.5.2 Valid proof of address of the training facility in the name of the training service provider-Lease Agreement, Letter Tribal Authority, Municipality Bill/account-Not older than 06 Months 1.5.3 Valid Accreditation certificate of the trainer with the relevant SETA 1.5.4 Valid plumbing hand Accreditation Certificate ID NO SP-24173 and qualification of the company with the relevant SETA 1.5.5 Valid plumbing hand Accreditation certificate ID NO SP-24173 of the trainer with the relevant SETA. 1.5.6 Valid Accreditation certificate ID NO SP-24173 of the Assessor with the relevant SETA 1.5.7 Valid Accreditation certificate ID NO SP-24173 of the Moderator with the relevant SETA 1.5.8 Proof of Central Supplier Database (CSD) registration 1.5.9. Valid COIDA Certificate 1.5.10. Fully completed and signed form of offer and fee proposal Joint venture is only acceptable when: • All JV partners submit COIDA, CSD registration, CIPC and SARS pin • Signed JV agreement between institution and an accredited college The accredited partner will deliver the training and issue learner certificates. FAILURE TO SUBMIT ANY OF THE ABOVE WILL LEAD TO DISQUALIFICATION
1.6 Mandatory Administrative Requirement	1.6.1 Submission of fully completed and signed Invitation to Bid (SBD 1) 1.6.2 Submission of fully completed and signed Bidder's Disclosure (SBD 4) 1.6.2 Submission of fully completed and signed Bidder's Price (SBD 6.1)
1.7. Returnable documents	The following returnable documents shall be submitted together with the bid. The validity of this documentation will be verified at the time of award.

1.8. Evaluation Criteria	1.7.1 Full Report of Central Supplier Database
	1.7.2 Valid Tax Compliance Letter with a unique pin
	1.7.4 Proof of office address (proof of ownership or lease agreement or municipal services bill). Municipal bill not more than six (6) months. The office must be based in the respective province.
	This bid will be evaluated in three stages
	1.8.1. Mandatory Requirements
	1.8.2. Functionality Criteria and locality
	1.8.3. 80/20 Preferential Point System
	Only Bidders who have passed functionality will be evaluated further. A minimum threshold for functionality is 80 points and the minimum threshold for locality is 20 points
1.9. Submission of Bid documents	1.9.1 Bids must be delivered on or before the closing date and the time as per the advert.
	1.9.2 Bidders must sign the Bid Submission Register upon delivery of the bid at the regional office. Bidders not on the Bid Submission Register will not be considered. This applies to bids, which are submitted through Courier companies. Bidders MUST inform their Courier Companies to sign the Bid Submission Register in the name of the bidder.
	1.9.3 Bids submitted after the closing time will not be considered.
	1.9.4 Bid documents shall be hand-delivered in 1 combined pack (i.e. Bid document and its accompanying Annexures) to the Implementing Agent (IDT), and shall be marked as follows:
	Marked confidential Bid and Indicate the following:
	RFQ NO: EPWP-IDTSKILLS- NATCERTMP- CONSTRUCTION-ROADS-2025
	BID DESCRIPTION: REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 16 LEARNERS ON TRAINING FOR NATIONAL CERTIFICATE: CONSTRUCTION OF ROADS AND FIXING OF POTHOLE ID NO SAQA ID: 24173 FROM AROUND THE COMMUNITIES OF KABOWENI IN THE CITY OF MBOMBELA MUNICIPALITY.
	THE BID BOX WILL BE LOCATED AT THE IDT MPUMALANGA OFFICE RECEPTION AS PER THE ADDRESS INDICATED ON THE BID DOCUMENT.
1.10. Notes to bidders	NB: Emailed or Faxed bid documents will be disqualified.
	1.10.1. The bid shall be valid for 90 calendar days.
	1.10.2. Bidders' queries will be attended to only up to 2 calendar days before the closing date.

