

## **AGSA/02/2025**

Request for Proposal (RFP) for the appointment of a service provider for the provision of office accommodation to the AGSA Mpumalanga Business Unit for a period of 5 years, with an option to extend for 5 years

Closing date: 29 August 2025  
at 15h00

*Important Note: Non-compulsory Briefing session will take place  
on 15 August 2025 from 10:00 via MS Teams*



**A U D I T O R - G E N E R A L  
S O U T H   A F R I C A**

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<u>Refer to the annexes attached hereto as separate documents:</u>	
<u>Annexure A - Office accommodation Form</u>	
<u>Annexure B - Rental schedule</u>	

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## **SECTION 1: GENERAL CONDITIONS OF BID**

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## 1. General Information

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The Auditor-General of South Africa (AGSA) is a Chapter 9 Constitutional Institution with a mandate to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence. The AGSA has identified a need for the services as detailed in this Request for Proposal (RFP).

## 2. Enquiries

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- 2.1** All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name: Mr. Nathi Cele  
Email address: [Nathic@agsa.co.za](mailto:Nathic@agsa.co.za)

- 2.2** Enquiries in relation to this RFP will not be entertained after **16h00 on 19 August 2025**.
- 2.3** The enquiries will be consolidated and AGSA will issue one response and such response will be posted, within three days after the last day of enquiries, onto the AGSA website ([www.agsa.co.za](http://www.agsa.co.za)) under tenders i.e. next to the same RFP document.
- 2.4** The AGSA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the AGSA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

## 3. Non-Compulsory Briefing Session

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- 3.1** There will be a non-compulsory briefing session to be held on **15 August 2025 at 10h00** via MS Teams meeting.
- 3.2** Important information will be shared with bidders around the expectations on this tender which requires bidders to attend, as failure to attend will lead to ineligibility to submit a tender response and to be considered for subsequent evaluations.
- 3.3** Bidders must send their company name and e-mail addresses of their representatives who will be joining in the MS Teams meeting to [Nathic@agsa.co.za](mailto:Nathic@agsa.co.za) **by 15:00 on 14 August 2025**.

## 4. Bid Validity Period

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Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

## 5. Instructions on submission of Bids

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- 5.1** Bid responses must be submitted via email to [tenders@agsa.co.za](mailto:tenders@agsa.co.za)
- 5.2** The closing date for the submission of bids via email, to [tenders@agsa.co.za](mailto:tenders@agsa.co.za) is **29 August 2025** not later than **15h00**. No late bids will be considered. Bids must only be sent to [tenders@agsa.co.za](mailto:tenders@agsa.co.za). Bids sent to any other email address other than the one specified herein will be disqualified and will not be



considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address and that this is received by the AGSA before the closing date and time in AGSA's dedicated tender e-mail inbox / address ([tenders@agsa.co.za](mailto:tenders@agsa.co.za)).

**5.3** Bidders are advised to submit / send its bid responses at least 30 minutes before the 15h00 deadline to avoid any Information Technology (IT) network congestions or technical challenges in this regard which may result in bid responses being received late. AGSA's e-mail servers are configured to receive e-mails with sizes up to 50MB

**5.4** The AGSA will not be held responsible for any of the following:

5.4.1 Bid responses sent to the incorrect address.

5.4.2 bid responses being inaccessible due to non-standard electronic file formats being utilised to submit responses by bidders.

5.4.3 any security breaches and unlawful interception of tender / bid responses by third parties outside the AGSA's IT network domain.

5.4.4 bid responses received late due to any IT network related congestions and/or technical challenges; and

5.4.5 bid responses with file size limits greater than AGSA's e-mail receipt capacity of 50MB.

**5.5** Only bid responses received via email to [tenders@agsa.co.za](mailto:tenders@agsa.co.za) will be considered.

**5.6** Where a complete bid response (inclusive of all relevant schedules) is **not received** by the AGSA via email, to [tenders@agsa.co.za](mailto:tenders@agsa.co.za) by the closing date and time, such a bid response will be regarded as incomplete and late. Such late and/ or incomplete bid will be disqualified.

**5.7** This bid document is made available at no cost to bidders and is available in PDF format and in an editable format (MS Word and Excel documents). **The AGSA's tender requirements should not be altered by bidders, and the PDF format serves as the basis for this.**

## **6. Preparation of Bid Response**

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**6.1** All the documentation submitted in response to this RFP must be in English.

**6.2** The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.

**6.3** Bids submitted by bidders that are companies, or include companies, must be signed by a person or persons duly authorized by a resolution of the relevant Board of Directors. A certified copy of this resolution must be submitted with the bid.

**6.4** The bidder is responsible for verifying that all pages of its bid are correctly numbered and that none are missing or duplicated. The AGSA accepts no liability for any consequences arising from missing or duplicated pages in the bid submission.

**6.5** Bidder's tax affairs with the South African Revenue Service (SARS) must be in order (tax compliant status) and bidders must provide written confirmation to this effect as part of their tender response.

## 7. Supplier Performance Management

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- 7.1** Supplier Performance Management is viewed by the AGSA as a critical component in ensuring value for money acquisition and good supplier relations between the AGSA and all its suppliers.
- 7.2** The successful bidder shall upon receipt of written notification of an award, be required to conclude the AGSA's standard Service Agreement, which will form an integral part of the supply agreement. The Service Agreement will serve as a tool to measure, monitor, and assess the supplier performance and ensure effective delivery of service, quality and value-add to AGSA's business.
- 7.3** Successful bidders will be required to comply with the above condition and also provide a scorecard on how their product/ service offering is being measured to achieve the objectives of this condition.

## 8. AGSA's Rights

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- 8.1** The AGSA is entitled to amend any bid condition, bid validity period, RFP specification, or extend the bid closing date, all **before the bid closing date**. All bidders, to whom the RFP documents have been issued and where the AGSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the AGSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2** The AGSA reserves the right not to accept the lowest priced bid. The AGSA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the AGSA.
- 8.3** The AGSA reserves the right to award this bid as a whole or in part.
- 8.4** The AGSA reserves the right to conduct site visits at the bidder's corporate offices and/ or at client sites if so required.
- 8.5** The AGSA reserves the right to consider the guidelines on prescribed consultancy rates as set out in the **National Treasury Instruction Note on Cost Containment Measures**, where relevant.
- 8.6** The AGSA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the AGSA to conduct background checks, including FICA verification, on the bidding entity and any of its directors/ trustees/ shareholders/ members.
- 8.7** The AGSA reserves the right of final decision on the interpretation of its tender requirements and responses thereto.

