



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (STATE SECURITY AGENCY)

BID NUMBER:	SSA/08/2026-27	CLOSING DATE:	31 July 2026	CLOSING TIME:	11:00
DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER FOR GROUNDS MAINTENANCE, LANDSCAPING AND GARDEN SERVICES FOR THE STATE SECURITY AGENCY AT MUSANDA COMPLEX AND REMOTE SITES (GAUTENG), FOR A PERIOD OF FIVE (5) YEARS				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Joe Nhlanhla Street 377-JR, Rietvlei, Pretoria

Musanda Complex

R50 Delmas Road

Rietvlei, PRETORIA

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Mr RM Tauwatswala
TELEPHONE NUMBER	+27 (12) 427 4778
E-MAIL ADDRESS	Makgomar@ssa.gov.za
COMPULSORY BRIEFING SESSION	10 JULY 2026 AT 10:00

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
CONTACT PERSON			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TOTAL BID PRICE Inc. VAT			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
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 FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

NAME OF THE BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

TABLE OF CONTENTS

Invitation to Bid (SBD 1)

Part 1 – **Conditions of Bid**

Part 2 – **Specifications**

Part 3 – **Bid Forms and related documents**

Schedule A – Government Procurement: General Conditions of Contract

Schedule B – Application for Tax Clearance Certificate (SBD 2)

Schedule C – Pricing Schedule (SBD 3.2,)

Schedule D – Declaration of Interest (SBD 4)

Schedule E – Qualifications and experience

Schedule F – Organizational type

Schedule G – Organizational Structure

Schedule H – Details of Bidder's nearest office

Schedule I – Financial Particulars

Schedule J – Preference Points Claim Forms (SBD 6.1)

Schedule K - Security Questionnaire

DEFINITIONS

The rules of interpretation and defined terms contained in the General Conditions of Contract (GCC) shall apply to this invitation to bid unless the context requires otherwise.

In addition the following terms used in this invitation to bid shall, unless indicated otherwise, have the meanings assigned to such terms in the table below.

SSA	State Security Agency.
Invitation to bid	Invitation to bid comprising <ul style="list-style-type: none">○ The cover page and the table of content and definitions○ Part 1 which details the Conditions of Bid○ Part 2 which details the Terms of Reference relating to the service○ Part 3 which contains all the requisite bid forms and certificates; As read with GCC – General Conditions of Contract
Services	Defined services on the cover page of this invitation to bid and described in detail in the Terms of Reference;
Specifications /Terms of Reference	Specifications or terms contained in Part 2 of this invitation to bid;

Part 1

Conditions of Bid

1. BACKGROUND AND INTRODUCTORY PROVISIONS

Refer to Part 2 of this invitation to bid for background and introductory information relating to the Services and this invitation to bid.

2. OFFER AND SPECIAL CONDITIONS

2.1 Without detracting from the generality of clause below, bidders must submit a completed and signed and requisite bid forms attached as Part 3 with its bid. Bidders must take careful note of the conditions of award.

2.2 **All bids submitted in reply to this invitation to bid should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to bid, duly completed where required.**

2.3 **It is a requirement that Tax matters of a service provider must be complaint with SARS when submitting, during and at the award of this tender.**

2.4 In the event that any form or certificate provided in Part 3 of this invitation to bid does not have adequate space for the bidder to provide the requested details, the bidder should attach an annexure to such form or certificate on which the requested details should be provided and the bidder should refer to such annexure in the form or certificate provided.

3. CLOSING TIME OF BIDS AND PROVISIONS RELATING TO SUBMISSION OF BIDS

3.1 The closing date and time for the receipt of bids in response to this invitation to bid is detailed on the cover page of this invitation to bid.

3.2 All bids must be submitted in a sealed envelope bearing the bid number, bid description and closing date.

3.3 All bids must be deposited before the closing time and date stipulated above in the bid box at the address detailed on the cover page of this invitation to bid.

