



## ENERGY OFFICE

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25 January 2016

### **Request for Quotation (RfQ): EThekweni Municipality Green House Gas Inventory For the 2014 calendar year**

#### **Background**

The eThekweni Energy Office engaged the services of professional consultants in 2011 to develop the Municipality's 2010 Green House Gas (GHG) inventory and a system for completing and reporting GHG's on an annual basis. The GHG Inventory was developed so that the eThekweni Municipality would be able to compare year to year GHG emissions and begin a process of annual emission reduction target assessment.

EThekweni Municipality's 2010 GHG Emissions Inventory (GHGEI) was developed based on the International Local Government GHG Emissions Analysis Protocol V 1.0 and the Local Government Operations Protocol for the Quantification and Reporting of GHG Inventories V 1.1. These protocols are developed specifically to facilitate local government GHG Emissions Inventories which are developed by International Council for Local Environmental Initiatives (ICLEI).

The eThekweni Municipality has updated the Inventory on an annual basis from 2010, albeit a year in retrospect.

The eThekweni Municipality GHG Emission Inventories and reports can be found here: [http://www.durban.gov.za/City\\_Services/energyoffice/Pages/GHG-Inventory.aspx](http://www.durban.gov.za/City_Services/energyoffice/Pages/GHG-Inventory.aspx)

For the 2010 and 2011 eThekweni Municipal GHGEI, consultants were appointed to undertake the entire process of data collection, analysis and updating of the necessary tools and reports. However, the eThekweni Municipality Energy Office Officials were primarily responsible for updating the 2012 and 2013 inventory with a consultant contracted to assist with data gaps and verification of the completed inventory.

The World Resources Institute, C40 Cities Climate Leadership Group and ICLEI – Local Governments for Sustainability have jointly developed a new Greenhouse Gas Emissions protocol, the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC). Due to the eThekweni Municipality being a signatory to the Compact of Mayors, the eThekweni Municipality is obliged to adopt the GPC for the 2014 Inventory.

## Services Required

The following services/activities are required:

### **Activity 1: Realignment to new Protocol**

Currently, the eThekweni Municipality utilises the following protocols:

1. The International Local Government GHG Emissions Analysis Protocol V 1.0; and
2. The Local Government Operations Protocol for the Quantification and Reporting of GHG Inventories V 1.1.

The eThekweni Municipality has been tasked to re-align the adopted protocol to the 'Global Protocol for Community-Scale Greenhouse Gas Emission Inventories' (GPC). This protocol can be found here: [http://ghgprotocol.org/files/ghgp/GHGP\\_GPC.pdf](http://ghgprotocol.org/files/ghgp/GHGP_GPC.pdf). The eThekweni Municipality will report at the BASIC+ reporting level thus all the reporting requirements shall be complied with.

The current eThekweni Greenhouse Gas Emissions Inventory Management Plan can be found here: [http://www.durban.gov.za/City\\_Services/energyoffice/Documents/eThekweni%20Greenhouse%20Gas%20Emissions%20Inventory%20Management%20Plan.pdf](http://www.durban.gov.za/City_Services/energyoffice/Documents/eThekweni%20Greenhouse%20Gas%20Emissions%20Inventory%20Management%20Plan.pdf). The Management Plan's purpose is to act as a guide to enable the eThekweni Municipality to update and manage the Greenhouse gas emissions inventory process. This management plan needs to be updated and aligned to the new GPC protocol. The realignment will be required for 'community emissions' and for 'Local Government Operations' (LGO). Guidance in developing a LGO Inventory is contained in Appendix B in the GPC protocol.

**Outcome from Activity 1:** This activity will culminate in:

1. Full compliance by eThekweni Municipality to the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories; and
2. Updated eThekweni Greenhouse Gas Emissions Inventory Management Plan.

### **Activity 2: Capacity building**

1. Offer training on the GPC tool to the Energy Office staff responsible for the inventory in alignment with the new protocol/methodologies.

**Outcome from Activity 2:** This activity will culminate in:

1. Ability to update the tool with collected data.

The EO staff after completing the GPC compliant inventory should be able to complete the annual report hereafter.