## 9. Undertakings by the Bidder

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- 9.1** By submitting a bid in response to the RFP, the bidder undertakes to offer or render all or any of the services described in the bid response to the AGSA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.



- 9.2** The bidder shall prepare for a possible presentation should AGSA require such and the bidder will be required to make such presentation within three to five (3-5) days from the date the bidder is notified of the presentation. Such presentation may include a practical demonstration of products or services as called for in this RFP, where relevant.
- 9.3** The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the AGSA during the bid validity period indicated in this RFP and acceptance of the offer shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4** The bidder furthermore confirms that he/she has satisfied himself/ herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/ item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/ her obligations under a resulting contract for the services contemplated in this RFP; and that he/ she accepts that any mistakes regarding price(s) and calculations will be at his/ her risk.
- 9.5** The successful bidder accepts full responsibility for proper execution and fulfilment of all obligations and conditions devolving on him/ her under the Services Agreement and SLA to be concluded with the AGSA, as the principal(s) liable for the due fulfilment of such contract.
- 9.6** The bidder accepts that all costs incurred in the preparation, presentation and demonstration of its solution shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become AGSA property unless otherwise stated by the bidder/s at the time of submission.

## **10. Reasons for Disqualification**

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- 10.1** The AGSA reserves the right to disqualify any bidder who does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however, the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who are not tax compliant and/ or who do not submit an original valid Tax Compliance Status PIN and/ or proof of application of such as endorsed by SARS on the closing date and time of the bid submission and/ or failure to provide the AGSA with a SARS issued Tax Verification PIN code giving access to the AGSA to electronically verify tax compliance;
- 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
- 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 bidders who do not comply with any of the **mandatory requirements** as stipulated in the RFP document including non-attendance of the compulsory briefing session, where applicable;
- 10.1.6 bidders who fail to comply with FICA and POPIA requirements as listed herein.

## 11. Returnable Schedules

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Bidders shall submit their bid responses in accordance with the returnable schedules specified below (each schedule must be clearly marked):

**11.1 Cover Page:** (The cover page must clearly indicate the RFP reference number, bid description and the bidder's name)

**11.2 Schedule 1**

11.2.1 Executive Summary (explaining how the bidder understand the requirements of this RFP and the summary of the proposed solution)

11.2.2 Annexure 1 of this RFP document (duly completed and signed)

**11.3 Schedule 2**

11.3.1 Valid Tax Compliance Status PIN (TCS PIN) and/ or proof of application as endorsed by SARS and/ or SARS issued tax verification PIN code;

11.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages;

11.3.3 Copy of Board Resolution, duly certified;

11.3.4 Originally certified copy of ID document for the Company Representative (signatory of the bid document);

11.3.5 Annexure 2 of this RFP document (duly completed and signed);

11.3.6 Annexure 3 of this RFP document (duly completed and signed);

11.3.7 Annexure 4 of this RFP document (duly completed and signed);

11.3.8 Annexure 5 of this RFP document (duly completed and signed);

11.3.9 Annexure 6 of this RFP document (duly completed and signed);

11.3.10 Response to Annexure 7: BEE Claims Form;

Bidders must submit a B-BBEE verification certificate indicating the contribution level of the bidding entity. For Exempted Micro Enterprises (EME) with an annual revenue of less than R10 million and Qualifying Small Enterprises (QSE) with an annual revenue of between R10 million and R50 million per annum, a sworn affidavit confirming the annual total revenue and level of black ownership may be submitted. Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

**Note: If a bidder is a Consortium, Joint Venture (JV) or Prime Contractor with Sub-contractor(s), the documents listed above must be submitted for each Consortium/ JV member or Prime Contractor and Sub-contractor(s).**

11.3.11 Annexure 8 of this RFP document (duly responded to);

11.3.12 Annexure 9 of this RFP document (duly completed and signed);



- 11.3.13 Statement of Financial Position of the Bidder: Latest Audited Financial Statements (where applicable in terms of the Company's Act) and/ or independently reviewed financial statements and/or cash flow Budget for new entities with no financial records.
- 11.3.14 Copy of Joint Venture/ Consortium/ Sub-contracting Agreement duly signed by all parties (if applicable).
- 11.4 **Schedule 3:** Response to Section 2 of this RFP document, in line with the format indicated in this RFP document.
- 11.5 **Schedule 4:** Price Proposal (response to Section 3 of this RFP document) (*Must be submitted as a separate file/document marked as Schedule 4: Price Proposal*)

## 12. Evaluation Criteria and Weightings

The tender evaluation will be categorized into **two (2) stages** as follows:

- 12.1 **Stage 1: Initial Screening Process:** During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:
- Submission of a valid Tax Compliance Status PIN as referenced in 11.3.1 above
  - Submission of Company Registration Forms as referenced in 11.3.2 above
  - Submission of ID copy for the Company Representative as referenced in 11.3.4 above
  - B-BBEE Status Certification as referenced in 11.3.10 above
  - Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
    - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP;
    - Section 3: Cost Proposal and Price Declaration Form;
    - Annexure 1: Acceptance of Bid Conditions;
    - Annexure 2: Tax Compliance Requirements;
    - Annexure 3: Supply Chain Management Questionnaire;
    - Annexure 4: Declaration of Interest;
    - Annexure 5: Certificate of Independent Bid Determination;
    - Annexure 6: Shareholders' Information/ Group Structure;
    - Annexure 7: B-BBEE Claim Form;
    - Annexure 8: Disclosure Statement (Bidder to declare on the company's official letterhead stating whether it is currently subject to any criminal, civil, or similar legal proceedings);
    - Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements

Failure to comply with the requirements assessed in Stage 1 (compliance), may lead to disqualification of bids.

## 12.2 Stage 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the functional criteria outlined in section 2 below.

**12.2.1:** Stage two of the evaluation criteria will be evaluated in **3 phases** as follows:

### Phase 1: Eligibility/ Mandatory Requirements

Eligibility/prequalification criteria (failure to fully comply with the any of the eligibility criteria will lead to automatic disqualification).

