



KZN HEALTH **KZN Health Intranet**

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**AdvertQuote**



**Quotation Advert**

Opening Date: 2021-07-01

Closing Date: 2021-07-07

Closing Time: 11:00

**INSTITUTION DETAILS**

Institution Name: Amajuba EMS

Province: KwaZulu-Natal

Department or Entity: Department of Health

Division or section: Central Supply Chain Management

Place where goods / services is required: AMAJUBA E.M.S. BASES

Date Submitted: 2021-07-01

**ITEM CATEGORY AND DETAILS**

Quotation Number: ZNQ: EMA049/21/22

Item Category: Select...

Item Description: PEST CONTROL SERVICES AE EMS BASES: AMAJUBA EMS DISTRICT OFFICE, CHARLESTOWN, UTRECHT, DANNHAUSE R, AND MADADENI

Quantity (if supplies): 36 MONTHS CONTRACT

**COMPULSORY BRIEFING SESSION / SITE VISIT**

Select Type: Not Applicable

Date:

Time:

Venue:

QUOTES CAN BE COLLECTED FROM: Amajuba District Office, 38 Voortrekker Street, Newcastle

QUOTES SHOULD BE DELIVERED TO: Amajuba District Office, 38 Voortrekker Street, Newcastle 2940

**ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:**

Name: KHAYA OR NELLY

Email: khaya.mthethwa@kznhealth.gov.za

Contact Number: 034 328 7054/30

Finance Manager Name: MRS. S.Y. MASANGO

Finance Manager Signature:

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION SUPPLY CHAIN MANAGEMENT OVER R30 000.00

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT: AMAJUBA DISTRICT OFFICE
DATE ADVERTISED: 30/06/2021 CLOSING DATE: 07/07/2021 CLOSING TIME: 11:00
FACSIMILE NUMBER: 034 312 3122 E-MAIL ADDRESS: khaya.mthethwa@kznhealth.gov.za
PHYSICAL ADDRESS: 38 VOORTREKKER STREET, NEWCASTLE, 2940

ZNQ NUMBER: EMA049/21/22

DESCRIPTION: PEST CONTROL SERVICES

CONTRACT PERIOD: ONCE OFF (if applicable) VALIDITY PERIOD 60 Days SARS PIN:

CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. [Grid]

UNIQUE REGISTRATION REFERENCE [Grid]

DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS)
AMAJUBA DISTRICT OFFICE, 38 VOORTREKKER STREET, NEWCASTLE, 2940

Bidders should ensure that quotes are delivered timeously to the correct address. If the quote is late, it will not be accepted for consideration.

The quote box is open from 08:00 to 15:30.

ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS QUOTE IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR QUOTE BEING DISQUALIFIED)

NAME OF BIDDER
POSTAL ADDRESS
STREET ADDRESS
TELEPHONE NUMBER CODE.....NUMBER..... FACSIMILE NUMBER CODE.....NUMBER.....
CELLPHONE NUMBER
E-MAIL ADDRESS
VAT REGISTRATION NUMBER (If VAT vendor)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES NO

[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]

ISIFUNDAZWE SAKWAZULU-NATAL
EZEMPILO
30 JUN 2021
DEPARTMENT OF HEALTH
PROVINCE OF KWAZULU NATAL

DESCRIPTION: PEST CONTROL SERVICES

SIGNATURE OF BIDDER ..... DATE.....
[By signing this document I hereby agree to all terms and conditions]

CAPACITY UNDER WHICH THIS QUOTE IS SIGNED.....

Table with 6 columns: Item No, Quantity, Description, Brand & model, Country of manufacture, Price (R, c). Contains item 36 for pest control services at 5 E.M.S. bases and various administrative notes.

Table with 4 columns for compliance questions: Does This Offer Comply With The Specification?, Is The Price Firm?, Does The Article Conform To The S.A.N.S. / S.A.B.S. Specification?, State Delivery Period.

Contact information section with handwritten details for Khaya Nelly, including phone number 0343287030/54 and email khaya.mthethwa@kznhealth.gov.za.

ISIFUNDAZWE SAKWAZULU-NATAL
EZEMPILO

30 JUN 2021

DEPARTMENT OF HEALTH
PROVINCE OF KWAZULU-NATAL

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to quote (includes a price quotation, advertised competitive quote, limited quote or proposal). In view of possible allegations of favouritism, should the resulting quote, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quote(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quote.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quote.

