



INVITATION TO BID

BID NUMBER	2/2026 HO
SERVICES & GOODS REQUESTED	CASIDRA DEBT COLLECTION SERVICES
CLARIFICATION MEETING	NO
CLOSING DATE AND TIME OF BID	FRIDAY 14 AUGUST 2026 STRICTLY @ 12:00
VALIDITY PERIOD OF BID	90 DAYS
TOTAL BID PRICE (VAT INCLUDED) <i>Must be the same as per CBD 4 – Price form.</i>	
<i>The following must be completed by the bidder.</i>	
NAME OF COMPANY	
ADDRESS	
NAME OF PERSON RESPONSIBLE FOR THE BID	
CONTACT NUMBER (code and number)	
CELLPHONE NUMBER	
E-MAIL ADDRESS	

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CSD NUMBER				
VAT REGISTRATION NUMBER				
SARS TCC attached (Foreign suppliers with no tax obligation in South Africa must complete the SBD1 form that will be submitted to SARS for verification and issuing of a Confirmation of Tax Obligation letter.)	YES	☐	NO	☐
Originally certified B-BBEE status level certificate/Original Sworn Affidavit (A B-BBEE status level verification certificate must be delivered to Casidra SOC Ltd, 22 Louws Avenue, Paarl , in order to qualify for preference points for B-BBEE)	YES	☐	NO	☐
SUBMISSION OF DOCUMENTS				
Sealed tenders, clearly indicated with the bid no, title and closing date, must reach Casidra SOC Ltd at their Head Office, 22 Louws Avenue, Southern Paarl and be placed in the bid box available at reception.				
PLEASE NOTE THE FOLLOWING				
TENDERS MUST BE BOUND AS CASIDRA WILL NOT TAKE RESPONSIBILITY FOR THE COMPLETENESS OF ANY UNBOUND BID DOCUMENTS.				
BID DOCUMENTS MUST BE DOWNLOADED FROM THE TENDER PORTAL. NO DOCUMENT WILL BE PROVIDED VIA E-MAIL.				
FAILURE TO PROVIDE ANY OF THE COMPULSORY DOCUMENTATION AND PARTICULARS MAY RENDER THE BID INVALID.				

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ENQUIRIES ABOUT THE COMPLETION OF THE TENDER DOCUMENT CAN BE ADDRESSED TO:

Name of Procurement Administrator	Marshelle Apollis
Contact e-mail	mbrown@casidra.co.za
Contact number	021 863 5000

The following must be completed and signed by the bidder

I, _____
as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the information submitted is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature of bidder		Date	
Capacity under which this bid is signed			

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TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION		
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted. 1.2. The tender box will be emptied at 12:00 and opened in public. 1.3. All bids must be submitted on the official forms provided (not to be re-typed). 1.4. Bidders must be registered on the Central Supplier Database (CSD). 1.5. Original Sworn Affidavit and originally certified B-BBEE certificates must be submitted to bidding institution to qualify for preference points for B-BBEE. 1.6. Bids are subject to the Casidra SOC Ltd Financial Regulations, Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022, the General Conditions of contract (GCC) where applicable, and if applicable other special conditions of contract.		
2. TAX COMPLIANCE REQUIREMENTS		
2.1. Bidders must ensure compliance with their tax obligations. 2.2. If a discrepancy exists between CSD and SARS, a printed version of the Tax Clearance Certificate (TCC) must be supplied by the supplier and the e-Filing PIN number for verification of authentication by Casidra SOC Ltd. 2.3. Foreign suppliers providing goods and services to Government Institutions is subject to a Tax Clearance Certificate obtained from SARS after verification and confirmation of liability to be registered for tax in South Africa. https://www.sars.gov.za/businesses-and-employers/government/application-for-tcc-foreign-entities/ 2.4. Consortia/joint ventures/sub-contractors must each submit a separate TCC.		
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1. Is the bidder a resident of the Republic of South Africa (RSA)	Yes ☐	No ☐
3.2. Does the bidder have a branch in RSA?	Yes ☐	No ☐
3.3. Does the bidder have a permanent establishment in the RSA?	Yes ☐	No ☐
3.4. Does the bidder have any source of income in the RSA?	Yes ☐	No ☐
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 2.3 ABOVE.		
4. TENDER CONDITIONS		
CASIDRA reserves the right to: 4.1. disregard any bids where the declaration has not been signed; 4.2. accept parts of the bid items or split bids based upon item prices; 4.3. disclose the results of the points awarded on request; 4.4. evaluate and award points according to the documentation supplied and evaluate functionality at its own discretion; 4.5. award the bid to the qualifying bidder with the highest number of points scored, unless the prices are not market related or on the basis of objective criteria stated in the tender documents, and		
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CASIDRA does not bind itself to:

- 4.6. award the bid to a bidder which does not necessarily have the lowest price.