4. ENQUIRIES

Should any bidder have any enquiries relating to this invitation to bid, such enquiries may only be addressed to the person/s detailed on the cover page to this invitation to bid at the number/s stipulated. Bidders are given until two (2) days before the closing date to forward enquiries regarding the tender.

5. COMPULSORY BID BRIEFING/SESSION

There will be a compulsory briefing session for this tender. A compulsory briefing meeting will be stipulated in the cover page of the invitation to bid. All details such as venue, date and time of the briefing meeting will be provided in the cover page of this bid. If a bidder misses out on a compulsory briefing meeting, it is regrettable that the bid will be considered

6. TAX CLEARANCE & CSD REGISTRATION

The bidder should have compliant tax matters with SARS when submitting bid documentation.

7. PRICING

7.1 The bidder(s) must submit details regarding the bid price for the Services on the Pricing Schedule form/s attached as Part 3 – Schedule C which completed form/s must be submitted together with the bid documents.

7.2 Pricing stipulated must be **INCLUSIVE OF VALUE ADDED TAX.**

7.3 It is an express requirement of this invitation to bid that the bidders provide some transparency in respect to their pricing approach. In this regard, bidders must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule form Part 3 – Schedule C.

7.4 The total price including VAT should be transferred to SBD1.

8. DECLARATION OF INTEREST

The bidder should submit a duly signed declaration of interest (SBD 4) together with the bid. The declaration of interest is attached as Part 3 – Schedule D.

9. QUALIFICATIONS OF BIDDERS

Bidders must submit detailed information together with their bid and disclose the experience in the relevant trade together with present contracts. These details should be submitted together with the bid on the form attached as Part 3 – Schedule G.

10. PARTNERSHIPS AND LEGAL ENTITIES

In the case of the bidder being a partnership, close corporation or a company all certificates reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the bid. These details should be submitted on the form attached as Part 3 – Schedule H.

11. CONSORTIUM / JOINT VENTURE

- 11.1 It is recognized that bidders may wish to form consortia to provide the Services.
- 11.2 A bid in response to this invitation to bid by a consortium shall comply with the following Requirements: -
- 11.3 It shall be signed so as to be legally binding on all consortium members;
- 11.4 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;
- 11.5 The lead member shall be the only authorized party to make legal statements, communicate with the SSA and receive instructions for and on behalf of any and all the members of the consortium;
- 11.6 A copy of the agreement entered into by the consortium members shall be submitted with the bid.
- 11.7 Each party to the Consortium must submit a BBBEE Status Level Verification certificate.
- 11.8 Each party to the Consortium must be tax compliant with SARS.
- 11.9 Preference points will only be awarded when a consolidated BBBEE Certificate is submitted.
- 11.10 Parties should be registered on the Central Supplier Database or be willing to register on such a database.

12. ORGANISATIONAL PRINCIPLES

The bidder should submit a clear indication of the envisaged authorized organisational principles, procedures and functions for an effective delivery of the required Service. These details should be submitted on the form attached as Part 3 – Schedule I.

13. DETAILS OF THE PROSPECTIVE BIDDERS' NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The bidder should provide full details regarding the bidders nearest office base in the province (see Part 3 of this invitation to bid). These details should be provided on the form attached as Part 3 – Schedule J which completed form must be submitted together with the bid.

14. FINANCIAL PARTICULARS

Bidder must provide full details regarding its financial particulars and standing, which particulars should be submitted together with the bid on the form attached as Part 3-Schedule K.

15. PREFERENCE POINTS CLAIM FORMS

Part 3 – Schedule L contains the Preference Points Claim Forms in terms of Preferential Procurement Regulations, 2017 to be completed and signed by the bidder to the extent applicable and returned with this bid.

16. VALIDITY

Bid documentation submitted by the bidder will be valid and open for acceptance for a period of **(150) one hundred and fifty** calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

17. ACCEPTANCE OF BIDS

17.1 The SSA does not bind itself to accept either the lowest or any other bid and reserves the right to accept the bid which it deems to be in the best interest of the Department.