- 2.1. Full Name of bidder/representative..... 2.4. Company Registration Number: .....
- 2.2. Identity Number: ..... 2.5. Tax Reference Number: .....
- 2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):..... 2.6. VAT Registration Number: .....

2.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below. [TICK APPLICABLE]

2.8. Are you or any person connected with the bidder presently employed by the state? YES  NO

2.8.1. If so, furnish the following particulars:  
 Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed:.....  
 Position occupied in the state institution: ..... Any other particulars:.....

2.8.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES  NO

2.8.2.1. If yes, did you attach proof of such authority to the quote document? YES  NO

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

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

2.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES  NO

2.9.1. If so, furnish particulars:.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.10.1. If so, furnish particulars:.....

2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this quote? YES  NO

2.11.1. If so, furnish particulars:.....

2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES  NO

2.12.1. If so, furnish particulars:.....

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

NB: The Department Of Health will validate **details of directors / trustees / members / shareholders** on CSD. It is the suppliers' responsibility to ensure that their details are up-to-date and verified on CSD. If the Department cannot validate the **information** on CSD, the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.

I ACCEPT THAT THE STATE MAY REJECT THE QUOTE OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Name of bidder	..... Signature	..... Position	..... Date
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<sup>1</sup>"State" means –

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

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

## SPECIAL CONTRACT CONDITIONS OF QUOTATIONS

### 1. AMENDMENT OF CONTRACT

- 1.1. Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties.

### 2. CHANGE OF ADDRESS

- 2.1. Bidders must advise the Department of Health (institution where the offer was submitted) should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

### 3. GENERAL CONDITIONS ATTACHED TO THIS QUOTATION

- 3.1. The institution is under no obligation to accept the lowest or any quote.
- 3.2. The price quoted must include VAT (if VAT vendor). However, it must be noted that the department reserves the right to evaluate all quotations excluding VAT as some bidders may not be VAT vendors.
- 3.3. The bidder must ensure the correctness & validity of quote:  
(i) *that the price(s), rate(s) & preference quoted cover all for the work/item (s) & accept that any mistakes regarding the price (s) & calculations will be at the bidder's risk*
- 3.4. The bidder must accept full responsibility for the proper execution & fulfilment of all obligations conditions devolving on under this agreement, as the Principal (s) liable for the due fulfilment of this contract.
- 3.5. This quotation will be evaluated based on the 80/20 points system, specification & correctness of information. All required documentation must be completed in full and submitted.
- 3.6. Offers must comply strictly with the specification.
- 3.7. Only offers that meet or are greater than the specification will be considered.
- 3.8. Late quotes will not be considered.
- 3.9. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.10. A bidder not registered on the Central Suppliers Database or verification has failed will not be considered.
- 3.11. All delivery costs must be included in the quote price, for delivery at the prescribed destination.
- 3.12. Only firm prices will be accepted. Such prices must remain firm for the contract period. Non-firm prices (including rates of exchange variations) will not be considered.
- 3.13. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.14. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered. Furthermore a verification will be done to identify if bidders have multiple companies and are quoting (cover-quoting) for this bid. In such instances only the cheapest bid according to specification will be considered.

### 4. SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF THIS QUOTATION.

- 4.1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
- 4.2. Under no circumstances whatsoever may the quotation/bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 4.3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 4.4. Quotation submitted must be complete in all respects.
- 4.5. Any alteration made by the bidder must be initialled.
- 4.6. Use of correcting fluid is prohibited
- 4.7. Quotation will be opened in public as soon as practicable after the closing time of quotation.
- 4.8. Where practical, prices are made public at the time of opening quotations.
- 4.9. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

### 5. SPECIAL INSTRUCTIONS REGARDING HAND DELIVERED QUOTATIONS

- 5.1. Quotation shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the quotation documents.
- 5.2. Each quotation shall be addressed in accordance with the directives in the quotation documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the quotation number and closing date indicated on the envelope. The envelope shall not contain documents relating to any quotation other than that shown on the envelope. If this provision is not complied with, such quotations/bids may be rejected as being invalid.
- 5.3. All quotations received in sealed envelopes with the relevant quotation numbers on the envelopes are kept unopened in safe custody until the closing time of the quotation/bids. Where, however, a quotation is received open, it shall be sealed. If it is received without a quotation/bid number on the envelope, it shall be opened, the quotation number ascertained, the envelope sealed and the quotation number written on the envelope.
- 5.4. A specific box is provided for the receipt of quotations, and no quotation found in any other box or elsewhere subsequent to the closing date and time of quotation will be considered.