### **Activity 3: Modify Calculation Tool**

The eThekweni Municipality utilises a Microsoft Excel tool to automatically calculate emissions. The tool can be classified into three sections:

1. Input: This is a number of sheets that allows for the inputting of activity data.
2. Calculations: these include sheets that house conversion factors and emission factors. Also included are sheets that automatically apply conversion and emission factors to the activity data.
3. Output: These sheets present the emissions in various layouts (e.g. according to scopes or for reporting to Carbonn).

The latest publicly available and locked tool can be found here: [http://www.durban.gov.za/City\\_Services/energyoffice/Pages/GHG-Inventory.aspx](http://www.durban.gov.za/City_Services/energyoffice/Pages/GHG-Inventory.aspx).

The tool is currently based on the previous protocols and needs to be adapted to ensure that it is in-line with the GPC reporting, and related, requirements. It is important to note that this calculation tool should continue with the current level of disaggregation for activity data, as a minimum, as the calculation tool is also utilized for other purposes. The unlocked version will be made available to the appointed service provider.

**Outcome from Activity 2:** An updated GPC compliant Microsoft Excel calculation tool.

### **Activity 4: Update Inventory for the 2014 Calendar year**

The updated Plan and calculation tool should then be utilized to update the 2014 eThekweni Municipal Greenhouse Gas Emissions Inventory and should be fully compliant with the GPC.

The following requirements shall be complied with:

1. The inventory should be at the BASIC+ reporting level;
2. Cover all sectors and sub sector currently being reported on;
3. The reporting will cover all 3 scopes;
4. The inventory will cover all seven gases required by the GPC;
5. The GHG emissions to be aggregated according to the scopes framework

It is important to note that the eThekweni Municipal Energy Office will collect the activity data. This will require increased communication between the Energy Office team and appointed service provider.

**Outcome from Activity 4:** The complete 2014 GPC compliant GHG Inventory (on the Microsoft Excel calculation tool with references or links to these provided).

### **Activity 5: Verification**

A third-party verification process should be undertaken for the 2014 GPC compliant Inventory. This should be arranged for by the successful service provider and costs included in the service providers' submission to this RFQ.

The third-party who will verify the 2014 Inventory should be an individual or organisation that has not been part of Activities 1 to 4 of this RfQ.

The verification process followed should be guided by Chapter 12 (Managing Inventory Quality and Verification) of the GPC.

**Outcome from Activity 5:**

1. Written report of data/aspects in the inventory that need clarification and/or rectification; and
2. A verification certification/letter.

**Important notes:**

1. Data will be collected by the Energy Office.
2. The successful individual/organisation will be required to sign a Service Level Agreement or Confidentiality Agreement.
3. The eThekweni Municipality will retain all rights of ownership for any output from this RfQ (e.g. Updated eThekweni Greenhouse Gas Emissions Inventory Management Plan).

**Deliverables**

The key deliverables from this scope of work which will include the following:

1. Updated eThekweni Greenhouse Gas Emissions Inventory Management Plan that is GPC compliant;
2. Updated Microsoft Excel Calculation tool that is GPC compliant;
3. Completed 2014 eThekweni Greenhouse Gas Emissions Inventory that is GPC compliant;
4. Written report of data/aspects in the inventory that need clarification and/or rectification; and
5. A verification certification/letter.

**Timeframe and Budget**

This contract will be for a period of 8 weeks, expected to take place during February and March. This contract will be adjudicated in terms of the eThekweni Municipality Supply Chain Management rules and policies and will follow the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, "Procedures for procuring goods or services through written or verbal quotations and formal written price quotations<sup>1</sup>" (i.e. formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included)).

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<sup>1</sup> <http://www.durban.gov.za/durban/government/scm/strategy/Approved%20SCM%20Policy.pdf>

## Adjudication Criteria

This RFQ will be assessed according to a 2 step process. The first step is a functionality assessment and service providers must score a minimum of 70 points (out of 100) in order to be assessed any further. Step 2 is adjudicated according to price and preferential procurement.