17.2 The SSA reserves the right to award the bid in wholly or in part thereof.

18. NO RIGHTS OR CLAIMS

18.1 Receipt of the invitation to bid does not confer any right on any party in respect of the Services or in respect of or against the SSA. The SSA reserves the right, in its sole discretion, to withdraw by notice to bidders any Services or combination of Services from the bid process, to terminate any party's participation in the bid process or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the bid process.

18.2 The SSA, nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to bid or the subsequent submission of a bid in response to this invitation to bid in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by bidders in connection with or arising out of the bid process.

19. NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY

- 19.1 The invitation to bid and its contents are made available on condition that they are used in connection with the bid process set out in the invitation to bid and for no other purpose. All information pertaining to this invitation to bid and its contents shall be regarded as restricted and divulged on a “need to know” basis with the approval of the SSA.
- 19.2 In the event that the bidder is appointed pursuant to this invitation to bid such bidder may be subject to security clearance prior to commencement of the Services.

20. ACCURACY OF INFORMATION

- 20.1 The information contained in the invitation to bid has been prepared in good faith. The SSA nor any of their respective directors, advisors, officers, employees, agents, representatives make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to bid, or any other written or oral information made available in connection with the bid and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.
- 20.2 This invitation to bid may not contain all the information that may be required to evaluate a possible submission of a response to this invitation to bid. The bidder should conduct its own independent analysis of the operations to the extent required to enable it to respond to this bid.

21. COMPETITION

- 21.1 Bidders and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the bidding process which serves to limit competition amongst bidders.
- 21.2 In general, the attention of bidders is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive bidding.
- 21.3 If bidders have reason to believe that competition issues may arise from any submission of a response to this bid invitation, they are encouraged to discuss their position with the competition authorities before submitting response.
- 21.4 Any correspondence or process of any kind between bidders and the competition authorities must be documented in the responses to this invitation to bid.
- 21.5 Part 4 (Schedule F) should be completed and duly signed.

22. RESERVATION OF RIGHTS

- 22.1 Without limitation to any other rights of the SSA (whether otherwise reserved in this invitation to bid or under law), the SSA expressly reserves the right to: -
- 22.2 Request clarification on any aspect of a response to this invitation to bid received from the bidder, such requests and the responses to be in writing;

- 22.3 Amend the bidding process, including the timetables, closing date and any other date at its sole discretion.
- 22.4 Reject all responses submitted by bidders and to embark on a new bid process.

23. SUBMISSION CHECK-LIST

1.1	Bid Document (This Document - All pages Completed, Initialed and signed by Bidder)
1.2	Invitation to bid (Completed and signed) (SBD 1)
1.3	General Conditions of Contract (Schedule A)
1.4	Pricing Schedules (SBD3.1, 3.2, 3.3) (Schedule C)
1.5	Declaration of Interest (SBD 4) (Schedule D)
1.6	Qualifications and Experience - completed and signed (Schedule G)
1.7	Organizational Type (Schedule H)
1.8	Organisational Structure (Schedule I)
1.9	Details of Bidder's nearest office (Schedule J)
1.10	Financial Particulars (Schedule K)
1.11	Preference Points Claim Forms (SBD 6.1) (Schedule L)
1.12	Security Clearance Requirements (Schedule M)
1.13	JV or Consortium Agreement where applicable
1.14	CIDB Grading

24. SECURITY REQUIREMENTS

- 24.1 **Security clearances:** The bidder's (principal or joint venture contractor) employees and sub-Bidders **are** required at all times during the contract period to be in possession of valid security clearances to the level determined by SSA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders.
- 24.2 The vendors shall supply and maintain a list of personnel involved on the account indicating their clearance status. Negative or failure of security clearance or vetting by the bidder bidder's employees or partners at any stage during the contracting or contract period and lack of or inability to obtain acceptable replacements by the contractor may lead to the cancellation of the contract. The Bidders and their sub-Bidders will be re-vetted for every event during the period of contracting (5 years).