- 5.5. No quotation/bid sent through the post will be considered if it is received after the closing date and time stipulated in the quotation documentation, and proof of posting will not be accepted as proof of delivery.
- 5.6. Quotation documents must not be included in packages containing samples. Such quotations may be rejected as being invalid.

**6. SAMPLES**

- 6.1. In the case of the quote document stipulating that samples are required, the supplier will be informed in due course when samples should be provided to the institution. (This decreases the time of safety and storage risk that may be incurred by the respective institution). The bidders sample will be retained if such bidder wins the contract.
  - (i) If a company/s who has not won the quote requires their samples, they must advise the institution in writing of such.
  - (ii) If samples are not collected within three months of close of quote the institution reserves the right to dispose of them at their discretion.
- 6.2. **Samples must be made available when requested in writing or if stipulated on the document.**
  - (i) If a Bidder fails to provide a sample of their product on offer for scrutiny against the set specification when requested, their offer will be rejected. All testing will be for the account of the bidder.

**7. COMPULSORY SITE INSPECTION / BRIEFING SESSION**

7.1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.

- (i) The institution has determined that a compulsory site meeting  **N/A** take place
- (ii) Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Place \_\_\_\_\_

Institution Stamp:	Institution Site Inspection / briefing session Official  Full Name: .....  Signature: .....  Date: .....
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**8. STATEMENT OF SUPPLIES AND SERVICES**

8.1. The contractor shall, when requested to do so, furnish particulars of supplies delivered or services executed. If he/she fails to do so, the Department may, without prejudice to any other rights which it may have, institute inquiries at the expense of the contractor to obtain the required particulars.

**9. SUBMISSION AND COMPLETION OF SBD 6.1**

9.1. Should a bidder wish to qualify for preference points they must complete a SBD 6.1 document. Failure by a bidder to provide all relevant information required, will result in such a bidder not being considered for preference point's allocation. The preferences applicable on the closing date will be utilized. Any changes after the closing date will not be considered for that particular quote.

**10. TAX COMPLIANCE REQUIREMENTS**

- 10.1. In the event that the tax compliance status has failed on CSD, **it is the suppliers' responsibility to provide a SARS pin in order for the institution to validate the tax compliance status of the supplier.**
- 10.2. In the event that the institution cannot validate the suppliers' tax clearance on SARS as well as the Central Suppliers Database, **the quote will not be considered and passed over as non-compliant according to National Treasury Instruction Note 4 (a) 2016/17.**

**11. TAX INVOICE**

11.1. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (i) the name, address and registration number of the supplier;
- (ii) the name and address of the recipient;
- (iii) an individual serialized number and the date upon which the tax invoice is issued;
- (iv) a description and quantity or volume of the goods or services supplied;
- (v) the official department order number issued to the supplier;
- (vi) the value of the supply, the amount of tax charged;
- (vii) the words tax invoice in a prominent place.

**12. PATENT RIGHTS**

The supplier shall indemnify the **KZN Department of Health** (hereafter known as the purchaser) against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

### **13. PENALTIES**

- 13.1. If at any time during the contract period, the service provider is unable to perform in a timely manner, the service provider must notify the institution in writing/email of the cause of and the duration of the delay. Upon receipt of the notification, the institution should evaluate the circumstances and, if deemed necessary, the institution may extend the service provider's time for performance.
- 13.2. In the event of delayed performance that extends beyond the delivery period, the institution is entitled to purchase commodities of a similar quantity and quality as a substitution for the outstanding commodities, without terminating the contract, as well as return commodities delivered at a later stage at the service provider's expense.
- 13.3. Alternatively, the institution may elect to terminate the contract and procure the necessary commodities in order to complete the contract. In the event that the contract is terminated the institution may claim damages from the service provider in the form of a penalty. The service provider's performance should be captured on the service provider database in order to determine whether or not the service provider should be awarded any contracts in the future.
- 13.4. If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance.

### **14. TERMINATION FOR DEFAULT**

- 14.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (i) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract,
  - (ii) if the supplier fails to perform any other obligation(s) under the contract; or
  - (iii) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 14.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services.
- 14.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

### **15. FAILURE TO COMPLY WITH ABOVE WILL RESULT IN YOUR QUOTE BEING PASSED OVER.**

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

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

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

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotes:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 The value of this quote is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3 Points for this quote shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quote is allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the quote, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a quote is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

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



**3. POINTS AWARDED FOR PRICE**

**3.1 THE 80/20 PREFERENCE POINT SYSTEMS**

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

- Ps = Points scored for price of bid under consideration
- Pt = Price of bid under consideration
- Pmin = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: = .....(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

(Tick applicable box)

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

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

7.1.1 If yes, indicate:

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

8. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

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

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]**

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

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

9.6 **COMPANY CLASSIFICATION [TICK APPLICABLE BOX]**

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

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

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

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

<b>WITNESSES</b>
1. ....
2. ....