The bid may be cancelled if:

- 4.7. all the bid offers received are higher than R50 million;
- 4.8. circumstances change and there is no longer a requirement for this service;
- 4.9. funds are no longer available or if there are insufficient funds available in the budget for the work;
- 4.10. no acceptable bids and/or market related prices are received;
- 4.11. there is a material irregularity in the tender process (administrative non-compliance of prescribed legislation);
- 4.12. false information was supplied by the bidder;
- 4.13. Cancellation of bid will be placed in the same media as initially advertised.

Other notes:

1. Final points scored will be rounded off to the nearest 2 decimal places.
2. In the event of equal scores, the offer with the highest B-BBEE score will be successful. If scores are still equal, and where functionality is part of the bid, the offer with the highest functionality score will be successful. If the scores are still equal, the drawing of lots will determine the outcome.
3. **Casidra** SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.
4. Subject to the sole discretion of **Casidra**, failure to supply all supplier information documents may result in the tender being rendered non-responsive.

5. EVALUATION OF TENDERS

- 5.1. Tenders will be evaluated and adjudicated in terms of the PPPFA, 2000 (Act 5 of 2000). The PPR, 2022 and **Casidra's** Supply Chain Management policy, for which 80/20 points will be allocated in respect of price and points in respect of B-BBEE contribution.
- 5.2. Functionality criteria will be assessed and scored as prescribed by PPPFA Regulation 5 as indicated in CDB 3. A tender that fails to meet minimum functional threshold will be regarded as an unacceptable bid.
- 5.3. Additional objective criteria as per Section 2(1)(f) of the PPPFA will apply, as indicated in tender document and which may include, but is not limited to:
 - 5.3.1. Poor track record of service provider;
 - 5.3.2. Unrealistic price offering which is not market related;
 - 5.3.3. Unrealistic own conditions set by service provider;
 - 5.3.4. Rotation of suppliers;
 - 5.3.5. Unacceptable commercial risk to entity.

6. COMPLETION OF TENDER DOCUMENTS

- 6.1. The original tender document must be **completely fully in black pen ink** and signed by the authorised signatory to validate the tender. **All the pages must be initialled** by the authorised signatory returned. **Failure to do so may result in the disqualification of the tender.**
- 6.2. Tender documents may not be retyped. **Retyped documents may result in the disqualification of the tender.**
- 6.3. The complete original tender document must be returned. Missing pages could result in the disqualification of the tender.
- 6.4. No unauthorised alteration of this set of tender documents will be allowed. **Any authorised alteration will disqualify the tender automatically.** Any ambiguity must be cleared with the contact person for the tender before the tender closure.
- 6.5. Subject to the sole discretion of **Casidra**, failure to supply all supplementary information and documentation may result in the tender being rendered non-responsive.

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CBD 3

THE FOLLOWING RETURNABLE DOCUMENTS (INCLUDING THE CBD FORMS AS PART OF THE BID) MUST BE VALID FOR A PERIOD OF 90 CALENDER DAYS AFTER CLOSURE OF THE BID AND SUBMITTED AS PART OF THE BID PACKET. INITIAL ALL OTHER PAGES.

Document	Description	Compulsory	Comment
CBD 1	Invitation to bid	✓	Sign page 3
CBD 2	Conditions to submit bid	✓	
CBD 3	Terms of Reference	✓	
CBD 4	Pricing schedule	✓	Sign page 17
CBD 5 (a)	Supply Chain – Preferential Procurement Regulations 2022	✓	Sign page 28
CBD 5 (b)	Declaration	✓	Sign page 30

PROCUREMENT STRATEGY (Please indicate by choosing either YES or NO and click on the box.)	Yes	No
1. Advertising on e-tender	☒	☐
2. Advertising on CIDB	☐	☒
3. Advertising on Casidra portal	☒	☐
4. RFQ	☐	☒
5. Open tender process	☒	☐
6. Contract administration sheet completed	☒	☐
7. Procure plan sheet completed	☐	☒
8. Advertise period (3 weeks) <i>*Note if bid document and advertisement period is less than 14 days, attach CEO approval.</i>	☒	☐

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COMPULSORY DOCUMENTS TO BE SUBMITTED WITH BID.	
Registration with the Council of Debt Collectors	
COMPANY PROFILE – Detailed company profile including but not withstanding core business activities, background, resources, etc.	
SUPPORTING DOCUMENTATION	
B-BBEE CERTIFICATE / SWORN AFFIDAVIT	