### Phase 2: Preference Points System

All bids that meet all the mandatory/ eligibility criteria for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100 points</b>

### Phase 3 Site Visits

Site visits will be conducted on all bids that meets the eligibility criteria. The purpose of the site visit is to verify the submitted information



## **SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION**

## 1. SPECIAL INSTRUCTION TO BIDDERS

a. Should a bidder have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify AGSA Procurement within five (5) days after publication of the RFP.

b. Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state “Comply/Not Comply” regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

## 2. PROJECT BACKGROUND AND PURPOSE

The AGSA Mpumalanga Business Unit is seeking a safe, secure, and modern office building or office space along with adequate parking to lease over a period of five years, with an option to extend for a further period of five years. This document outlines the accommodation specifications and evaluation criteria applicable to this requirement.

**The following is the key information of requirements by the AGSA:**

- **The building must be existing. Existing buildings that meet AGSA’s requirements outlined in this document will be given first preference.** The AGSA will also consider new developments and buildings that are still under construction, provided there is written commitment to meet AGSA’s requirements, and they are available for occupation between 1 August 2026 and 1 August 2028, to lease for a period of 5 years with an option to extend for 5 years.
- **The building size** must be adequate to accommodate between 100 to 195 employees. The required minimum usable floor/office space is 1,404m<sup>2</sup>, with a maximum of 2,340m<sup>2</sup>. More importantly the size must be adequate to accommodate at least 100 workstations including offices, a 200-seater training room, 16-to-20-seater executive boardroom, various 8-to-10-seater meeting rooms, pods, booths, wellness rooms and have the ability to meet both current and future staff needs. The layout should be flexible to allow for different configurations and uses.
- **Parking:** Minimum of 4 bays per 100m<sup>2</sup>.

- **Location:** Riverside Park, Mbombela is the preferred suburb, therefore buildings located in Riverside Park will be given first preference. Buildings located in other suburbs in Mbombela, Nelspruit will not be excluded, provided they are in an accessible location with access to public transport, major roads and highways, and amenities such as food outlets. Proximity to AGSA's stakeholders/auditees will be essential.
- **Building ownership:** The AGSA seeks to lease directly from the property owner/s and will require confirmation of ownership of the building(s)/properties submitted.
- **Lease period:** The AGSA intends to lease a building for a minimum period of 5 years, for occupation between 1 August 2026 and 1 August 2028, with an option to extend for a further period of 5 years. The landlord(s) will be required to indicate their lease period options and occupation dates.
- **Submission requirements:** Landlords/respondents are requested to submit information and supporting documents to indicate whether their buildings meet the AGSA requirements detailed under sections 2.3 and 2.4 of this RFP document.

## 2.2 The received bids and proposals will be evaluated in 3 phases as follows:

- **Phase 1:** Eligibility/prequalification criteria (failure to fully comply with the any of the eligibility criteria will lead to automatic disqualification).
- **Phase 2:** All the bids that meets the eligibility criteria will be evaluated for price and B-BBEE.
- **Phase 3: Site visits** – Site visits will be conducted on all bids that meets the eligibility criteria. The purpose of the site visit is to verify the information submitted.

Bidders are required to fully complete and submit the attached office accommodation form and the rental schedule (Annexure A & B). To be submitted together with the bid/proposals.

## Definitions

Item	Definition
<b>1. Accessibility (building accessibility)</b>	Design aspects of the building to allow equitable access for people with various abilities and disabilities. For example, accessibility of the building for people on wheelchair, such as width of the access points, doors, rooms, ramps, handrails, lifts, paraplegic parking and toilet facilities.
<b>2. Base building</b>	The building's primary structure, envelope (roof and facade) in whole or part; public circulation and fire egress (lobbies, corridors,



Item	Definition
	elevators and public stairs); and primary mechanical and supply systems (electricity, heating and air conditioning, telephone, water supply, drainage, gas, etc.).
<b>3. Beneficial occupation</b>	Rent-free period granted to the tenant by the landlord, prior to commencement date of the lease, to allow the tenant time to fit-out the premises to make them ready for occupation before the lease start date.
<b>4. Building type</b>	Comfortable, modern designed office buildings, preferably not older than 20 years.
<b>5. Certificate of compliance</b>	Document that verifies that the electrical installations such as the plugs, lights, distribution board, geyser and wiring comply with all legislated requirements.
<b>6. Escalation rate</b>	The rate at which the rental amount grows on the anniversaries of the inception of the lease, typically once annually. To be a negotiated rate at the time of lease preparation and adjusted as per the reversion clause in the lease agreement.
<b>7. Gross market rental rate</b>	Market rental rate that represents all the moneys payable, including all operating costs, charged by the landlord but excluding the tenant's own electricity, sewerage, water and refuse.
<b>8. Municipal approved building plans</b>	Building plans approved by the local municipality.
<b>9. Occupation certificate</b>	A certificate issued by the local authority/municipality confirming completion of the building, fit out (TI) and compliance thereof.
<b>10. Occupation date</b>	The first permissible date for the tenant to move in and assume the rights of occupation of a property from the property owner.
<b>11. Parking requirements</b>	The parking bay requirements are minimum of 4 bays per 100 square meters.
<b>12. Rentable area</b>	This is the space that the landlord bases his rent and expense charges to a tenant on. Rentable area comprises usable area plus common area.
<b>13. Rental rate</b>	The periodic charge per square meter for the use of rentable space at the time of lease commencement.
<b>14. Tenant installation</b>	The installations or building interior fit out, to make the premises ready for occupation and use. This includes but not limited to:
	• building works
	• specialist building works
	• mechanical/specialist services
	• electrical/specialist services
	• wall partitions, including doors, windows, view panels
	• painting and wallpaper – colours and types per AGSA specifications
	• floor finishes (carpets, vinyl flooring and tiles as required)



Item	Definition
	<ul style="list-style-type: none"> <li>• joinery fittings</li> </ul>
	<ul style="list-style-type: none"> <li>• electrical installations</li> </ul>
	<ul style="list-style-type: none"> <li>• ventilation and air-conditioning</li> </ul>
	<ul style="list-style-type: none"> <li>• blinds</li> </ul>
	<ul style="list-style-type: none"> <li>• technical security requirements</li> </ul>
	<ul style="list-style-type: none"> <li>• ICT requirements, including cabling, network points, server room flooring, server room air-conditioning.</li> </ul>
	The work to be done is typically detailed in the bill of quantities document for the specific project.
<b>15. Usable area/space</b>	Usable area is the actual space tenants leases/occupies from wall to wall. This is the space specifically set aside for tenants exclusive use/not shared.
<b>16. Utilities/Services</b>	Essential services such as water, electricity, sanitation, refuse removal.