..... <b>SIGNATURE(S) OF BIDDERS(S)</b>
<b>DATE:</b> .....
<b>ADDRESS</b> ..... ..... .....

## EVALUATION CRITERIA over R30 000.

Proposals received shall be evaluated on the following.

### 1. Specification

Only offers that meet the specification in all aspects as stipulated in the bid document shall be considered. Offers better than specification are considered to be compliant with the specification.

### 2. Correctness of information

All information required in the bid document must be accurate and dully completion including all the appropriate signatures. This include the completion of documentation where required and the submission of required / requested documentation e.g. Valid Tax Certificate, etc. Able to adhere to time frame (delivery/service period must be clearly indicated). Please ensure samples of products submitted is of good quality and free from infestations (moth & food insects) and in sealed tins. The institution reserves the right to verify all information submitted.

### 3. Preferential Points System

3.1 The 80/20 preferential point system shall be used in the evaluation process

<b>B-BBEE Status Level of contributor</b>	<b>Number of points (80/20 system company to ring their level)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

### 4. Specific Goals

4.1 Over and above the following activities will be considered in the evaluation/ adjudication process.

4.2

- (i) The promotion of South African owned enterprises.
- (ii) Whether the quotation offers value for money
- (iii) Representivity in the composition of the vendor and the possibility of fronting
- (iv) Tax Clearance Certificate issued by the South African Revenue Services
- (v) Compulsory registration of the Provincial Suppliers Database
- (vi) SABS approved products
- (vii) As per specification/description
- (viii) Verification the recommended bidder is not on the Register for tender defaulters
- (ix) Verification of the identity numbers of the directors/trustees/shareholders of the preferred bidder(s) against the institution's staff establishment in order to determine whether or not any of the directors/trustees/shareholders are in the service of the State or officials employed by specific institution

## **5. Execution Plan**

- 5.1 If the bidder is a supplier not a manufacturer of the output tendered for, he/she must submit with the bid document on closing date and time of a bid, a guarantee from a manufacturer that support required to execute the contract will be successfully. Please attach a guarantee from a manufacturer as part of the bid document.

**OR**

If the bidder is a supplier (middle man) not keeping the product (item) directly on/in their shelves/shop, he or she must submit with the bid document on closing date and time of a bid, a guarantee letter from the supplier that support required to execute the contract will be successfully, a letter from the suppliers, a letter can include the product name and mention that item is fully compliant with specification . Please attach a letter from a supplier as part of the document.

This evaluation criteria is designed in such a way that responses would be required from the bidders, **NB:** Failure to submit the required documents(s) may invalidate the entire bid.

This evaluation criteria is designed in such a way that responses would be required from the bidders, **NB:** Failure to submit the required documents(s) may invalidate the entire bid.

**PLEASE SIGN AND RETURN THE EVALUATION CRITERIA WITH  
THE QUOTATION FORM AND RELEVANT DOCUMENTS**

\_\_\_\_\_  
**NAME & SURNAME**

\_\_\_\_\_  
**SIGNATURE**

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## SPECIFICATION FOR

### PEST CONTROL SERVICE :

**E.M.S. AMAJUBA DISTRICT OFFICE, CHARLESTOWN BASE, UTRECHT BASE, DANNHAUSER BASE & MADADENI BASE.**

**Note: All chemicals used within this contract shall be non- toxic and odourless:**

#### 1. ENTIRE BUILDING INTERNALLY AND EXTERNALLY

1.1 This pest control service is for the eradication and control of all pests and vermin (Rats, Mice, Cockroaches, Bird lice, all Types of ants, Moth Larvae, Fish moths etc.) In the areas as depicted in Annexure A

1.2. This service contract does not cover the eradication of termites (white ants) or bees.

1.2.1 Should an exceptional situation arise where the institution requires the eradication or treatment of termites or bees, a separate quotation based on the travelling and hourly rates as indicated in the price schedule will be called for.

#### 2. SERVICE PERIODS

2.1 A full treatment of all the areas as indicated in the schedule shall be carried out **once every TWO MONTHS for the first six (6) months and then once every THREE MONTHS for remaining thirty (30) months** commencing from the date of official site handover to the contractor.