	1.10.3. Should bidders not receive any correspondence after 90 days of tender validity period then bidders should consider their application unsuccessful.
	1.10.4. Bids must be submitted on the official forms, which are provided as part of the bid document.
1.11. Company Resources	1.11.1. The bidder is to provide details of a minimum of three (Facilitator, Assessor and Moderator) human resources to be used in the project and attach proof of their relevant qualifications (qualification and details of personnel).
	1.11.2. Such human resource shall always be available for the project during the contract period. Should assigned human resource be changed for some other reason, he/she should be replaced by a person/s of equivalent or higher qualification.
1.12. Cancellation Costs	1.12.1. Should the programme be cancelled by the client Department, due to financial constraints and/or other reasons, the IDT and the Client Department shall not be liable to remunerate the service provider for any potential loss of business and/or profit.
1.13. Base office and Training Venue	1.13.1. The base office must be in Mpumalanga province.
	1.13.2. A bidder is expected to provide a training venue/facility at the place where learners are coming from.
1.14. IDT's Reservation of Rights	1.14.1. IDT reserves the right to conduct a risk assessment if the recommended bidder is the responsive bidder and has already been awarded a contract.
	1.14.2. IDT reserves the right to negotiate with the bidder for the price.
	1.14.3. IDT reserves the right to cancel or withdraw this request for bid without prior notice and without furnishing any reasons whatsoever.
	1.14.4. IDT reserves the right to subject Bidders and their facilities to assessment as part of the evaluation process or as a condition to be appointed.
	1.14.5. The IDT reserves the right to amend, modify, withdraw this Bid, or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
1.15. Bid Document and Contract	1.15.1. Bidders are advised to ensure that they familiarize themselves with all the contents of the Bid documents, as those will form the basis of the contract to be entered into. Any contents of this document that the bidder requires clarity on shall be brought forward before the Bid submission date stipulated in this Bid document.
	1.15.2. The Bid Document must be completed by hand (handwritten) using permanent black ink.
	1.15.3. The Bid document must be bound and be in a sealed envelope.
	1.15.4. All Bid documents submitted to the IDT will become the property of the IDT and will as such not be returned to

	the bidders. Proprietary information should be identified as such in each proposal.
	1.15.5. If the IDT amends this bid document, the IDT will issue an erratum.
	1.15.6 This document must be used solely for the purpose it is intended to achieve.
	1.15.7 The Company will be expected to enter into a contract with the IDT.
	1.15.8 Bidders who are blacklisted with the National Treasury will be eliminated, therefore, not considered any further evaluation.
1.16. Duration Of Contract	1.16.1. The project is estimated to take 3-6 months to complete.

T.1 EVALUATION CRITERIA

The RFQ will be evaluated on four phases:

- **Mandatory Requirements**
- **Functionality**
- **Locality**
- **Price and Specific Goals**

T1.1 MANDATORY REQUIREMENTS/DOCUMENTATION

1. Authority to Sign this Bid
2. Valid proof of address of the training facility in the name of the training service provider- Lease Agreement, Letter Tribal Authority, Municipality Bill/account-Not older than 06 Months
3. Valid Accreditation Certificate of the company with the relevant SETA
4. Valid Accreditation certificate of the trainer
5. Valid Accreditation certificate of the trainer with the relevant SETA.
6. Valid Accreditation certificate of the Assessor with the relevant SETA.
7. Valid Accreditation certificate of the Moderator with the relevant SETA.
8. Proof of Central Supplier Database (CSD) registration
9. Valid COIDA Certificate
10. Fully completed and signed form of offer and fee proposal
11. JV agreement (if applicable)

Note:

- a. Failure to submit the above-required documents shall result in disqualification of the bidder.

T.1.2 MANDATORY ADMINISTRATIVE REQUIREMENT

12. Fully completed and signed SBD Forms.

- a. SBD1: Invitation to bid
- b. SBD4: Declaration of interest
- c. SBD6.1: (Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022)

Note:

- I. If any of the Directors are in the Employment of the State this shall result in disqualification of the bidder.
- II. If any of its Directors is listed on the Register of Defaulters, this shall result in disqualification of the bidder.
- III. In the case of a Bidder, who during the last ten (10) years has been terminated on Previous Contracts with the IDT this shall result in disqualification of the bidder.