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PROJECT:	CASIDRA DEBT COLLECTION SERVICES
GENERAL REQUIREMENTS 1. Background Casidra SOC Ltd ("Casidra") invites suitably qualified and experienced debt collection service providers to submit proposals for the provision of professional debt collection services on an as-and-when-required basis. The purpose of this appointment is to assist Casidra in recovering outstanding debts owed to the Company in an efficient, lawful and professional manner while maintaining appropriate standards of confidentiality, ethical conduct and customer service. 2. Nature of Appointment The appointment shall be on an as-and-when-required basis for the duration of the contract. No minimum value or volume of work is guaranteed under this appointment. Casidra reserves the right, at its sole discretion, to allocate work as and when required and to determine the number and value of matters allocated to the appointed service provider(s). Casidra further reserves the right to appoint more than one service provider and to allocate matters amongst appointed service providers as it deems appropriate. Appointment to the panel does not create an exclusive relationship between Casidra and the appointed service provider. 3. Geographic Coverage The appointed service provider must have one or more operational offices within any of the major metropolitan centres of the Western Cape and must be capable of rendering services throughout the Western Cape Province. Office addresses and contact details must be included in the bidder's Company Profile. 4. Minimum Requirements The bidder must: • Demonstrate proven experience in commercial debt collection services. • Have a minimum of five (5) years' experience in debt collection. • Be registered and in good standing with the Council for Debt Collectors and submit proof of such registration. • Have the necessary personnel, systems and resources to perform the required services. • Comply with all applicable legislation governing debt collection activities. • Submit at least three (3) contactable client references for similar services rendered. 5. Compliance Requirements The appointed service provider shall comply with all applicable legislation, including but not limited to: • Debt Collectors Act, 114 of 1998; • Protection of Personal Information Act, 4 of 2013 (POPIA); • Promotion of Access to Information Act, 2 of 2000 (where applicable); • Financial Intelligence Centre Act, 38 of 2001 (where applicable); and • Any other applicable legislation governing debt collection activities. 6. Confidentiality All information supplied by Casidra shall be treated as confidential.	

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The appointed service provider shall implement appropriate administrative, technical and physical safeguards to protect confidential and personal information and shall not disclose any information obtained during the execution of the contract without the prior written approval of Casidra, except where required by law.

7. Pricing

Bidders are required to complete and submit the prescribed Pricing Schedule. Failure to complete the Pricing Schedule in full may result in the bid being regarded as non-responsive.

Casidra's preferred pricing model is a success-based commission structure, whereby the appointed service provider will only earn a commission on amounts successfully recovered on behalf of Casidra.

No upfront administration fees, file opening fees, monthly retainers, subscription fees or similar charges shall be payable by Casidra.

The appointed service provider may only recover approved third-party disbursements that are necessarily incurred in the execution of the services, provided that:

- such costs have been approved in writing by Casidra prior to being incurred;
- documentary proof of the expenditure is submitted with the relevant invoice; and
- the expenditure represents the actual cost incurred without any mark-up by the service provider.

Examples of approved disbursements may include:

- Court filing fees;
- Sheriff's fees;
- Approved tracing costs;
- Other statutory charges approved by Casidra.

Bidders shall indicate:

- The commission percentage applicable to successful recoveries;
- Any third-party disbursements that may become payable;
- VAT status and applicable VAT percentage; and
- Any assumptions or exclusions applicable to the pricing submitted.

All commission rates shall remain fixed for the duration of the contract unless otherwise agreed to in writing by Casidra.

PERIOD AND EXTENT OF PROJECT

This is specifically recorded that this contract is linked to a specific timeframe of **4 years**.

FUNCTIONAL REQUIREMENTS

1. The following criteria will be used to calculate points for functionality of Service providers tender offers, and Service providers must ensure that they submit all information and required evidence to be evaluated in terms of functionality on the criteria mentioned in table 1 below:

Table 1: Functionality criteria breakdown

CRITERIA		MAXIMUM POINTS
1.	Relevant Company Experience	25
2.	Qualifications and Experience of Key Personnel	15
3.	Methodology and Approach	30

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4.	Reporting, Systems and Contract Management	20
5.	References and Past Performance	10
TOTAL POINTS		100

2. Important notes:

- (i) Service providers that score less than 70 out of 100 points for the functionality criteria will be regarded as submitting a non-responsive Bid and will not be evaluated on (price and preference points).
- (ii) Service providers must ensure that all the information requested is provided in detail. Failure on the service provider part to provide the evidence required to award points will result in no points being awarded for that criterion.
- (iii) Unclear or incomplete information provided will result in no points being allocated.
- (iv) Service providers must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated
- (v) Points will be allocated in terms of the evidence provided by the service provider. If the information provided during the evaluation of the tender are known to be false, the Entity will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

FUNCTIONAL CRITERION - EVALUATION AND ADJUDICATION

Criterion 1: Relevant Company Experience (25 Points)

Assess the bidder's experience in providing debt collection services.

Evaluation	Score
Less than 3 years	5
3–5 years	10
More than 5–8 years	18
More than 8 years with demonstrable commercial/public sector experience	25

Evidence required:

- Company profile
- Company registration details
- List of similar projects

Criterion 2: Qualifications and Experience of Key Personnel (15 Points)

Evaluate the experience of the individuals who will actually manage Casidra's matters.