#### **NB!!**

**NUMBER OF SERVICES TO BE QUOTED FOR = 13 SERVICES FOR THE PERIOD OF 36 MONTHS CALENDER PERIOD**

#### 3. SERVICE HOURS

3.1 All servicing must be carried out during normal working hours.

3.2 Official working hours is defined as between 07h30 and 16h00 weekdays only. (Monday to Friday) –Service provider to provide schedule with specific e.g. Monday, Tuesday of every second week of the month for each service.

3.3 Servicing will be carried out with the least possible inconvenience to the staff.

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#### 4. RE- INFESTATION

4.1 If in between each service re- infestation of any type of pests become apparent the contractor will be required to provide an immediate service in the specified infested area to the complete satisfaction of the EMS Bases.

#### 5. SERVICE PROCEDURE

5.1 No servicing is to be carried out before the contractor has made prior arrangements for a service date with the Office Administrator.

5.2 Such service arrangement shall be made at least **SEVEN (7)** days prior to the actual proposed service date.

5.3 On arrival at the institution on the date of service the contractor will be required to report to the Office Administrator and to sign the contractor site visit register before any servicing takes place.

5.4 On completion of the service procedure the contractor will once again be required to report to the Office Administrator to sign the contractor site visit register.

5.5 When the contractor arrives on site to carry out servicing, he must be in possession of the service schedule "**ANNEXURE A**"

5.6 This schedule must be signed by the person of each office / floor where servicing has been completed in terms of the specifications.

5.7 The signature of the staff member will verify that the service has been carried out to the satisfaction of the Office Administrator.

5.8 The properly completed and signed "**ANNEXURE A**" must be filled in by the service technician with the date and company stamp and attached to the contractor's invoice which must be forwarded for payment to:

THE DISTRICT MANAGER  
EMRS AMAJUBA DISTRICT OFFICE  
PRIVATE BAG X 6671  
NEWCASTLE  
2940

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FOR ATTENTION: FINANCE DEPARTMENT

5.9 Failure to comply with the instructions pertaining to the service schedule could result in the payment for the service being withheld.

#### 6. PAYMENTS

6.1 Payments shall be made after each service has been carried out and the relevant documents have been submitted.

#### 7. CONTRACT PERIOD AND CONDITIONS

7.1 The contract resulting from the acceptance of the successful contractor's quotation by: The District Manager shall be valid for a period of **THIRTY SIX (36) calendar months**, calculated from the official date of site handover and acceptance.

#### 8. CONTRACT CANCELLATION

8.1 The Department of Health, Kwa-Zulu Natal, through the appointed District Manager reserves the right to cancel the contract by means of one calendar month written notice should the contractor not carry out the servicing in terms of the contract and specifications to the complete satisfaction of the Office Administrator, Amajuba Health District.

#### 9. CONTRACT ASSIGNMENT

9.1 The successful contractor shall not by any means assign this contract or sub-contract any portion of this contract to any other company, firm or person without the express written authority of the District Manager, Amajuba Health District.

9.2 This contract shall also be automatically cancelled should the successful contractors company make any change in status i.e., new ownership, contractor deceased, declared insolvent etc.

#### 10. CONTRACT OF INSURANCE

10.1 This contract agreement shall not be construed as a contract of insurance.

#### 11. CHEMICAL HANDLING

11.1 All application, storage and handling of pest control chemicals shall be carried out according to SABS Codes of Practice and the Occupational Health and Safety Act 85 of 1993.

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## 12. REGISTRATION

12.1 Contractors who intend to submit quotations for pest control service must be registered with the Department of Agriculture in Pretoria.

12.2 Registration must be for the various types of chemicals and procedure application as required.

12.3 It will be a requirement that certified copies of all registration certificates must accompany the quotation documents.

12.4 Data sheets of all chemicals that will and might be used must be submitted with the quotations.

12.5 Companies submitting their quotations without the relevant certificates and data sheets on the chemicals will not be considered for the contract awarding procedure.

## 13. HEALTH AND SAFETY

13.1 The contractor is to supply a **health and safety plan and a risk assessment plan** for the execution of this contract. (To be discussed with the Health and Safety Manager prior to service).

13.2 The contractor shall observe all safety precautions throughout the performance of this contract.

13.3 All work shall be in strict accordance and all applicable health and safety requirements as per the Occupational Health and Safety Act 85/1993 as amended shall be adhered to.