## Section 2.3 – Scope of Work

### AGSA SPECIFICATIONS AND REQUIREMENTS

	AGSA specifications and requirements
<b>2.3.1 Building ownership</b>	The AGSA wishes to lease an existing building from the property owner or authorized representatives. The landlords/respondents must provide proof of ownership of the building together with the mandate signed by the owner, to confirm that the representative/agent is acting on behalf of the registered owner.
<b>2.3.2 Building size (office space)</b>	The AGSA Mpumalanga office requires minimum gross lettable space of 1,404m <sup>2</sup> and maximum of 2 340m <sup>2</sup> . The space must be adequate to accommodate at least 100 workstations including offices, a 200-seater training room, a 16 to 10 boardroom, various 8 to 10-seater meeting rooms, pods, booths and wellness rooms.
<b>2.3.3 Availability of the building</b>	The building must be existing. Existing buildings that meet the AGSA's requirements outlined in this document will be given first preference. The AGSA will also consider new developments and buildings that are still under construction, provided there is written commitment to meet AGSA's requirements, and they are available for occupation on or between 1 August 2026 and 1 August 2028.
<b>2.3.4 Location of the building</b>	Riverside Park Mbombela is the preferred suburb, therefore buildings that are located in Riverside Park will be given first preference. Buildings located in other suburbs in Mbombela, Nelspruit will not be excluded, provided they are in an accessible location with access to public transport, major roads and highways, with amenities such as food outlets. Proximity to AGSA's stakeholders/Auditees will be essential.
<b>2.3.5 Parking</b>	The AGSA will require adequate on-site parking bays for its employees. The building must make provision for minimum of four bays per 100sqm; dedicated basement/undercover, shade net and open on-site parking bays for the AGSA's exclusive use.
<b>2.3.6 Building age</b>	The AGSA seeks to lease a comfortable, safe, compliant, modern designed existing building, preferably not older than 20 years.
<b>2.3.7 Compliance with the National building regulations and building standard Act and other statutory requirements</b>	<p>The building must be compliant with the National building regulations and building standards Act 103 of 1977. The occupancy certificate issued by the municipality or the local authority will be required to confirm compliance to this requirement.</p> <p>In addition, the construction of the building/building structure must be approved by the municipality/local authority.</p>



	AGSA specifications and requirements
<b>2.3.8 Compliance with the occupational health and safety Act 85 of 1993</b>	The building must be compliant with the occupational health and safety (OHS) Act 85 of 1993. The respondents must submit the copy of the OHS certificate issued by the department of labour to confirm that the building is compliant.
<b>2.3.9 Accessibility</b>	The building must be fully accessible to people with disability or disabilities, i.e. ramps, handrails, paraplegic parking, wheelchair friendly/ paraplegic toilets, lifts (if not single storey). Paraplegic toilets are to be provided in terms of NBR (National Building Regulations).
<b>2.3.10 Backup power supply</b>	<p>The AGSA seeks to lease a building with a full onsite back-up power generator or other back up power supply systems/equipment, to supply the <b>entire</b> AGSA premises in case of municipal power interruptions 24 hours, 7 days a week. The generator/back up power must be reliable and be within its lifespan.</p> <p>The AGSA reserves the right have the back-up power supply generator or systems assessed by suitably qualified parties, to assess the condition and provide a report/recommendations, prior to concluding the evaluation process/or appointment process.</p> <p>The back up power supply generator/equipment/system must be maintained by the landlord.</p>
<b>2.3.11 Backup water</b>	The AGSA seeks to lease a building with adequate back-up water system to supply water to the entire AGSA-leased building in cases of water supply disruptions. The back up water system must be maintained by the landlord.
<b>2.3.12 Base building</b>	The AGSA seeks to lease an existing building wherein the base building has major equipment such as the air-conditioning system/units, fire alarm system to detect and alert building occupants of heat, smoke and any fire related emergencies. A fire suppression system and fire extinguishing equipment must be in place. In addition, the base building must have ceilings, lighting, electrical switches and outlets, finished ablutions, services such as water, electricity, sewerage system, sanitation, walls that are prepared for painting and finished flooring that is prepared for carpet and tiling installation. These must be in place by the tenant installation commencement date.
<b>2.3.13 Building type</b>	<p>The building must preferably be:</p> <ul style="list-style-type: none"> <li>• A single tenant, stand-alone unit</li> <li>• A single tenant block or single tenanted blocks in an office park</li> </ul> <p>Multitenant buildings will not be excluded, provided the AGSA has its own entrance and exit points, dedicated heating, ventilation, air-conditioning and cooling and systems (H-VAC) for AGSA offices only, not to be shared with other tenants, lifts that are not shared</p>

	AGSA specifications and requirements
	with other tenants, dedicated ablution facilities, dedicated kitchens/pause areas and AGSA leased space is not accessible to other tenants.
<b>2.3.14 Other infrastructure</b>	<p>The building must have IT infrastructure allowing tenants to use data/voice with open access fibre-optic network and must include:</p> <ul style="list-style-type: none"> <li>▪ Network cabling CAT 6E, network points.</li> <li>▪ Server or patch room flooring.</li> <li>▪ Server or patch room air-conditioning.</li> <li>▪ The building must allow and have access for Telco service providers to install service like DFA, Open serve, Telkom, Vodacom MTN, BCX.</li> </ul> <p>The building must allow for installation of wireless equipment outside the building, for example, on the roof or exterior walls.</p>
<b>2.3.15 Security</b>	The AGSA requires details of all security systems to be provided by the landlord. The AGSA must be allowed to install own security systems and equipment to meet its security requirements, should it become necessary.
<b>2.3.16 Environmental sustainability</b>	<p>The AGSA seeks to lease energy efficient/green buildings wherein the building design reduces or eliminates negative impacts and that can create positive impacts on our climate and natural environment. Some of the sustainability aspects the AGA wishes to have in its buildings includes:</p> <ul style="list-style-type: none"> <li>▪ Energy efficient type of lighting/bulbs/tubes</li> <li>▪ Motion sensing lighting</li> <li>▪ Energy efficient HVAC (Heating, Ventilation, Air-conditioning and Cooling systems)</li> <li>▪ Energy efficient geysers</li> <li>▪ The building design allows natural lighting</li> <li>▪ Rainwater harvesting system/water conservation</li> <li>▪ Water saving taps</li> <li>▪ Renewable energy source, such as solar.</li> </ul>
<b>2.3.17 The repairs and maintenance responsibilities</b>	The AGSA wishes to lease a building that is maintained by the landlord including back up power generators, fire systems, water systems, plumbing infrastructure, air-conditioning system and other major building infrastructure and equipment. The landlord must indicate the responsibilities around the interior and exterior repairs and maintenance should the landlord expect the tenant to carry out certain repairs and maintenance.