The IDT will assess all bids received based on its procurement policy. Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for evaluation on price.

Note: Failure to comply with the above requirements will result in automatic disqualification of your bid.

T1.2. FUNCTIONALITY EVALUATION

Functionality Criteria

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for evaluation on price.

FUNCTIONALITY AREAS	WEIGHT
Practical implementation plan (Strictly not more than three (3) pages)	100
1. Screening of learners(Methodology)	30
2. Delivery of training	45
3. Reporting	25

Only bidders who are competent in the advertised work and who have achieved the minimum functionality threshold will be eligible for evaluation on price.

FUNCTIONALITY CRITERIA	DESCRIPTION	WEIGHT
Practical implementation plan (Strictly not more than three (3) pages)		100
Screening of Learnings (Methodology)	Clear, detailed learner screening plan; includes eligibility criteria, assessment tools, timelines, and risk mitigation. Indication of applicable demographic targets (Women, youth and people with disability) Demonstrates innovation and alignment with project objectives.	30 (Excellent)
	Adequate screening methodology with criteria and timelines provided; minor gaps in detail (Indication of only 2 of applicable demographic targets) or innovation.	20 (Good)
	General screening approach; limited detail, lacks evidence of structured tools or timelines. (Indication of only 1 of applicable demographic targets)	10 (Fair)
	No clear screening methodology; vague or irrelevant to project requirements. No indication of applicable demographic targets.	0 (poor)
2.Delivery of Training – 45 points	Comprehensive training plan; includes curriculum outline, facilitator qualifications, schedule, learner support mechanisms, and practical components. Clearly aligned to outcomes.	45(Excellent)
	Training plan provided with curriculum and delivery method; some detail missing on schedule, support mechanisms, or facilitator experience.	30 (Good)
	Basic delivery approach; general outline of training content but limited on methodology, timelines, or practical application.	20 (Fair)
	No clear training delivery plan; vague description with little or no relevance to project needs.	0 (Poor)
3. Reporting – 25 points	Detailed reporting framework; includes frequency, templates, learner progress	25(Excellent)

	tracking, completion reports, and quality assurance mechanisms.	
	Reporting process described; covers frequency and content but lacks depth in tracking and quality assurance.	15 (Good)
	Basic mention of reporting; minimal detail on structure, timelines, or learner outcomes.	10 (Fair)
	No clear reporting plan or irrelevant information provided.	0 (Poor)

Minimum qualifying score: 80 points out of 100.

Only bidders who obtain **80 points** or higher on the functionality will be eligible to proceed to the next level of evaluation.

Locality Scorecard

Description	Weight
Valid proof of address of the training facility in the name of the training service provider-Lease Agreement, Letter Tribal Authority, Municipality Bill/account-Not older than 06 Months within Mpumalanga province	20
Valid proof of address of the training facility in the name of the training service provider -Lease Agreement, Letter Tribal Authority, Municipality Bill/account-Not older than 06 Months outside Mpumalanga province	0

Bidders must obtain a minimum of **20 points** in the locality criterion

The minimum qualifying threshold for functionality is 80 points. Bidders must obtain a minimum of 20 points in the locality criterion as part of the functionality evaluation. Failure to meet both thresholds will result in disqualification from further evaluation on price and specific goals.

The IDT will assess all the submitted RFQs received based on its procurement policy if information is required from the bidder/s, the IDT reserves the right to request from the bidder, which shall be submitted within three (3) working days.

T1.3 PRICE AND SPECIFIC GOALS

The 80/20 preference point systems will be applied.

T2. PROJECT DESCRIPTION

The purpose of this RFQ is to engage service providers that can effectively deliver training for the National Certificate **Construction of Roads and Fixing of Potholes SAQA ID: 24173** for a duration of 61 days to the identified target group. The programme targets have been recruited in collaboration with NPOs (successful bidders will be provided with the details of the NPO upon appointment), and contracts have been established with these NPOs. The successful bidder, in partnership with the NPOs, will be responsible for screening potential learners to ensure they meet the criteria for participation in the training programme. This collaborative effort aims to enhance the skills and employability of the selected participants, contributing to the broader goals of workforce development and empowerment. The table below outlines the specific training programme the bidder must quote from.