13.4 The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of works.

## 14. SPECIAL ENTRANCE

14.1 Certain areas within the building may require special instructions for persons entering them. Any restrictions associated with these special areas will be explained by the Office Administrator; the contractor shall adhere to these restrictions and incorporate them into the Pest Control Plan.

## 15. UNIFORMS AND PERSONNEL PROTECTIVE CLOTHING

15.1 All contractors, personnel working within this building as specified in this contract shall wear distinctive uniform clothing. The contractor shall determine



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the need for and provide any personnel protective items required for the safe performance of work.

15.2 Personnel Protective clothing, equipment and devices shall comply and conform to the Occupational Health and Safety Act 85/1993 as amended.

#### 16. USE OF PESTICIDES

16.1 The contractor shall be responsible for the application of pesticides according to the label; all pesticides used by the contractor must be registered with the Department of Agriculture.

16.2 The contractor shall adhere to the following rules for pesticides.

##### 16.2.1 APPROVED PRODUCTS

16.2.2 The contractor shall not apply any pesticide product that has not been included in the pest control plan or approved by the Department of Agriculture.

#### 17. PESTICIDE STORAGE

17.1 The contractor shall not store any pesticide product within this building as specified in this contract.

#### 18. MINIMIZATION OF RISK

18.1 When pesticide use is necessary the contractor shall employ the least hazardous material, most precise application technique and minimum quantity of pesticide necessary to achieve control.

### GENERAL SERVICING PROCEDURES

#### 19. GENERAL SERVICING PROCEDURES – (158M<sup>2</sup>)

**19.1 Every room or enclosure within the building is to be treated with chemical spray as per SABS CODES of Practice.**

**19.2 Provision must also be made for the application of a chemical gel in strategic areas of each office or department after chemical spray.**

**19.3 All built in cupboards shall be internally sprayed and gel treated.**

**19.4 All storage rooms such as, store rooms, achieves, kitchens etc. shall be treated with spray and gel.**

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**19.5 The entire building including the plumbing and sewer duct areas is to be sprayed and rodent bait treated.**

**19.7 All sewage and storm water manholes are to be opened and spray treated at each service.**

**19.8 The contractor is to be in possession of his own tools and equipment to open sewage drains and storm water manholes.**

**19.9 The surrounds of every open type waste water gulley and water way shall be spray treated at every service.**

**19.11 All edges of all concrete walkways within the enclosed passage shall be spray treated at each service.**

## 20. OBJECTIONS AND COMPLAINTS.

20.1 Should the contractor experience any problems or an objection from staff, the matter is to be reported to the Office Administrator so that action can be taken to rectify the situation.

20.2 Under no circumstances must the contractor involve himself /herself in arguments or altercations with staff.

## 21 NONE SERVICING OF SPECIFIC AREAS

### NOTE:

21.1 Requests by staff in an office not to carry out service procedures in a specific area must be ignored by the service contractor.

21.2 The only occasion when such a request is to be honoured is when the request is made by the Office Administrator and the request is based on the fact that the room or area in question is housing a staff member who is suffering from respiratory complications and some alternate chemical or method is used to service the area.

21.3 In all cases where such a request is made the service technician is to note this fact in the remarks column of the service schedule and the requesting officer is to sign the service schedule accordingly.

## 22. REQUEST FOR EXTRA TREATMENT

22.1 The contractor may not undertake to perform any extra pest control, servicing on the request of staff.

22.2 Any extra work carried out without the written authority of the Office Administrator will be to the contractor's account.

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22.3 The issue of chemicals to any unauthorised persons within the institution for their private use is not permitted.

22.4 Contractors found contravening this clause will be removed from site and the contract cancelled.

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**23. SCHEDULE OF INFORMATION**

23.1 The following schedule of information is required.

A: Contractor or Firm Name:

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B: Postal Address:

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C: Physical Address:

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D: Telephone Number:

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E: Facsimile Number:

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F: Cellular Number:

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G: Has the contractor carried out work for the Administration in the past and if so, supply details:

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**PRICE SCHEDULE-EMS DISTRICT OFFICE**