Evaluation	Score
Limited experience	5
Experienced staff with Council registration	10
Highly experienced team with senior oversight and specialist debt collection expertise	15

Evidence required:

- CVs
- Council registration
- Organogram

Criterion 3: Methodology and Approach (30 Points)

Bidders should provide a detailed methodology describing how the whistleblowing service will operate, including but not limited to:

- Receipt of reports through multiple reporting channels

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- Anonymous reporting processes
- Case intake and registration
- Assessment and categorisation of reports
- Escalation and notification protocols
- Investigation referral process
- Case management procedures
- Feedback mechanisms to whistleblowers (where applicable)
- Fraud prevention and ethics support
- Case closure process
- Service level commitments
- Business continuity arrangements

Scoring:

Evaluation	Score
Poor or generic methodology with limited alignment to Casidra's requirements	5
Adequate methodology demonstrating understanding of the required services	18
Comprehensive, well-structured methodology fully aligned to Casidra's requirements and recognised best practice	30

Evidence Required

- Technical Proposal
- Methodology Statement
- Process Flow Diagram (if applicable)

Criterion 4: Reporting, Systems and Contract Management (20 Points)

The bidder must demonstrate the capability of its case management and reporting systems, including:

- Secure electronic case management system
- Online dashboard access
- Real-time case tracking
- Monthly management reports
- Trend analysis
- Incident categorisation
- Root cause analysis
- Data security controls
- POPIA compliance
- Audit trails
- Information retention procedures
- Contract management approach

Evaluation	Score
Manual reporting with limited system capability	5
Good reporting functionality and secure case management	12
Sophisticated electronic case management system with comprehensive reporting, dashboards, analytics, audit trails and demonstrated POPIA compliance	20

Evidence Required

- System Description
- Sample Dashboard
- Sample Monthly Report
- POPIA Compliance Statement

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Criterion 5: References and Past Performance (10 Points)

Require **three contactable references**.

Scoring:

Evaluation	Score
One reference	3
Two references	6
Three or more positive references	10

Documents Required

To support the evaluation, bidders are required to submit:

- Company Profile
- Council for Debt Collectors Registration
- Company Registration Documents
- CVs of Key Personnel
- Organogram
- Methodology Statement
- List of Similar Projects
- Contactable References
- Sample Monthly Report
- Proof of Office(s) in the Western Cape
- Proof of Professional Indemnity Insurance (if applicable)

Functionality Evaluation Matrix

Criterion	Evidence Required
Relevant Company Experience	Company profile, project list
Qualifications and Experience of Key Personnel	CVs, registrations
Methodology and Approach	Technical proposal
Reporting, Systems and Contract Management	Sample reports, system description
References and Past Performance	Contactable references

Failure to provide the information as required and in the format as indicated, will result in no points being awarded to service provider for functionality.

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EVALUATION METHOD

- Proposals will be adjudicated in accordance with the relevant SCM Policies and procedures, the PPPFA and its Regulations of 2022.
- The tender will be adjudicated in the following four phases:

Bid Committee Evaluation process following a phased approach	Phase A	Acceptable tender as per PPPFA section 1 - Compliance with conditions and special conditions, legislative and legal requirements, and minimum specifications (including local content if relevant)
	If responsive move to	
	Phase B	Functionality scoring – must meet threshold requirements as per PPPFA Regulations i.e. ### points out of 100 points
	If responsive, move to	
	Phase C	Price and Preference scoring, as per PPPFA Regulations
	Once scored and listed in order of points, move to	
	Phase D	Consideration of additional objective criteria as per PPPFA section 2(1)(f) read with PPPFA Regulations
Highest points = successful Service Provider, unless additional objective criteria exist		

- A proposal that does not score at least 70 points during functionality scoring will not be regarded as an acceptable bid.
- In relation to responsive tenders, which progressed to Phase D, 80 points will be allocated in respect of price and 20 points in respect of BBBEE level contribution.
- The following information will be considered as additional objective criteria, once the preferred Service Providers have been identified, as per PPPFA section 2(1)(f) and as indicated in Item 8 below.
- Once the preferred service provider is identified, a notification will be sent to Service Providers of the identified preferred Service Provider and the allowance of a 14-day complaint, enquiries, dispute process as contemplated by **Casidra's** Appeals Committee
- A final award will made when no valid objections were received.

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ADDITIONAL OBJECTIVE CRITERIA

Please read Explanatory note*

Applicable Objective Criteria *(To be completed by End User and confirmed by the Procurement Administrator for this RFQ)*

In line with Section 2(1)(f) of the PPPFA, the following objective criteria are deemed applicable to this specific quotation and will be considered in the evaluation process:

- ☒ Proximity to project location – presence in the Western Cape
- ☐ Immediate availability of stock or resources
- ☐ Support for local economic development in the project area
- ☐ Risk of delivery delays (urgency of project)
- ☐ Value-added services / total cost of ownership
- ☐ Compliance with available budget
- ☐ Environmental or sustainability considerations
- ☐ Strategic alignment with Casidra's priorities
- ☐ Other (please specify): _____

Note: Only selected criteria above will be applied and must be substantiated during evaluation.