TRAINING PROGRAMMES / QUALIFICATIONS / TRADES TITLES	ENTRY REQUIREMENTS	QCTO QUALIFICATION ID	NQF LEVEL	CREDITS	DURATION	TARGETED NUMBER OF LEARNERS
National Certificate Construction of Roads and Fixing Potholes	NQF Level 1	SAQA ID:24173	3	155	61 days	16

QUOTATIONS SHOULD BE BASED ON THIS TABLE ONLY.

The Training Service provider will be responsible for training of 16 learners that are to be recruited from the local communities within a radius of 10KM from Kabokweni where IDT implements a project in Kabokweni under City of Mbombela Municipality.

The IDT Skills and Training programme aims to empower the selected members of the communities where IDT implements projects targeting mainly women, youth and people with disabilities to obtain accredited qualifications to prepare them for formal employment or to start their businesses.

The targeted skills programme that the Training Service Provider must submit the RFQ for is the **Occupational Skills Programme: Construction of Roads and Fixing of Potholes**

T2.1. SKILLS RATIONALE

There is a need for skills programmes within the construction of roads and fixing of Potholes and these skills programmes are being carefully monitored and located in the broader skills and competency framework for construction of roads and fixing of potholes. The aim is to ensure that all initiatives for developing skills are integrated into the broader skills and

competency framework for construction of roads and fixing of potholes. This approach will support the effective training and competence of learners, ensuring their skills meet the industry standards. The learners will acquire relevant skills to be competent in the sector or other initiatives are directly related to the registered construction of roads and fixing of potholes qualification and adhere to the relevant sector designations. This means that any skills programmes or any other initiative for developing skills within the construction of roads and fixing of potholes sector need to be related to the registered construction of roads and fixing of potholes qualification as well as the registered designations within the sector.

T2.2 THE OBJECTIVES OF THE IDT TRAINING AND SKILLS DEVELOPMENT

The objectives of the IDT development programme are:

1. To empower communities to exit the EPWP programme with relevant skills that will assist them to access economic opportunities.
2. To train and build the capacity of unemployed people and work seekers to prepare them in making transitions into employment or self-employment.
3. To provide an opportunity for unemployed youth and old people who do not have matric or meet the requirements to enrol in post-matric education but have skills suitable for Recognition of Prior Learning (RPL).

T2.3 SCOPE OF WORK SHALL INCLUDE:

1. Screening of learners to get to **sixteen (16) qualifying learners for Occupational Skills: Construction of Roads and Fixing of Potholes over a period of 61 days from the** targeted communities.
 - a. Entry requirements
 - b. One learner must be a person with disability
2. Facilitate the implementation of the training for the 16 learners by the accredited trainers and manage all the training-related administrative activities
3. Keep records of the attendance of learners and facilitate the payment of stipends, UIF and COIDA in line with the applicable regulations.
4. Work closely with the IDT Programme Management team and contractor to manage the placement of learners in the IDT programmes for experiential learning.
5. Provide monthly reports on progress and financial expenditure in line with the templates to be provide.
6. Address all issues that may emerge on training and project.

T3 FORM OF OFFER

The quotation shall be prepared in the table below. The quotation shall be prepared in the manner as indicated below

ITEM	APPLICABLE TRAINING ACTIVITIES	FEE PER WORK STAGE (EXCL VAT)
A.	Recruitment of learners	R
B.	Personal Protective Equipment	R
C.	Learner Toolkits for Trades	R
D.	Tuition or Learning delivery overheads	R
E.	Facilitation	R
F.	Assessor	R
G.	Moderation	R
H.	Quality Assurance	R
I.	Learners Materials/Guides	R
J.	Assessment Materials/Guides	R
K.	Certification	R
L.	Other learning delivery items	R
M.	Total Professional Fee (Excl. VAT) (Sum Items A - M)	R
SUBTOTAL		
VAT at 15%		
GRAND TOTAL		

SIGNED ON BEHALF OF (COMPANY NAME):

NAME

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SBD 4

SBD 4: 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

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

- 2.2.1 If so, furnish particulars:

.....
.....