The scores for functionality are calculated as follows:

### Step 1: Functionality Score (100 points)

No	Step 1: Functionality	Score
1	Demonstrated understanding of the GPC Methodology	30
2	Number of Greenhouse Gas Emissions Inventories completed for large organisation and/or municipalities and/or government departments in South Africa	20
3	Number of Greenhouse Gas Emissions Inventories verified for large organisation and/or municipalities and/or government departments in South Africa	20
4	Demonstrate skill of GHGEI verification by team members	20
5	Expertise on Microsoft Excel	10
	<b>TOTAL</b>	<b>100</b>

Service providers must score a minimum of 70 points for functionality to be assessed further. The scores for price and procurement are calculated as follows:

### Step 2: Price and Preferential Procurement (100 points)

Step 2: Price and Preferential Procurement	Score
1) Price including, incl. VAT and all other costs	80
2) Preferential Procurement (FPLITE Score)	20

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Point System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

CRITERIA	MAX. POINTS SCORING	REMARKS
<b>Phase1: Functionality</b>	<b>100 Points</b>	Companies/Individuals must score a minimum of 70 points for functionality in order to be assessed for Step 2
<b>Functionality</b>		
Demonstrate understanding of GPC methodologies	30 points	Please provide a detailed overview of knowledge and experience in the proposal
Number of completed GHGEI	20 points	Please provide a detailed list for large organization and/or municipalities and/or governments departments in South Africa
Number of GHG Emissions Inventories verified	20 points	Please list in detail number of GHGEI verified for large organization and/or municipalities and/or governments departments in South Africa
Experience of team members and team leaders	20 points	Please provide a detailed overview of knowledge and technical expertise in specific sectors including understanding of emission sources and sinks. This will include expertise in process auditing.. Accreditation is not a pre-requisite but will be advantageous
Expertise in Microsoft Excel	10 points	Please provide a detailed overview of capabilities on Microsoft Excel
<b>TOTAL Phase 1:</b>	<b>100</b>	
<b>Phase 2: Price and Preferential Procurement</b>	<b>100 Points</b>	
<b>Price</b>		<b>Total 80</b>
Price	80	
Preferential Procurement		<b>Total 20</b>
FPLITE Score	20	
<b>TOTAL Phase 2:</b>	<b>100</b>	

In addition the Step1: Functionality criteria will be assessed according to the following table:

Criteria	Description	0%	Poor (40%)	Satisfactory (70%)	Good (90%)	Very good (100%)
Demonstrated understanding of the GPC Methodology <b>(Max 30)</b>	Does the service provider display an understanding of the GPC Methodology?	No response or irrelevant data. (0 points)	Outdated understanding or understanding that is contradictory with the GPC. (12 points)	Displays a satisfactory understanding of the GPC. (21 points)	Displays an excellent understanding of the GPC, verification processes and other relevant protocols. (27 points)	Displays an excellent understanding of the GPC, verification processes, other relevant protocols and an in-depth understanding of difficulties and way in which to overcome them. (30 points)
Number of Greenhouse Gas Emissions Inventories completed for large organisation and/or municipalities and/or government departments in South Africa <b>(Max 20)</b>	Does the service provider have a proven track record with undertaking similar work with organisations of similar size?	No response or irrelevant data. (0 points)	No relevant verification undertaken for relevant organisations. (8 points)	1 relevant verification undertaken for relevant organisations. (14 points)	2 to 4 relevant verification undertaken for relevant organisations. (18 points)	More than 5 relevant verification undertaken for relevant organisations. (20 points)
Number of Greenhouse Gas Emissions Inventories verified for large organisation and/or municipalities and/or government departments in South Africa <b>(Max 20)</b>	Does the service provider have a proven track record with undertaking similar work with organisations of similar size?	No response or irrelevant data. (0 points)	No relevant verification undertaken for relevant organisations. (8 points)	1 relevant verification undertaken for relevant organisations. (14 points)	2 to 4 relevant verification undertaken for relevant organisations. (18 points)	More than 5 relevant verification undertaken for relevant organisations. (20 points)

<p>Demonstration of skill by team leaders and team members in Greenhouse Gas Emissions Inventories verification for relevant organization. <b>(Max 20)</b></p>	<p>Does the team leader or team member have sufficient knowledge and experience of the verification?</p>	<p>No information or no experience (0 points)</p>	<p>1) Team member have limited experience in verification. 2) Team leader has managed at least 2 verifications. (8 points)</p>	<p>1) Team member has at least 2 verifications. 2) Team leader has managed 3 to 4 verifications. (14 points)</p>	<p>1) The team member has managed 3 to 4 verifications. 2) The team leader has at least 5 verifications. (18 points)</p>	<p>1) The team member has more than 4 verifications. 2) Team leader has more than 5 verifications. (20 points)</p>
<p>Expertise on Microsoft Excel <b>(Max 10)</b></p>	<p>Does the supplier have sufficient levels of expertise of Microsoft Excel?</p>	<p>No response or irrelevant data. (0 points)</p>	<p>Understanding of Excel is unlikely to result in successful deliverables. (4 points)</p>	<p>Understanding of Excel is likely to result in successful deliverables. (7 points)</p>	<p>In-depth understanding of Excel resulting in deliverable being exceeded. (9 points)</p>	<p>Outstanding understanding of Excel and will likely result in efficiencies on the Excel tool being developed. (10 points)</p>