***EXPLANATORY NOTE:**

ADDITIONAL EVALUATION CONSIDERATIONS: OBJECTIVE CRITERIA

In accordance with Section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), objective criteria may be applied in addition to price and preference points, where bids are equally scored or where relevant for ensuring value-for-money and service delivery efficiency. The following objective criteria may be considered, provided they are disclosed upfront and applied fairly and consistently:

- Proximity: Preference may be given to service providers located within a specific radius (e.g., 50km) of the project site, where proximity enhances service delivery or reduces logistics costs.
- Availability of Stock or Resources: Bidders demonstrating immediate availability of goods or personnel may be favoured where time is critical.
- Local Economic Development (LED): Preference may be shown for suppliers that support local employment or economic participation in the project's location.
- Risk of Delivery Delays: Quotes may be assessed based on the supplier's ability to meet timelines where urgency is a factor.
- Cost-Effectiveness Beyond Price: Consideration may be given to value-added services, warranty periods, after-sales support, and total cost of ownership.
- Budget Availability: Where quotations exceed the available approved budget, preference may be given to compliant quotes that fall within budget limits.
- Environmental or Sustainability Considerations: Preference may be given to bidders offering products or services with reduced environmental impact.
- Strategic Fit: Where proposals align with the strategic or operational priorities of the organisation, this may be considered as a differentiator in final recommendation.

Note: These criteria will only be applied where relevant to the nature of the goods/services being procured and must be substantiated during evaluation. Casidra reserves the right to apply such criteria in line with its SCM policies, strategic objectives, and legislative compliance.

All quotations will be evaluated in accordance with Casidra's SCM Policy, the PFMA, and the Preferential Procurement Regulations, 2022.

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SCOPE OF WORKS

The appointed service provider shall provide professional debt collection services on an as-and-when-required basis for debtors located throughout the Western Cape Province.

The scope of work shall include, but not be limited to, the following:

1. Assessment of Debt Matters

- Receive and review debt collection instructions issued by Casidra.
- Assess the recoverability of outstanding debts.
- Advise Casidra on the most appropriate recovery strategy where necessary.

2. Debt Collection Services

Undertake all reasonable debt collection activities, including:

- Issuing letters of demand;
- Telephone, email and written follow-up with debtors;
- Negotiating payment arrangements where appropriate;
- Monitoring compliance with payment arrangements;
- Conducting debtor tracing where required;
- Following up on overdue payments until the matter is resolved or closed.

3. Recovery of Outstanding Amounts

Recover outstanding amounts owing to Casidra, including, where applicable and authorised:

- Outstanding capital amounts;
- Interest;
- Approved collection costs recoverable in terms of applicable legislation or contractual agreements.

4. Recommendations for Further Action

Where normal collection efforts have been unsuccessful, provide written recommendations to Casidra regarding:

- further recovery strategies;
- legal action;
- settlement proposals;
- write-off recommendations where recovery is considered unlikely.

No legal proceedings may be instituted without the prior written approval of Casidra.

5. Reporting

The appointed service provider shall submit a monthly progress report for all active matters by no later than the fifth (5th) working day of the following month.

The report shall include, as a minimum:

- Number of matters allocated;
- Value of matters allocated;
- Collection activities undertaken;
- Amounts recovered during the reporting period;
- Outstanding balances;
- Payment arrangements concluded;
- Matters requiring legal escalation;
- Dormant or disputed matters;
- Recommendations and proposed next steps.

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Casidra reserves the right to request additional management reports as required.

6. Service Levels

The appointed service provider shall, as a minimum:

- Acknowledge receipt of new instructions within two (2) working days.
- Initiate contact with debtors within five (5) working days of receiving an instruction.
- Notify Casidra of payments received within two (2) working days.
- Promptly notify Casidra of any dispute, complaint or legal issue that may affect the recovery process.
- Maintain accurate records of all collection activities undertaken.

7. Completion of Matters

Upon completion of each matter, the service provider shall provide Casidra with:

- A final status report;
- Details of amounts recovered;
- Copies of settlement agreements (where applicable);
- Copies of relevant correspondence upon request; and
- Any original documentation supplied by Casidra.

8. Performance Management

The performance of the appointed service provider may be assessed against, amongst others:

- Timeliness of collection activities;
- Recovery rates;
- Compliance with contractual service levels;
- Quality and accuracy of reporting;
- Responsiveness to Casidra's instructions;
- Compliance with applicable legislation; and
- Professional conduct throughout the engagement.

PROJECT SPECIFIC GOVERNANCE ARRANGEMENTS

1. **Quality Assurance:** To ensure continuous evaluation and assessment of the quality of services rendered, Casidra may appoint independent quality assurers to provide reliance on the work performed.

2. **A structured governance process** will be put in place to ensure sound contract management and actual achievement of value for money service delivery.