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

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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, 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

SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 **To be completed by the organ of state**
(delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 80/20 preference point system.
 - b) 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	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black	2	4
Total points for Price and SPECIFIC GOALS	100	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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated	Number of points claimed	Number of points claimed
---	---	----------------------------	--------------------------	--------------------------

	(To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(90/10 system) (To be completed by the tenderer)	(80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black	2	4		

Source Documents to be submitted with the Bid or RFQ

- * CIPC Document (Company Registration Document will be required for verification (CIPC DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability ((Originally signed and stamped Letter from a professionally registered medical doctor stipulating practice number and Confirming the Disability))
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S) SURNAME AND NAME: DATE: ADDRESS:
--

5. BRIEFING SESSION

There will be no briefing session for the RFQ. However, queries relating to the RFQ can be directed via e-mail to: **Surprise Mthombeni and Sylvia Shongwe** at during office hours.

All bids for Mpumalanga Regional Office must be submitted at the IDT Office at the following physical address:

**IDT Mpumalanga Regional Office
20 Paul Kruger Street
ABSA Square
1200**

GENERAL BID INFORMATION

Type: Open RFQ

Bid Documents will be available from: 30 SEPTEMBER 2025

RFQ Closing: 21 October 2025 @12:00PM

The Bid Advert will be on e-tender and IDT website

Validity Period: 90 days

Bidders' queries will be attended to only up to 5 Calendar days before the closing date.

Unsuccessful Bidders will not be notified.

6. LIST OF RETURNABLE DOCUMENTS

List of returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission.

Note: All returnable documentation should be submitted in the sequence as requested below and copies certified not older than 6 months

Tick below if returnable document is attached or completed properly.

ITEM	LIST OF COMPULSORY RETURNABLE DOCUMENTS	TICK IF ATTACHED
6.1	Letter of Authority to Sign an RFQ Document (in case of more than one director in the company/JV)	
6.2	Valid COIDA	
6.3	Invitation to Bid (SBD1)	
6.4	Bidder's Disclosure (SBD4)	
6.5	Preference Points Claim Form in terms of the Preferential Procurement (SBD 6.1)	
6.6	Fully Completed Fee Proposal on Company Letter Head	
6.7	Valid proof of address of the training facility in the name of the training service provider 6months	
6.8	Valid Accreditation Certificate of the company	
6.9	Valid Accreditation certificate of the trainer	
6.10	Valid Accreditation certificate of the Assessor	
6.11	Valid Accreditation certificate of the Moderator	
6.12	Proof of Central Supplier Database (CSD) registration	
6.13	Practical implementation plan	
6.14	Fee proposal	
6.15	Form of offer	
6.16	JV Agreement	

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY:

DATE:

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

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

SIGNATURE..... **DATE**.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner	Residential address	Signature
.....		
.....		
.....		

We, the undersigned partners in the business trading as hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... SIGNATURE	 SIGNATURE	 SIGNATURE
--------------------	--------------------	--------------------

..... DATE	 DATE	 DATE
---------------	---------------	---------------

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....
at..... Mr/Mrs/Ms....., whose
signature appears below, has been authorised to sign all documents in connection with this bid
on behalf of

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION:

.....

(PRINT NAME)

IN HIS/HER CAPACITY ASDATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....
at.....

Mr/Mrs/Ms....., whose signature appears
below, has been authorised to sign all documents in connection with this bid on behalf of (Name
of cooperative)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.....

2.....

F. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....
Mr/Mrs/Ms.....,Mr/Mrs/Ms.....
Mr/Mrs/Ms.....and
Mr/Mrs/Ms.....
(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME).....

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium
on.....20.....