	AGSA specifications and requirements
<b>2.3.18 Use of technology / SMART buildings</b>	<p>The AGSA wishes to lease SMART buildings that are technology-oriented and provide solutions to reduce energy costs and consumption and enhance efficiencies. Some of the technologies the AGSA wishes to have includes:</p> <ul style="list-style-type: none"><li>▪ The backup power generator on building management system and or has notification system to alert on fuel levels, functioning status &amp; faults.</li><li>▪ Air-conditioning system on building management system (BMS) to remotely manage, control and alert on faults.</li><li>▪ Fire system/panel on building management system (BMS) to remotely manage, control and alert on faults.</li><li>▪ SMART electricity metres in place to show real time data/electricity consumption</li><li>▪ SMART water metres to show real time data/ water consumption.</li><li>▪ SMART CCTV system in place to enable remote access to information and data.</li></ul>



## Section 2.4 – Evaluation Criteria

### 2.4.1 Eligibility Criteria

AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
<b>2.4.1.1 Proof of ownership of the building</b>	<p>The AGSA wishes to lease an existing building from the property owner or authorized representatives.</p> <p>The AGSA will also consider new developments and buildings that are still under construction, provided there is written commitment to meet AGSA's requirements, and they are available for occupation between 1 August 2026 and 1 August 2028, to lease for a period of 5 years with an option to extend for 5 years.</p>	<p><b>Copy of title deed/deed of transfer or</b></p> <p>Power of attorney together with the copy of title deed/deed of transfer, to confirm that the representative/agent is acting on behalf of the registered owner (should the respondent be a representative of the owner).</p> <p>The above must be submitted together with the completed office accommodation form (section 1.1 and 1.2 of the form).</p>	
<b>2.4.1.2 Legally erected building/structure - compliance confirmation</b>	<p>The AGSA requires to lease a legally erected existing building. The construction of the building and alterations must be approved by the municipality or local authority.</p>	<p>Copies of the <b>approved building plans and drawings</b>, stamped by the relevant municipality/local authority.</p> <p>For buildings that are still to be developed, a written letter of commitment to meet this requirement must be submitted.</p>	
<b>2.4.1.3 Size of the building</b>	<p>The AGSA Mpumalanga office requires minimum gross lettable space of 1,404m<sup>2</sup> and maximum of 2 340m<sup>2</sup>. The space must be adequate to accommodate at least 100 workstations including offices, a 200-seater training room, a 16 to 10 boardroom, various 8 to 10-seater meeting rooms, pods, booths and wellness rooms.</p>	<p>Copies of <b>floor plans/layouts</b> indicating the gross lettable area (GLA) per floor together with the completed office accommodation form (section 2.2 of the form).</p> <p>The AGSA reserves the right to appoint a suitably qualified independent party to measure the building to confirm the size/square metres.</p> <p>For buildings that are still to be developed, a written letter of commitment to meet this requirement must be submitted.</p>	



AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
<b>2.4.1.4 Parking</b>	The AGSA will require adequate on-site parking bays for its employees. The building must make provision for minimum of four bays per 100sqm; dedicated basement/undercover, shade net and open on-site parking bays for the AGSA's exclusive use.	The respondents must indicate the number of parking bays and the parking ratio under section 2.5 of the office accommodation form.  In addition, <b>photographs</b> of the on-site parking area must be submitted.  For buildings that are still to be developed, a written letter of commitment to meet this requirement must be submitted.	
<b>2.4.1.5 Location of the building</b>	The AGSA Mpumalanga business unit wishes to lease a building, which is located in Riverside Park Mbombela and therefore will be given first preference. Buildings located in other suburbs in Mbombela, Nelspruit will not be excluded, provided they are in an accessible location with access to public transport, major roads and highways, with amenities such as food outlets. Proximity to AGSA's stakeholders/Auditees will be essential	Copy of <b>municipal account</b> (water, electricity, sewerage, refuse removal rates/taxes) confirming that the building is located in one of these suburbs. This must be submitted together with the completed office accommodation form (section 2.3 and 2.4 of the form), alternatively copy of deed can be submitted.	
<b>2.4.1.6 Availability of the building</b>	The AGSA requires an existing building, which is available for official occupation and lease commencement between 1 August 2026 and 1 August 2028, to lease for a period of 5 years, with an option to extend for 5 years. Buildings that are still to be developed or under construction will not be excluded, provided there is written commitment that they will meet AGSA's requirements and will be available within the abovementioned dates.	The landlords/respondents must indicate the dates their building/s are available and the period of the lease, under section 3, (3.1 to 3.4) of the office accommodation form.	



AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
<b>2.4.1.7 Building age</b>	The AGSA seeks to lease a comfortable, safe, compliant, modern designed building, preferably not older than 20 years.	The respondents must indicate the age of the building, under section 2.6.1 of the office accommodation form. In addition, the respondents must submit copy of the practical completion certificate.	
<b>2.4.1.8 Building type</b>	<p>The building must preferably be:</p> <ul style="list-style-type: none"> <li>• A single tenant, stand-alone building</li> <li>• A single tenant stand-alone block/unit or single tenant blocks in an office park</li> </ul> <p>Multitenant buildings will not be excluded, provided the AGSA has its own entrance and exit points, dedicated heating, ventilation, air-conditioning and cooling systems (H-VAC) for AGSA offices only, not to be shared with other tenants, lifts that are not shared with other tenants, dedicated ablution facilities, dedicated kitchens/pause areas and AGSA leased space is not accessible to other tenants.</p>	<p><b>Photographs</b> of the building exterior and interior.</p> <p>Respondents must also complete section 2.7 of the office accommodation form.</p> <p>For buildings that are still to be developed, a written letter of commitment to meet these requirements must be submitted.</p>	
<b>2.4.1.9 Compliance with the NBR and Building Standards Act</b>	The building and improvements done must be compliant with the National building regulations (NBR) and building standards Act 103 of 1977.	<p>Copy of occupancy certificate issued by the municipality/local authority to be submitted prior to the official occupation date.</p> <p>In the case of a new building (not yet occupied) a written letter of commitment that the bidder will comply with this requirement must be submitted.</p>	
AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
<b>2.4.1.10 Compliance with occupational health and safety Act</b>	The building must be compliant with the occupational health and safety (OHS) Act 85 of 1993.	Copy of the OHS certificate issued by the department of labour to confirm that the building is compliant with this Act, to be submitted prior to the official occupation date. In the case of a new building (not yet occupied) a written letter of commitment that the bidder will comply with this requirement must be submitted.	