- (i) Regular monitoring of contract performance.
- (ii) Quality assurance mechanisms will be agreed upfront.
- (iii) Service levels and Key Performance Indicators will be agreed upfront.
- (iv) Reporting formats will be agreed upon.
- (v) Payment schedules will be determined and agreed.

PAYMENT STRATEGY

- A. To ensure sustainable cash flow to the service provider, payment will be made on a monthly basis, subject to GCC conditions.
- B. An invoice- payment schedule will be agreed upfront.

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NAME OF BIDDER			
BID NUMBER			
Are you registered in terms of sections 23 of the Value-Added Tax Act 1991 (Act no 89 of 1991) as amended?1		Yes ☐	No ☐
If yes to above, provide your VAT number			
Bill of quantities (if yes, it will be attached separately)		Yes ☐	No ☒
A. Commission Based Pricing		Bidder's Offer	
Commission percentage on amounts successfully recovered (excluding VAT)		%	
VAT applicable		Yes/No	
Commission percentage (including VAT, where applicable)		%	
B. Approved Third-Party Disbursements			
The bidder shall indicate whether the following disbursements may be applicable where authorised in writing by Casidra.			
Disbursement	Applicable (Yes/No)	Basis of Charge	
Court filing fees		Actual cost	
Sheriff's fees		Actual cost	
Debtor tracing fees		Actual cost	
Other statutory charges (specify)		Actual cost	
Pricing Declaration			
The bidder confirms that:			
- No file opening fees; administration fees, monthly retainers or similar charges will be levied against Casidra. - Commission shall only become payable upon the successful recovery of monies on behalf of Casidra. - No third-party disbursement shall be incurred without the prior written approval of Casidra. - All approved disbursements shall be recovered at actual cost without any mark-up. - The commission percentage offered shall remain fixed for the duration of the contract.			
Signature of bidder			
Date			

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NOTES (applicable where indicated)		
A. PRICE (where applicable)		
1. FIRM PRICES a. Only firm prices will be accepted including prices subject to rates of exchange. b. No non-firm prices will be considered. c. All delivery cost must be included in the bid price for delivery at prescribed destination. d. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point. 2. NON-FIRM PRICES a. In cases of period contracts, non-firm prices will be adjusted (loaded) with the assessed contract price adjustments implicit in non-firm prices when calculated the comparative prices. b. Price adjustments will be allowed at periods and times specified in the bidding documents. c. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point. d. The quantities are given as a guideline for a bid and for the purposes of unit rates and in no way be used as a measured bid. 3. PROFESIONAL SERVICES a. All applicable taxes include value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies. 4. PRICING INSTRUCTIONS a. The parties will agree on a payment schedule and the contents and format of progress reports and invoicing, where after the service provider will provide Casidra with a detailed invoice and progress report as per the approved payment schedule. b. Any ad-hoc assignments MUST be agreed in writing between the Parties prior to commencing with any work. c. It is important to understand that the price offering is to enable Casidra to evaluate tenders on a comparative basis. d. The actual fee that will be paid for such service will be determined prior to the commencement of the project and Casidra retains the right to either accept the price in the offering or other prescribed rates in accordance with the Cost Containment requirements. e. The service provider must note that the contract price is subject to all travel and subsistence costs being considered for re-imbursement in accordance with Casidra's Policy.		
B. OTHER NOTES (applicable to all bids)		
1. The tender will be evaluated on the criteria for a market related price. 2. The full cost of the service and/or works must be indicated and may not be discounted or cross subsidised against another service, project, transaction or sale of goods. Such contributions against the total project cost must be specified, itemised, costed and clearly indicated in the bid. 3. The prices must be valid for a period of 90 days from date of closure of the bid to allow for evaluation and appointment. 4. Casidra SOC Ltd retains the right to amend financial/accounting calculations and to accept the amended amount as the new bid amount.		
C. COMPANY PROFILE (applicable when requested)		
1. The contractor must attach a detailed and comprehensive company profile including core competencies of personnel. The company profile must summarize information about the organisation. 2. The company profile must include the following: a. Company core business activities (describe products and services and markets in which it operates). b. Company background (state number of years in business, location, history of company etc.)		
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c. Company resources (number of employees, core competencies of personnel, structure of company)
D. APPOINTMENT (applicable to construction and professional services)
1. The successful contractor will be given notification in writing by means of an appointment letter 2. The successful contract must sign the CBD 8 , together with this document, which will form the contract.
E. ADDITIONAL OBJECTIVE CRITERIA
1. The following information will be considered as additional objective criteria, once the preferred service providers have been identified as per PPPFA section 2(1)(f) and supported by the relevant case law: a. Poor track record of the preferred service provider. b. Unrealistic price offering which is not market related. c. Unrealistic own conditions set by the service provider. d. Rotation of tenders. e. Environmental considerations. f. Abnormally low tender. g. Risk considerations specifically related to preferred service provider.
F. CONTRACTING ARRANGEMENTS
1. A negotiated of the final terms of the contract will be done after the award. 2. Execution and Management of the concluded contract. 3. The service provider will be governing by SBD8/JCC contract concluded between itself and the Entity. The main objective of the contract is to plot the deliverables for the next 4Years. 4. The contract management from the Entity's side will be the project manager, who will act within his or her mandates as prescribed and delegated.
G. PROOF OF RELEVANT EXPERIENCE AND REFERENCES
The following must be completed in detail by bidder. 1. Supply at least three (3) different reference letters from three (3) different companies with contact numbers. 2. Description of work must be relevant to nature of this contract. Do not list work if it does not fall within the scope of works. 3. Elaborate on project under Description by being specific at to the works executed in the contract to support relevant experience.

