



KZN HEALTH

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AdvertQuote

KWAZULU-NATAL PROVIN HEALTH REPUBLIC OF SOUTH AFRICA	Quotation Advert
Opening Date:	2021-10-19
Closing Date:	2021-10-26
Closing Time:	11:00
INSTITUTION DETAILS	
Institution Name:	Benedictine hospital
Province:	KwaZulu-Natal
Department or Entity:	Department of Health
Division or section:	Central Supply Chain Management
Place where goods / services is required	Main stores
Date Submitted	2021-10-19
ITEM CATEGORY AND DETAILS	2021-10-19
Quotation Number:	ZNQ; Ben216/21-22
	Bertz 10/2 1-22
item Category: Item Description:	Goods 1. Photocopying paper A4 80gms/2 500 sheets per ream, for fax, laser co
item Description:	Goods
item Description: Quantity (if supplies)	Goods 1. Photocopying paper A4 80gms/2 500 sheets per ream, for fax,laser co
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Finance Manager Name:

Mrs P.N Gumede

Finance Manager Signature:

 $d\eta_{\rm GP}(\chi_{\rm B}(\chi_{\rm B}), x_{\rm B}) = x_{\rm B}(x_{\rm B} - x_{\rm B}) = 0$

No late quotes will be considered

STANDARD QUOTE DOCUMENTATION OVER R30 000.00 YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENTS AT Benedictine Hospital DATE ADVERTISED: 19/10/2021 CLOSING DATE: 26/10/2021 CLOSING TIME: 11:00 FACSIMILE NUMBER: N/A E-MAIL ADDRESS: N/A PHYSICAL ADDRESS: Benedictine Hospital vryheid main road Nongoma 3950 QUOTE NUMBER: Ben216/21-22 DESCRIPTION: Photocopying paper A4 8gms/2 500 sheets per ream CONTRACT PERIOD. Once off VALIDITY PERIOD 60 Days SARS PIN...... (if applicable) CENTRAL SUPPLIER DATABASE REGISTRATION (CSD) NO. UNIQUE REGISTRATION REFERENCE DEPOSITED IN THE QUOTE BOX SITUATED AT (STREET ADDRESS) Deposit to tender box near PRO office at Benedictine Hospital 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. QUOTATIONS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RETYPED) 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 MAY 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) YES | HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) JA B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMES& QSES) MUST BE SUBMITTED TO QUALIFY

FOR PREFERENCE POINTS FOR B-BBEE]

		FOR QUOTATIONS	QUOTE NUM	_{BER:} Ben216/2	1-22	
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Enquiries rec	garding the	quote may be directed to:	Inquiries regarding <u>techni</u>	<u>cal information</u> may b	e directed to	
Contact Perso	on: Mrs J.F	Mjaja Tei:				-
-Mail Addres		(Contact Person: Mrs. G.N.	Myeni _{Tel} :03	5831706	2



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DECLARATION OF INTEREST

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2.2.	Full Name of bid Identity Number Position occur shareholder ²);				******	2.4. Co a,2.5. Ta	ompany ax Refer	Registration	on Number; per: mber;				*****
	The names of a employee / pers	al numbers n	nust be indic	ated in para	agraph 3 belo	OW.		-	ers, tax refere		(APPLIC	CABLE	[]
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	Name of person / Name of	director / tru	stee / share	holder/ mer									
	employed:						the		connected		the	bidde	r is
	Position control particulars:	occupied	in	the	state	instituti	on:	*******			Any	r	other
2.8.2	 If you are pres 	ently employ	ed by the st	ate, did you	obtain the a	ppropriate	e author	rity to unde	rtake remunei	ative wor	k outside	empl	oyment
222	in the public se 1.1. If yes, did yo	ector? us attach proc	of of cuch as	itharity to th	o guata da a	mant?					YE:	3	NO
(Note: F	ailure to submit p	roof of such	authority, wl	here annlica	e quote doct able, may res	unence ult in the	disanali	fication of t	he aunte l				
2.8.2	.2. If no	o, furnish rea	sons for nor	n-submissio	n of such pro	of:						, , , , , , , .	,,,,,,,,
2.9.	Did you or your:	spouse, or ar	ny of the cor	npany's dire	ectors / truste	ees / shar	eholder	s / membe	rs or their spo	uses cond	tuct busi	ness v	with the
2.9.1	state in the previ . If so, furnish pa										YES	3	NO
2.10.	Do.you, or any pwho may be invo	person conne lived with the	ected with the evaluation	ne bidder, h and or adju	ave any rela	ationship (is quote?	(family,	friend, othe	er) with a pers	son emplo	yed by YES		ate and
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	Do you or any o whether or not th 1. If so, furnish pa	iey are biddir	ig för this co	ntract?				·	•	n any oth	er relate YES		panies NO
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"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);
- b) any municipality or municipal entity;

- c) provincial legislature;
- d) national Assembly or the national Council of provinces; or
- e) Parliament.

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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 Department is under no obligation to accept the lowest or any quote.
- 3.2. The Department reserves the right to communicate in writing with vendors in cases where information is incomplete or where there are obscurities regarding technical aspects of the offer, to obtain confirmation of prices or preference claims in cases where it is evident that a typing, written, transfer or unit error has been made, to investigate the vendor's standing and ability to complete the supply/service satisfactorily.
- 3.3. ALL DECISIONS TAKEN BY THE DEPARTMENT ARE FINAL, INCLUDING THE AWARD OF THIS QUOTATION.
- 3.4. 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.
- 3.5. The bidder must ensure the correctness & validity of the quotation:
 - (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
 - (ii) it is the responsibility of the bidder to confirm receipt of their quotation and to keep proof thereof.
- 3.6. 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.
- 3.7. This quotation will be evaluated based on the 80/20 points system, specification, correctness of information and/or functionality criteria.