<b>2.4.1.11</b> <b>Accessibility for people with disabilities</b>	The building must be fully accessible to people with disability or disabilities.	<p>The building must have ramps, hand rails, paraplegic parking, wheelchair friendly/ paraplegic toilets, lifts (if not single storey). Paraplegic toilets are to be provided in terms of NBR (National Building Regulations). The above must be in place by the beneficial occupation date.</p> <p>The bidder must complete section 9 of the office accommodation form.</p> <p>In the case of a new building (not yet fully fitted out) a written letter of commitment that the bidder will comply with this requirement must be submitted.</p>	
<b>2.4.1.12</b> <b>ICT infrastructure requirements</b>	<p>The building must have IT infrastructure allowing tenants to use data/voice with open access fibre-optic network and must include:</p> <ul style="list-style-type: none"><li>▪ Network cabling CAT 6E, network points.</li><li>▪ Server or patch room flooring.</li><li>▪ Server or patch room air-conditioning.</li><li>▪ The building must allow and have access for Telco service provides to install services like DFA, Open serve, Telkom, Vodacom MTN, BCX.</li></ul> <p>The building must allow for the installation of wireless equipment outside the building, for example, on the roof or exterior walls.</p>	<ul style="list-style-type: none"><li>▪ Network cabling CAT 6E, network points.</li><li>▪ Server or patch room flooring.</li><li>▪ Server or patch room air-conditioning.</li><li>▪ The building must allow and have access for Telco service provides to install services like DFA, Open serve, Telkom, Vodacom MTN, BCX.</li><li>▪ The building must allow for the installation of wireless equipment outside the building, for example, on the roof or exterior walls.</li></ul> <p>The above must be in place by the beneficial occupation date.</p> <p><b>In the case of a new building or a building still under construction, a written letter of commitment that the bidder will comply with this requirement.</b></p>	
<b>All the legibility criteria (2.4.1.1 to 2.4.1.12) above met. Yes/No _____</b>		<b>If No, the bid is disqualified.</b>	
<b>Where a letter of commitment is required, bidders may submit a single letter outlining all the requirements they undertake to fulfil.</b>			



## 2.5 Other important requirements

(Not to be evaluated as part of the tender, but will be considered during Contract Negotiation)

AGSA specifications and requirements	Required supporting documents / information and date required	Bidder accepts (Yes or No)	Comments
<p><b>2.5.1 Provision of reliable back up power supply by the landlord.</b></p> <p>The AGSA seeks to lease a building with a full onsite back-up power generator or other back up power supply systems/equipment, to supply the <b>entire</b> AGSA premises in case of municipal power interruptions, 24 hours 7 days.</p>	<p>A reliable back up power generator which is still within its lifespan must be in place and be fully functional, by the official occupation date.</p> <p>The AGSA reserves the right have the back-up power supply generator or systems assessed by suitably qualified parties, to assess the condition and provide a report/recommendations.</p> <p><b>The back up power supply generator/equipment/system must be maintained by the landlord throughout the lease period.</b></p>		
<p><b>2.5.2 Provision of back up water supply by the landlord</b></p> <p>The AGSA seeks to lease a building with adequate back-up water system to supply water to the entire AGSA-leased building in cases of water supply disruptions.</p>	<p>The back up water equipment and or system must be in place by the official occupation date.</p> <p><b>The back-up water equipment/system must be maintained by the landlord throughout the lease period.</b></p>		
<p><b>2.5.3 AGSA base building requirements</b></p> <p>The AGSA seeks to lease an existing building wherein the base building has major equipment such as the air-conditioning system/units, fire alarm system to detect and alert building occupants of heat, smoke and any fire related emergencies. A fire suppression system and fire extinguishing equipment must be in place. In addition, the</p>	<p>The air-conditioning system, fire alarm system, fire suppression system, fire extinguishing equipment, smoke/heat detectors, ceilings, lighting, electrical switches and outlets, finished ablutions, water, electricity, sewerage system, sanitation, walls that are prepared for painting/application of wall finishes,</p>		





base building must have ceilings, lighting, electrical switches and outlets, finished ablutions, services such as water, electricity, sewerage system, sanitation, walls that are prepared for painting and application of wall finishes, and finished flooring that is prepared for carpet and tiling installation.	finished flooring that is prepared for installation of carpet and tiling installation must be in place by the tenant installation commencement date.		
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AGSA specifications and requirements	Required supporting documents / information and date required	Bidder accepts (Yes or No)	Comments
<b>2.5.4 Security requirements</b> The AGSA requires details of all security systems to be provided by the landlord. The AGSA must be allowed to install own security systems and equipment to meet its security requirements, should it become necessary.	The AGSA requires details of all security systems to be provided by the landlord.  The AGSA must be allowed to install own security systems and equipment to meet its security requirements, should it become necessary.  The respondents to complete section 13 (13.1 and 13.2) of the office accommodation form.		
<b>2.5.5 Repairs and maintenance responsibilities</b> The AGSA seeks to lease a building that is repaired and maintained by the landlord throughout the lease period. The items to be maintained includes the back-up power generators, fire systems, water systems, plumbing infrastructure, air-conditioning system and other major building infrastructure and equipment.	The respondents to indicate maintenance responsibilities under section 14 of the office accommodation form.		