Mr/Mrs/Ms.....
.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)
.....

IN HIS/HER CAPACITY AS:
.....

SIGNATURE: DATE:

7. LIST OF RETRUNABLE DOCUMENTS

7.1 LETTER OF AUTHORITY TO SIGN

7.2 VALID LETTER OF GOOD STANDING WITH COMPENSATION FOR OCCUPATIONAL AND INJURIES DISEASES ACT (COIDA) REGISTRATION CERTIFICATE.

(Attached hereto is my / our certified copy of LETTER of good standing with the Compensation for Occupational Injuries and Diseases, e.g. letter of good standing. My / our failure to submit the certificate with your RFQ offer will lead to the conclusion that your entity/ company is not registered with COIDA, and therefore, the RFQ will be disqualified.)

7.3 FEE PROPOSAL

(Attached hereto is the quotation prepared in the service provider's letterhead and in line with the table under item T3. The quotation shall be prepared in the manner as indicated table T3)

7.4 CENTRAL SUPPLIER DATABASE (CSD) REPORT

(Attached hereto is my / our Central Supplier Database report.)

IMPORTANT NOTES:

A full report of the CSD report is required showing all the company details such as, address, Tax Compliance, banking details etc.

7.5 TAX COMPLIANCE LETTER WITH A UNIQUE PIN

(Attached hereto is my / our Tax compliance letter with a unique pin.)

IMPORTANT NOTES:

A full report of the Tax Compliance Certificate showing all the company details such as, address, Tax Compliance, banking details etc.

7.6 VALID PROOF OF ADDRESS OF THE TRAINING FACILITY IN THE NAME OF THE TRAINING SERVICE PROVIDER

7.7 VALID ACCREDITATION CERTIFICATE OF THE COMPANY

7.10 VALID ACCREDITATION CERTIFICATE OF THE TRAINER

7.11 VALID ACCREDITATION CERTIFICATE OF THE ASSESSOR

7.12 VALID ACCREDITATION CERTIFICATE OF THE MODERATOR

FORM OF OFFER

EPWP-IDTSKILLS- NATCERTMP-CONSTRUCTION-ROADS-2025

REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 16 LEARNERS ON TRAINING FOR NATIONAL CERTIFICATE: CONSTRUCTION OF ROADS AND FIXING OF POTHOLES ID NO SAQA ID: 24173 FROM AROUND THE COMMUNITIES OF KABOKWENI IN THE CITY OF MBOMBELA MUNICIPALITY

Form of Offer and Acceptance

Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of a professional service provider to carry out; -

REQUEST FOR QUOTATION (RFQ) FOR SKILLS TRAINING OF 16 LEARNERS ON TRAINING FOR NATIONAL CERTIFICATE: CONSTRUCTION OF ROADS AND FIXING OF POTHOLES ID NO SAQA ID: 24173 FROM AROUND THE COMMUNITIES OF KABOKWENI IN THE CITY OF MBOMBELA MUNICIPALITY

The bidder, identified in the Offer signature block, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this Form of Offer the bidder offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE TOTAL OFFER IS INCLUSIVE OF VAT

R..... (Professional fees + Disbursement fees) + (Discount if Applicable)

.....
..... (In words)

This Offer, with or without additional conditions, may be accepted by the Employer, through the employer's offer of appointment letter, which offer shall only become the appointment upon your acceptance thereof and your compliances with the conditions therein.

Signature(s)

Name(s)

Capacity

For the bidder:

(Insert name and address of organization)

Name &
signature of
witness Date

8 *Schedule of Deviations*

By the duly authorized representatives signing this offer, the bidder agrees to and accepts the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the bid data and addenda thereto as listed in the bid schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidders and the employer during the bidding process.

1. Subject
Details
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2. Subject
Details
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3. Subject
Details
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4. Subject
Details
.....
.....
.....
5. Subject
Details
.....
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.....

FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer or the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature: _____ Date: _____

Name: _____ Identity number: _____

Capacity: _____ for the Employer

Name: _____

Signature of witness: _____ Date: _____