**24. SCHEDULE OF PRICES**

24.1 Cost per kilometre from base to Amajuba District Office in case of callout for exceptional requests(excluding VAT)	R
24.2 Hourly labour rate for pest control technician including rate for and assistant in case of callout for exceptional requests(excluding VAT)	R
<b>24.2.1 THE ABOVE TWO PRICES DO NOT FORM PART OF THE SERVICE PRICE</b>	
<b>24.2.2 PRICING FOR EACH SERVICE SHALL INCLUDE ALL TRAVELLING, LABOUR, RENTAL EQUIPMENT AND COSTS FOR THE TECHNICIAN AND ALL ASSISTANTS TO CARRY OUT THE SERVICE AS PER THE SPECIFICATIONS</b>	
24.3 PRICE PER EACH CARRIED OUT AS PER THE SPECIFICATIONS	R
24.4 TOTAL CONTRACT PRICE FOR FIVE (5) (THREE X 2 MONTHLY AND TWO X SERVICES SERVICE QUARTLELY) DURING THIS CONTRACT PERIOD OF FIRST TWELVE MONTHS (1940m <sup>2</sup> )	R
24.5 TOTAL CONTRACT PRICE FOR EIGHT (8) SERVICES - ONCE EVERY QUARTER FOR THE REMAINING CONTRACT PERIOD OF 2 YEARS (1940m <sup>2</sup> )	R
24.6 TOTAL CONTRACT PRICE FOR THIRTEEN (13) SERVICES DURING THE CONTRACT PERIOD OF THIRTY SIX (36) MONTHS (1940m <sup>2</sup> )	R
<b>OFFICIAL QUOTATION DOCUMENT MUST FULLY COMPLETED</b>	

AUTHORISED COMPANY SIGNATURE:

\_\_\_\_\_

NAME IN PRINT:

\_\_\_\_\_

COMPANY NAME:

\_\_\_\_\_

COMPANY STAMP





## PRICE SCHEDULE-EMS CHARLESTOWN BASE

### 24. SCHEDULE OF PRICES

24.1 Cost per kilometre from base to Base in case of callout for exceptional requests(excluding VAT)	R
24.2 Hourly labour rate for pest control technician including rate for and assistant in case of callout for exceptional requests(excluding VAT)	R
<b>24.2.1 THE ABOVE TWO PRICES DO NOT FORM PART OF THE SERVICE PRICE</b>	
<b>24.2.2 PRICING FOR EACH SERVICE SHALL INCLUDE ALL TRAVELLING, LABOUR, RENTAL EQUIPMENT AND COSTS FOR THE TECHNICIAN AND ALL ASSISTANTS TO CARRY OUT THE SERVICE AS PER THE SPECIFICATIONS</b>	
24.3 PRICE PER EACH CARRIED OUT AS PER THE SPECIFICATIONS	R
24.4 TOTAL CONTRACT PRICE FOR FIVE (5) (THREE X 2 MONTHLY AND TWO X SERVICES SERVICE QUARTLELY) DURING THIS CONTRACT PERIOD OF FIRST TWELVE MONTHS (108m <sup>2</sup> )	R
24.5 TOTAL CONTRACT PRICE FOR EIGHT (8) SERVICES - ONCE EVERY QUARTER FOR THE REMAINING CONTRACT PERIOD OF 2 YEARS (108m <sup>2</sup> )	R
24.6 TOTAL CONTRACT PRICE FOR THIRTEEN (13) SERVICES DURING THE CONTRACT PERIOD OF THIRTY SIX (36) MONTHS (108m <sup>2</sup> )	R
<b>OFFICIAL QUOTATION DOCUMENT MUST FULLY COMPLETED</b>	

AUTHORISED COMPANY SIGNATURE:

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NAME IN PRINT:

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COMPANY NAME:

\_\_\_\_\_

COMPANY STAMP



## PRICE SCHEDULE-EMS UTRECHT BASE

### 24. SCHEDULE OF PRICES

24.1 Cost per kilometre from base to Base in case of callout for exceptional requests(excluding VAT)	R
24.2 Hourly labour rate for pest control technician including rate for and assistant in case of callout for exceptional requests(excluding VAT)	R
<b>24.2.1 THE ABOVE TWO PRICES DO NOT FORM PART OF THE SERVICE PRICE</b>	
<b>24.2.2 PRICING FOR EACH SERVICE SHALL INCLUDE ALL TRAVELLING, LABOUR, RENTAL EQUIPMENT AND COSTS FOR THE TECHNICIAN AND ALL ASSISTANTS TO CARRY OUT THE SERVICE AS PER THE SPECIFICATIONS</b>	
24.3 PRICE PER EACH CARRIED OUT AS PER THE SPECIFICATIONS	R
24.4 TOTAL CONTRACT PRICE FOR FIVE (5) (THREE X 2 MONTHLY AND TWO X SERVICES SERVICE QUARTLELY) DURING THIS CONTRACT PERIOD OF FIRST TWELVE MONTHS (158m <sup>2</sup> )	R
24.5 TOTAL CONTRACT PRICE FOR EIGHT (8) SERVICES - ONCE EVERY QUARTER FOR THE REMAINING CONTRACT PERIOD OF 2 YEARS (158m <sup>2</sup> )	R
24.6 TOTAL CONTRACT PRICE FOR THIRTEEN (13) SERVICES DURING THE CONTRACT PERIOD OF THIRTY SIX (36) MONTHS (158m <sup>2</sup> )	R
<b>OFFICIAL QUOTATION DOCUMENT MUST FULLY COMPLETED</b>	