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REFERENCES PROVIDED BY TENDERER

BIDDER IS NOT SUPPOSED TO SIGN THESE DOCUMENTS. THE REFERENCE FORM MUST BE SIGNED BY PERSON SUBMITTING THE REFERENCE

Reference company name					
Contact information					
Description of work					
Value of work					
Completed					
Performance of the contractor according below criteria:					
	Poor/bad	Done	Average	Good quality	Excellent
Quality of work					
Project time frame					
Completed within budget					
Overall management of works					
Signed by (Name)					
Signature of company reference					
Date					

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Completed within budget					
Overall management of works					
Signed by (Name)					
Signature of company reference					
Date					

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CHANGES MADE BY BIDDER

If the bidder wishes to make any changes to any of the bid conditions or specifications, or wishes to qualify this bid in any way, it must be clearly set out below. Any changes made and not listed, will disqualify a bid.

Any changes made by the bidder outside the scope of works, resulting in not meeting pre-qualifying conditions or compulsory subcontracting, may influence the functionality of the end product and may result in the bid being disqualified.

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SUPPLY CHAIN MANAGEMENT								
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND CODES OF GOOD PRACTICE								
Only for use of bids from R2 000 to maximum of R50 million								
Casidra, as a Schedule 3D development and implementation agent for the Western Cape Provincial Government underwrites, and complies with the Provincial and National developmental initiatives and administers funds on behalf of donors. Within this context, and because of the specific requirements of the donors for the application of the funds, the awarding of bids is dependent on the special evaluation criteria as set out in the policies of Casidra. The evaluation criteria of this Preferential Procurement Policy are based on the “Preferential Procurement Policy Framework (Act 5 of 2000)” and related Regulations. Awarding of the bid is dependent on preferential points system, and every presentation is measured against the specific evaluation criteria as shown. The completion and signature of the document is thus a pre-requisite to qualify as a service provider.								
This preference form must form part of all bids 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 MAKE SURE OF THE CONTENTS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE WHICH CAN BE FOUND ON: http://www.thedtic.gov.za/financial-and-non-financial-support/b-bbee/broad-based-black-economic-empowerment/ https://www.gov.za/documents/broad-based-black-economic-empowerment-act https://www.bbbeeommission.co.za/								
DEFINITIONS								
1.1	“ affidavit ”	is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings;						
1.2	“ B-BBEE ”	means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;						
1.3	“ 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 of Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;						
1.4	“ EME ”	is an Exempted Micro Enterprise with an annual total revenue of R10 million or less;						
1.5	“ Large Enterprise ”	is any enterprise with an annual total revenue above R50 million;						
1.6	QSE	is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;						
1.7	“ the Act ”	means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);						
1.8	“ the Regulations ”	means the Preferential Procurement Regulations, 2011 and 2022;						
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	“ person ”	includes a juristic person;						
1.11	“ 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;						
1.12	“ trust ”	means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and						
1.13	“ trustee ”	means any person, including the founder of a trust, to whom property is bequeathed in order						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">For office use only</td> <td style="width: 40%; padding: 5px;">Version no: 3</td> <td style="width: 30%; padding: 5px;">Date: JULY 2025</td> </tr> <tr> <td style="padding: 5px;">To be initialised by bidder</td> <td></td> <td style="padding: 5px;"><i>Initial here</i></td> </tr> </table>			For office use only	Version no: 3	Date: JULY 2025	To be initialised by bidder		<i>Initial here</i>
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1.14	for such property to be administered for the benefit of another person;								
1.15	“ original sworn affidavit ” means the initial document which was not photocopied or electronically reproduced;								
	“ original certified B-BBEE certificate ” means the certification of a copy of the B-BBEE certificate confirming the validity of the original document. The stamp of the notary must be ORIGINAL .								
GENERAL CONDITIONS									
1.1	The value of this bid is estimated to not exceed R50 million (all applicable taxes included) and therefore the 80/20 points system shall be applicable.								
1.2	Preference points for this bid shall be awarded for:								
	(a) Price; and								
	(b) B-BBEE Status Level of Contribution.								
1.3	The maximum points for this bid are allocated as follows:								
	<table border="1"> <tr> <td></td> <td>POINTS</td> </tr> <tr> <td>PRICE</td> <td>80</td> </tr> <tr> <td>B-BBEE STATUS LEVEL OF CONTRIBUTION</td> <td>20</td> </tr> <tr> <td>Total points for Price and B-BBEE</td> <td>100</td> </tr> </table>		POINTS	PRICE	80	B-BBEE STATUS LEVEL OF CONTRIBUTION	20	Total points for Price and B-BBEE	100
	POINTS								
PRICE	80								
B-BBEE STATUS LEVEL OF CONTRIBUTION	20								
Total points for Price and B-BBEE	100								
1.4	Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate form issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or by a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an affidavit confirming annual total revenue and level of black ownership together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.								
1.5	The purchaser 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 purchaser.								
1.6	The bidder is responsible to provide Casidra SOC Ltd with (refer to 2.2 under POINTS AWARDED FOR PRICE:								
1.6.1.	An original sworn affidavit								
1.6.2.	An originally certified B-BBEE certificate .								
ADJUDICATION USING A POINT SYSTEM									
1.1	Subject to Regulation 7 of the Casidra SOC Ltd Financial Regulations and PPR 2022, the bidder obtaining the highest number of total points will be awarded the contract.								
1.2	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.								
1.3	Points scored must be rounded off to the nearest 2 decimal places.								
1.4	In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.								
1.5	However, where functionality criterion forms part of the bid and 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.								
POINTS AWARDED FOR PRICE									
THE 80/20 PREFERENCE POINT SYSTEM									
1.	A maximum of 80 points is allocated for price on the following basis:								