## 2.6 Environmental sustainability and use of technology

(Not to be evaluated as part of the tender, but will be considered during Contract Negotiation)

AGSA specifications and requirements	Required information	Comments
<b>2.6.1 Environmental sustainability</b>  The AGSA wishes to lease energy efficient/green buildings wherein the building design reduces or eliminates negative impacts and that can create positive impacts on our climate and natural environment.	Some of the sustainability aspects the AGSA wishes to have in its buildings includes: <ul style="list-style-type: none"> <li>▪ Energy efficient type of lighting/bulbs/tubes</li> <li>▪ Motion sensing lighting</li> <li>▪ Energy efficient HVAC (Heating, Ventilation, Air-conditioning and Cooling systems)</li> <li>▪ Energy efficient geysers</li> <li>▪ The building design allows natural lighting</li> <li>▪ Rainwater harvesting system/water conservation</li> <li>▪ Water saving taps</li> <li>▪ Renewable energy source, such as solar</li> </ul> <p><b><i>The respondents to complete section 10 of the office accommodation form.</i></b></p>	
<b>2.6.2 Use of technology in the buildings (SMART tools and features)</b>  The AGSA wishes to lease SMART buildings that are technology-oriented and provide solutions to reduce energy costs and consumption and enhance efficiencies.	Some of the technologies the AGSA wishes to have includes: <ul style="list-style-type: none"> <li>▪ The backup power generator on building management system and or has notification system to alert on fuel levels, functioning status &amp; faults.</li> <li>▪ Air-conditioning system on building management system (BMS) to remotely manage, control and alert on faults.</li> <li>▪ Fire system/panel on building management system (BMS) to remotely manage, control and alert on faults.</li> </ul>	



	<ul style="list-style-type: none"><li>▪ SMART electricity metres in place to show real time data/electricity consumption</li><li>▪ SMART water metres to show real time data/ water consumption.</li><li>▪ SMART CCTV system in place to enable remote access to information and data.</li></ul> <p><b><i>The respondents to complete section 11 of the office accommodation form.</i></b></p>	
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### Phase 3 - Site visits

The AGSA reserves the right to conduct site visits of all bids that meet the eligibility criteria. The purpose of the site visit is to verify the submitted information.

#### 2.7 Site visit checklist

Criteria to be verified		Yes/No	Comments
<b>2.7.1 Location of the building</b> Riverside Park is the preferred suburb. Buildings located in other suburbs in Mbombela, Nelspruit will not be excluded, provided they are in an accessible location with access to public transport, major roads and highways, with amenities such as food outlets. Proximity to AGSA's stakeholders/Auditees will be essential	The building is located in one of the preferred suburbs		
	The location facilitates ease of access to major highways and roads		
	There is access to public transport		
	Are there any safety concerns noted?		
<b>2.7.2 Type of building</b> <b>Parking</b>	Is the building a stand-alone or a unit/block in an office park or multitenant?		
	There are adequate parking bays		
	All the parking bays are located onsite at the building		
<b>2.7.3 Accessibility for people with disabilities</b>	There are ramps in place		
	Handrails in place		
	Paraplegic parking in place		
	Paraplegic toilets in place		



Criteria to be verified		Yes/No	Comments
	There are lifts (if the building is more than 1 storey)		
<b>Other comments</b>			



## **SECTION 3: COST PROPOSAL**

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## SECTION 3: COST PROPOSAL

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**Bidders to complete annexure B – pricing schedule to indicate the pricing.**

### Price Declaration Form

Dear Sir/Madam,

Having read through and examined the Request for Proposal (RFP) Document, RFP no. **AGSA/02/2025**, the General Conditions, and all other Annexures to the RFP Document, we offer to provide office accommodation to the AGSA Mpumalanga Business Unit over a period of five (5) years at a total cost of:

R.....

..... (Including VAT)

#### **In words**

R.....

..... (Including VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that AGSA will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 240 days from the date of submission of offers. We further undertake that upon final acceptance of our offer; we will commence with the provision of the required service when required to do so by the AGSA.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

**SIGNED**

**DATE**

\_\_\_\_\_  
(Print name of signatory)

Designation \_\_\_\_\_

**FOR AND ON BEHALF OF:** COMPANY NAME \_\_\_\_\_

Tel No: \_\_\_\_\_

Cell No: \_\_\_\_\_





## SECTION 4: ANNEXURES



## Annexure 1: Acceptance of Bid Conditions and Bidder's Details

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

Name of Authorised  
Signatory: \_\_\_\_\_

Position of Authorised  
Signatory: \_\_\_\_\_

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

### BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub-Contractors	
Other	

### REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	



<b>If Joint Venture or Consortium, indicate the following for each partner:</b>	
<b>Partner 1</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
<b>Partner 2</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	



If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
<b>Prime Contractor</b>	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
<b>Subcontractors</b>	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Email address	
Postal Address	
Physical Address	
Sub-contracted work as a % of the total value of the contract	



## Annexure 2: Tax Compliance Requirements

<b>1. TAX COMPLIANCE REQUIREMENTS</b>		
<p>1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>1.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS PIN.</p>		
<b>2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>		
<p>2.1 IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.2 DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.3 DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2.4 DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 ABOVE.</b></p>		
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	

## Annexure 3: Supply chain management practices questionnaire

Request for Proposal No: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Authorised signatory: \_\_\_\_\_

[Note to the Respondent: The Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

### Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?  To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any AGSA employee or part of AGSA current or past staff (employee) establishment?	<input type="checkbox"/>	<input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Company VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annexure 4: Declaration of Interest

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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 bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, 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 bid(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 bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative:
  - 2.2 Identity Number:
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):
  - 2.4 Company Registration Number:
  - 2.5 Tax Reference Number:
  - 2.6 VAT Registration Number:
  - 2.6.1 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.

<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);





- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (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.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 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:

.....

.....

.....

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

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**  
document?

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

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



.....  
.....  
.....

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

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
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 bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, **YES / NO**  
director etc.), aware of any relationship (family, friend, other) between any other  
bidder or any other company and any person employed by the AGSA who may be  
involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....



2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other company whether or not they are bidding for this contract? The AGSA reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

2.11.1 If so, furnish particulars:

.....

.....

.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

#### DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT AGSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



---

## Annexure 5: Certificate of Independent Bid Determination

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### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:



AUDITOR - GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

---

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



- 
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid;  
or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



## Annexure 6: Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

### 6.1 Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

**Note:** The bidder must also attach the detailed Company/ Group Structure where relevant.

### 6.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				



**6.3 Directors**

Name of the shareholder	ID Number	Race	Gender

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## Annexure 7: B-BBEE CLAIM FORM

This preference form must form part of all invited bids. 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

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NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE.