AUTHORISED COMPANY SIGNATURE:

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NAME IN PRINT:

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COMPANY NAME:

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COMPANY STAMP



## PRICE SCHEDULE-EMS DANNHAUSER BASE

### 24. SCHEDULE OF PRICES

24.1 Cost per kilometre from base to Base in case of callout for exceptional requests(excluding VAT)	R
24.2 Hourly labour rate for pest control technician including rate for and assistant in case of callout for exceptional requests(excluding VAT)	R
<b>24.2.1 THE ABOVE TWO PRICES DO NOT FORM PART OF THE SERVICE PRICE</b>	
<b>24.2.2 PRICING FOR EACH SERVICE SHALL INCLUDE ALL TRAVELLING, LABOUR, RENTAL EQUIPMENT AND COSTS FOR THE TECHNICIAN AND ALL ASSISTANTS TO CARRY OUT THE SERVICE AS PER THE SPECIFICATIONS</b>	
24.3 PRICE PER EACH CARRIED OUT AS PER THE SPECIFICATIONS	R
24.4 TOTAL CONTRACT PRICE FOR FIVE (5) (THREE X 2 MONTHLY AND TWO X SERVICES SERVICE QUARTLELY) DURING THIS CONTRACT PERIOD OF FIRST TWELVE MONTHS (108m <sup>2</sup> )	R
24.5 TOTAL CONTRACT PRICE FOR EIGHT (8) SERVICES - ONCE EVERY QUARTER FOR THE REMAINING CONTRACT PERIOD OF 2 YEARS (108m <sup>2</sup> )	R
24.6 TOTAL CONTRACT PRICE FOR THIRTEEN (13) SERVICES DURING THE CONTRACT PERIOD OF THIRTY SIX (36) MONTHS (108m <sup>2</sup> )	R
<b>OFFICIAL QUOTATION DOCUMENT MUST FULLY COMPLETED</b>	

AUTHORISED COMPANY SIGNATURE:

\_\_\_\_\_

NAME IN PRINT:

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COMPANY NAME:

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COMPANY STAMP



## PRICE SCHEDULE-EMS MADADENI BASE

### 24. SCHEDULE OF PRICES

24.1 Cost per kilometre from base to Base in case of callout for exceptional requests(excluding VAT)	R
24.2 Hourly labour rate for pest control technician including rate for and assistant in case of callout for exceptional requests(excluding VAT)	R
<b>24.2.1 THE ABOVE TWO PRICES DO NOT FORM PART OF THE SERVICE PRICE</b>	
<b>24.2.2 PRICING FOR EACH SERVICE SHALL INCLUDE ALL TRAVELLING, LABOUR, RENTAL EQUIPMENT AND COSTS FOR THE TECHNICIAN AND ALL ASSISTANTS TO CARRY OUT THE SERVICE AS PER THE SPECIFICATIONS</b>	
24.3 PRICE PER EACH CARRIED OUT AS PER THE SPECIFICATIONS	R
24.4 TOTAL CONTRACT PRICE FOR FIVE (5) (THREE X 2 MONTHLY AND TWO X SERVICES SERVICE QUARTLELY) DURING THIS CONTRACT PERIOD OF FIRST TWELVE MONTHS (186m <sup>2</sup> )	R
24.5 TOTAL CONTRACT PRICE FOR EIGHT (8) SERVICES - ONCE EVERY QUARTER FOR THE REMAINING CONTRACT PERIOD OF 2 YEARS (186m <sup>2</sup> )	R
24.6 TOTAL CONTRACT PRICE FOR THIRTEEN (13) SERVICES DURING THE CONTRACT PERIOD OF THIRTY SIX (36) MONTHS (186m <sup>2</sup> )	R
<b>OFFICIAL QUOTATION DOCUMENT MUST FULLY COMPLETED</b>	

AUTHORISED COMPANY SIGNATURE:

\_\_\_\_\_

NAME IN PRINT:

\_\_\_\_\_

COMPANY NAME:

\_\_\_\_\_

COMPANY STAMP