 All required documentation must be completed in full and submitted.
- 3.8. Offers must comply strictly with the specification.
- 3.9. Only offers that meet or are greater than the specification will be considered.
- 3.10. Late offers will not be considered.
- 3.11. Expired product/s will not be accepted. All products supplied must be valid for a minimum period of six months.
- 3.12. Used/ second-hand products will not be accepted.
- 3.13. A bidder not registered on the Central Suppliers Database or whose verification has failed will not be considered.
- 3.14. All delivery costs must be included in the quoted price for delivery at the prescribed destination.
- 3.15. 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.
- 3.16. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 3.17. In the event of a bidder having multiple quotes, only the cheapest according to specification will be considered.
- 3.18. Verification will be conducted to identify if bidders have multiple companies and are cover-quoting for this bid.
- 3.19. In such instances, the Department reserves the right to immediately disqualify such bidders as cover-quoting is an offence that represents both corruption and acquisition fraud.

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. Quotations submitted must be complete in all respects. However, where it is identified that information in a bidder's response is incomplete in any respect, the said supplier meets all specification requirements and is lowest to quote, the Department reserves the right to request the bidder to complete/submit such information.
- 4.5. Any alteration made by the bidder must be initialled; failure to do so may render the response invalid.
- 4.6. Use of correcting fluid is prohibited.
- 4.7. Quotations 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.
- 4.10. The Department is under no obligation to pay suppliers in part for work done if the supplier can no longer for fulfil their obligation.

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.
- (f) 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.	1. Bidders who fail to attend the compulsory meeting will be disqualified from the evaluation process.				
(i) (ii)	The institution has determined that a compulsory site meeting Date/ Time Place	will not take place			
Inst	tution Stamp:	Institution Site Inspection / briefing session Official			
		Full Name:			
		Signature:			
		Date:			
111		1			

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

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- 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 (hear after 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-BBGE, 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:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-B8EE must not exceed	

- 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.
- 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

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- (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;
- 3.1 (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:

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- 1) B-BBEE Status level certificate issued by an authorized body or person;
- 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;
- "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:

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$$
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

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

LE BBEE Status Level of Contri	buttor: Number of points (80/20 system).					
1	20					
2	18					
3	14					
. 4	12					
. 5	8					
6	6					
uis sames " , 7	4					
8	2					
Non-compliant contributor	0					

5.	RID	DECLARATION
v.	MIL	PEPERMATION

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

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

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

icievai	it proof of b-ddee status level of contributor.		
7.	SUB-CONTRACTING	(Tick	
7.4	applicable box)		YES NO
7.1	Will any portion of the contract be sub-contracted?		

7.1.1 If yes, indi	icate:
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Consi $\mathcal{H}^{A,\infty}_{A,C}(n)$ What percentage of the contract will be subcontracted.....%

The name of the sub-contractor..... 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 YES NO Preferential Procurement Regulations, 2017: Designated Group: An EME or QSE which is at last 51% owned by: **EME QSE** Black people Black people who are youth

black people who are worner		
Black people with disabilities		
Black people living in rural or underdeveloped a	areas or townships	
Cooperative owned by black people		,,_
Black people who are military veterans		
	OR	 1
Any EME		

Any	QSE	
DEC	CLARATION WITH REGARD TO COMPANY/FIRI	vi
N	Name of company/firm:	
V	/AT registration number:	
С	Company registration number:	
	YPE OF COMPANY/ FIRM [TICK APPLICABLE B	
	Partnership/Joint Venture / Consortium One person business/sole propriety Close corporation Company (Pty) Limited	
DI	DESCRIBE PRINCIPAL BUSINESS ACTIVITIES	
C	OMPANY CLASSIFICATION (TICK APPLICABLE	BOXJ
!	Manufacturer Supplier Professional service provider Other service providers, e.g. transporter, etc.	
To	otal number of years the company/firm has been in	business:
I/w the	we, the undersigned, who is / are duly authorised to	o do so on behalf of the company/firm, certify that the points claimed, bas
i)	The information furnished is true and correct;	
ָ.ii)	The preference points claimed are in accordance	be with the General Conditions as indicated in paragraph 1 of this form;
fii)) In the event of a contract being awarded as a re	esult of points claimed as shown in paragraphs 1.4 and 6.1, the contracto satisfaction of the purchaser that the claims are correct;
iv)) If the B-BBEE status level of contributor has contract have not been fulfilled, the purchaser n	been claimed or obtained on a fraudulent basis or any of the conditionay, in addition to any other remedy it may have –
	(a) disqualify the person from the bidding proce	ss;
	(b) recover costs, losses or damages it has inco	urred or suffered as a result of that person's conduct;
	 (c) cancel the contract and claim any damages arrangements due to such cancellation; 	which it has suffered as a result of having to make less favourable
÷	who acted on a fraudulent basis, be restricted	s shareholders and directors, or only the shareholders and directors and by the National Treasury from obtaining business from any organs, after the audi alleram partem (hear the other side) rule has been
. 44.	(e) forward the matter for criminal prosecution.	
W	TINESSES	
1.	······································	SIGNATURE(S) OF BIDDERS(S)
		DATE:
2.		ADDRESS