## Submission Requirements

Proposals need to include the following information:

- 1) Demonstrated understanding of the GPC Methodology (**Provide an overview of your understanding of the GPC**).
- 2) Number of Greenhouse Gas Emissions Inventories completed for large organisation (annual turnover of more than 1 R Billion) and/or municipalities and/or government departments in South Africa (**Provide and detailed list, including company name and activities undertaken, for completion of relevant GHG inventories**).
- 3) Number of Greenhouse Gas Emissions Inventories verified for large organisation and/or municipalities and/or government departments in South Africa (**Provide and detailed list, including company name and activities undertaken, for completion of relevant GHG inventories**).
- 4) Details of skills of team members experience in Greenhouse Gas Emissions verification with reference (**Provide and detail capabilities of GHG emissions verification**).
- 5) Expertise on Microsoft Excel (**Provide an overview of capabilities of Microsoft Excel**).
- 6) A work plan including tasks, timelines and outputs.
- 7) A detailed cost breakdown / budget for the required work inclusive of:
  - a. Hour rates for team member/s
  - b. Travel and disbursement costs
  - c. VAT
  - d. Total Cost
- 8) CVs of Team Member/s
- 9) Supporting Documents
  - a. Service Providers Valid Tax Clearance Certificate.
  - b. Declaration on Interest
  - c. Declaration of Municipal Fees
  - d. Certificate in independent Bid Determination
  - e. Focused Procurement Lite registration details (<http://fplite.durban.gov.za/>)

Proposals need to be submitted to:

Nondumiso Mthembu

E-mail: [Nondumiso.Mthembu@durban.gov.za](mailto:Nondumiso.Mthembu@durban.gov.za)

Tel: 031 322 2635

Energy Office, 3<sup>rd</sup> Floor, SmartXchange Building, 6 Walnut Road.

For technical queries contact:

Linda Somazembe

E-mail: [Linda.Somazembe@durban.gov.za](mailto:Linda.Somazembe@durban.gov.za)

Tel: 031 322 2633

Energy Office, 3<sup>rd</sup> Floor, SmartXchange Building, 6 Walnut Road.

**NOTE: A hardcopy of your proposal must be submitted. The softcopy can be submitted in a PDF format.**

**Proposals must be received no later than 11h00 on 15 February 2016.**

Please ensure that you receive a confirmation of receipt if submitted by email and that emails do not exceed 5 MB in size. The eThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available. This request for quotations is subject to any changes which may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project. Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment. Final payment will be paid on full completion of the project and the receipt of the final set of deliverables.

## Annexure: Supporting Documents

### **A. DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>2</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1. Full Name of bidder or his or her representative:.....

3.2. Identity Number: .....

3.3. Position occupied in the Company (director, trustee, shareholder<sup>3</sup>):.....

3.4. Company Registration Number: .....

3.5. Tax Reference Number:.....

3.6. VAT Registration Number: .....

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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<sup>2</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>3</sup>Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.8. Are you presently in the service of the state? **YES / NO**

If yes, furnish particulars.....

3.9. Have you been in the service of the state for the past twelve months? .....**YES / NO**

If yes, furnish particulars.....

.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

If yes, furnish particulars.

.....

.....

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?**YES / NO**

If yes, furnish particulars.

.....

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?**YES / NO**

3.14.1 If yes, furnish particulars:

.....  
 .....

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

Full Name	Identity Number	State Employee Number

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

**B. DECLARATION OF MUNICIPAL FEES**

I/We do hereby declare that the Municipal fees of \_\_\_\_\_ (company name), are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees :

<b>ACCOUNT</b>	<b>ACCOUNT NUMBER</b>
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Designation

\_\_\_\_\_

Date

## **C. CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) 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. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
4. This MBD 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 (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(Name of Municipality / Municipal Entity)

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;
6. 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

.....

Date

<sup>3</sup> Joint venture or Consortium 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.