### General Conditions

- 1.1 Failure on the part of a bidder to submit a valid B-BBEE certificate issued or a certified copy by a verification professional regulator or Affidavits in respect of EME's and QSE's will be allocated a score of "0" for B-BBEE points
- 1.2 The AGSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the AGSA.

### Definitions

- 1.3 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act;
- 1.6 "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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 1.7 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 ("B-BBEE Act");
- 1.8 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 1.9 "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.10 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 1.11 "EME" means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;
- 1.12 "QSE" means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the B-BBEE Act No 53 of 2003;
- 1.13 "Firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.14 "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 1.15 "non-firm prices" means all prices other than "firm" prices;



- 1.16 “person” includes a juristic person;
- 1.17 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes;
- 1.18 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.19 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the B-BBEE Act and promulgated in the Government Gazette on 9 February 2007; Adjudication Using a Point System
- 1.20 The bidder obtaining the highest number of total points will be awarded the contract.
- 1.21 Preference points for this tender has been set at the 80/20 system. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 1.22 Points scored must be rounded off to the nearest 2 decimal places.
- 1.23 In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 1.24 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 1.25 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**Points Awarded for B-BBEE Status Level of Contribution**

- 1.26 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

- 1.27
- 1.28 A bidder who qualifies as an EME or QSE in terms of the B-BBEE Act must submit an affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 1.29 A bidder other than EME or QSE must submit a valid B-BBEE certificate, or a certified copy thereof issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

- 1.30 A consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.
- 1.31 A consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.32 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 1.33 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends to sub-contract more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.34 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

#### **Bid Declaration**

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

#### **B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THIS ANNEXURE**

- 1.36 B-BBEE Status Level of Contribution:

..... = ..... (Maximum of 20 points)

## Annexure 8: Disclosure Statement

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### Disclosure Statement

**In terms of the tender condition 8.6, which allows the AGSA to conduct background checks on bidders and its shareholders and directors, the AGSA hereby requires bidders to provide the following additional information:**

- 9.1 The AGSA considers the integrity of its appointed service providers to be of critical importance. The AGSA reserves the right to disqualify from further consideration, any bidder whose integrity, based on past conduct (during the 5 years immediately preceding the bid submission date), it considers questionable.
- 9.2 To this end, the AGSA requires each bidder to include in its bid, a disclosure statement which details the following (with sufficient information and supporting documentation for the AGSA to make its own assessment as to the materiality or seriousness of allegations regarding the bidder's integrity or conduct):
  - 9.2.1 any criminal charges made against the bidder or any of its directors, shareholders or management officials regarding their professional conduct;
  - 9.2.2 any civil proceedings initiated against the bidder or any of its directors, shareholders or management officials regarding their professional conduct; and
  - 9.2.3 any other enquiry or similar proceedings initiated or threatened against the bidder or any of its directors, shareholders or management officials regarding their professional conduct.
- 9.3 Where the bidder is a consortium, the disclosure statement referred to in paragraph 9.2 above must be made separately in respect of each consortium partner.
- 9.4 In the event that the bidder's circumstances change, after submission of its bid, in regard to any matter referred to in paragraph 9.2 above or in regard to any matter referred to in its disclosure statement, the bidder must submit a written notification to AGSA indicating the nature and extent of such changed circumstances.
- 9.5 The AGSA reserves the right to seek such additional information from any bidder, in respect of the disclosure statement referred to in paragraph 9.2 above, as it may, in its sole discretion, determine, whether such information has been requested under this RFP or otherwise, and may require the bidder to make oral presentations for clarification purposes or to present supplementary information, in respect of the disclosure statement if so required by the AGSA.
- 9.6 Based on its own assessment of the contents of the bidder's disclosure statement and any publicly available information which is relevant to the contents of such disclosure statement, the AGSA will decide whether the bidder's conduct or any allegations relating thereto pose a risk, reputational or otherwise, to the AGSA; and if it reaches an adverse conclusion the AGSA will in its sole discretion have the right to disqualify a bidder from further participation in the tender process. Disqualification on this ground may be done at any stage in the bid evaluation process prior to contract award.

## **Annexure 9: Privacy & Protection of Personal Information Act 4 of 2013 Requirements**

Request for Proposal No:	
Name of Bidder:	
Authorised signatory:	

Protecting personal information is important to the Auditor General South Africa (AGSA). To do so, AGSA follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

Bidders are therefore required to complete the below and submit as part of their bid response:

### **Consent to process information according to Popia**

- a) The bidder gives consent and accepts that the information provided by the bidder shall be used for the purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder, Sars, CIPC) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.

**YES/NO**

- b) The bidder gives consent and accepts that the AGSA may use personal data to investigate potential risks such as fronting, criminal conduct and unethical conduct, for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The AGSA may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purposes.

**YES/NO**

- c) The AGSA may share the bidder's personal data with third parties to support our bid evaluation processes.

**YES/NO**

- d) Bidders must be aware that personal information collected as a result of this process may be used for secondary purposes such as the internal and external audit process.

**YES/NO**

- e) The bidder's personal data shall be kept confidential and be used for the purpose intended for this bid and shall not be shared with third parties for unrelated or unlawful purposes. In addition, the information shall be handled in line with record retention guidelines and be disposed of when the

timelines in the guidelines have been reached. Any request for deletion of personal information shall be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases, the bidder shall be informed and such impact effected.

**YES/NO**

- f) Bidders must note that if they do not provide consent and submit their personal information as required, the AGSA would be unable to evaluate your bid. This complies with section 18 (1) (d) (e) of the Popia, meaning submission of such personal information is voluntary, and the consequences of not submitting such personal information is that the AGSA would not be able to process your submission.

**YES/NO**

### **Information security measures that the AGSA implements**

The AGSA secures personal information in its possession and control through technical and organisational safeguards, which it has implemented to protect the integrity and confidentiality of personal information in accordance with generally accepted information security practices and procedures.

I, \_\_\_\_\_ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company/ Entity: \_\_\_\_\_

Company/ Entity Registration Number: \_\_\_\_\_

Company/ Entity VAT Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Signature (Company/ Entity Representative)

\_\_\_\_\_  
Date