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

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of offer tender consideration

$P_{\min}$ = Rand value of lowest acceptable tender

2. A maximum of 20 points will be awarded for B-BBEE status level of contribution:

- 2.1. In terms of Regulations 5(2) of the Regulations preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level on Contributor	Number of points	Points awarded (for office use only)	BEE recognition level
1	20	EME & QSE 100% Black owned	135%
2	18	EME & QSE 51% + Black	125%
3	14		110%
4	12	EME 51% < Black owned	100%
5	8		80%
6	6		60%
7	4		50%
8	2		10%
Non-compliant contributor	0		0%

- 2.2. B-BBEE requirements:

An **EME** must submit a valid, fully completed, **original, certified, dated and signed sworn affidavit** (no photostat copies of certification allowed) confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission (accounting officer for a Closed Corporation).

If a **startup EME**, a **clear, originally certified copy**, of B-BBEE certificate issued by the CIPC for EME's only is accepted.

A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by SANAS.

A **QSE that is at least 51% black owned (51% or higher)** must submit an **original, certified, dated and signed sworn affidavit** confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

A **large enterprise** must submit a **clear, valid, originally certified copy** of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

A **trust, consortium or joint venture**, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A **trust, consortium or joint venture** (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.

Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

3. Bids of non-compliant contributors (where no certificate was submitted) will be considered but no points will be awarded for B-BBEE status.

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SUB-CONTRACTING		
1.1. Will any portion of the contract be sub-contracted: <i>(Tick applicable box)</i>	Yes ☐	No ☐
1.2. If YES, INDICATE:		
a. What percentage of contract will be subcontracted?		
b. The name of the subcontractor		
c. B-BBEE status level of the sub-contractor		
d. Is sub-contractor EME or QSE	Yes ☐	No ☐
e. Attach the originally certified B-BBEE certificate/ original sworn affidavit as proof.		

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MARKET RELATED PRICING

If a bidder, whose tender is compliant and received the highest overall points, do not offer a market related price, the offer may be negotiated with that bidder to be market related.

Are you willing to negotiate your offer?

Yes ☐

No ☐

SUPPLY CHAIN PERFORMANCE MEASUREMENT

In order for **Casidra** to measure its supply chain efficiency and effectiveness, please assist us by answering the following questions:

- **What were the source that made you became aware of this bid being available.**

Personal Email invite to bid:	☐
Via a friend or business partner:	☐
National Government E-Tender website:	☐
Local Newspapers:	☐
Casidra own website:	☐
CIDB website	☐
Other (specify)	☐

- **Was the time allowed to date of closure sufficient for you to compile an offer?**

No – too short ☐	Yes – Sufficient ☐	No - Too long ☐
---	---	--

I, _____

as the authorised representative of the company / CC / business hereby declare that, to the best of my knowledge the abovementioned information is true and correct and that I am duly authorized as a signatory of this bid. On behalf of my business, I accept the terms and conditions as set out in this document. I will supply documentary proof of any information supplied herein on request and to the satisfaction of **Casidra**.

In terms of the POPI Act I further give consent that my contact and company details as will be captured on the **Casidra** database may be shared with the role players/funders involved in the project and be used by **Casidra** for the purpose of further procurement.

Signature

Date

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BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....

.....

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

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Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

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