25. PRICE NEGOTIATION

The award of the tender may be subjected to price negotiation with the preferred service provider/s.

PART 2

APPOINTMENT OF A SERVICE PROVIDER FOR GROUNDS MAINTENANCE, LANDSCAPING AND GARDEN SERVICES FOR THE STATE SECURITY AGENCY AT MUSANDA COMPLEX AND REMOTE SITES (GAUTENG), FOR A PERIOD OF FIVE (5) YEARS.

1. Introduction

The State Security Agency is looking to appoint experienced service provider to render Grounds, Landscaping Maintenance and Garden Services as outlined in the terms of reference provided in this bidding documents.

2. Background

The magnitude of the work involved warrants the invitation of tenders for the competitive participation of service providers and appointment thereof of the successful bidder who will provide the required services.

3. Tender Scope

Bidders are required to submit comprehensive proposals for Complete Grounds, Garden Maintenance and Landscape Services for a period of five (5) years.

3.1 Professional Requirements

To ensure standards of delivery all tenders must comply with the following criteria: -

- Registration with applicable professional body/bodies
- If a prospective bidder is compliant to specific ISO standards, proof of such certification needs to be provided, e.g. Management System standards (ISO 9001, ISO 14001), Occupational Health and Safety Management standard (ISO 18001 / OHSAS 18001), etc.

3.2 Overview of services required / contractual obligations

The service contract will include but not be limited to the following areas of work:-

- I. Grass cutting and general seasonal maintenance to include fertilisation, scarification and aeration
- II. Beautification of high visibility areas
- III. Rejuvenation of lawns by reseeding where necessary as per request
- IV. Maintain and correct any defects in the brick delineation between the veld grass and manicured lawns
- V. Maintain and improve the current irrigation system as per request
- VI. Maintain and service the manual turf valve system as per request
- VII. Cut and trim all made berms, e.g., sports-field, water-feature, reservoir area, putting green, main entrance etc.

- VIII. Maintain and improve all landscaped flower beds which contain plants, boulders and stonework, additional materials will be at request.
- IX. All plants, groundcovers, shrubs and trees to be maintained and improved as per request
- X. Stone aggregate splash zone/apron to be maintained
- XI. Maintenance of pumps and filters at water feature and natural dams as per request, including changing of filter sand / filter material when required
- XII. Maintenance of swimming pools including water treatment and pump repairs and replacement
- XIII. Weed control hard and soft surfaces (Environmentally friendly weed killer)
- XIV. Eradication and Control and of alien vegetation using herbicides / sterilizing agents / manual methods (TLB)
- XV. Particular attention to continuously combat and reduce black wattle growth and germination and other nuisances, especially when establishing new gardens
- XVI. Road sweeping and maintenance e.g. spraying of weed killer on paving
- XVII. Cleaning of culverts and gutters
- XVIII. Cutting of firebreaks as per request and bi- annual firebreak re-instatement
- XIX. Creation of permanent concrete firebreaks over the period of three years with two years' maintenance
- XX. Firebreak and erosion rehabilitation
- XXI. Controlled burning as required
- XXII. Routine maintenance of firebreaks with use of herbicides agents, if required
- XXIII. Cleaning and grass cutting of storm water channels
- XXIV. Cleaning of grids and catchment areas draining points
- XXV. Sports field maintenance
- XXVI. Tree felling and stump grinding, and additional felling at the prescribed rate as per request
- XXVII. Routine cleaning of gutters of buildings
- XXVIII. Wooden pole fence maintenance (replace broken / damaged / deteriorated sections)
- XXIX. High security fence buffer zone maintenance, ensure vegetation does not interfere with proper operation of security system(s)
- XXX. Render emergency service, referring to cut and removal of trees damaged by adverse weather conditions, including re-instatement of affected area
- XXXI. In the event of an emergency when trees are blown over, typically during extreme weather conditions, all remnants of the tree(s) must be removed including roots. If roots are not removed, stump grinding must be used to reduce tree stump height to (or below) soil / grass level

- XXXII. Access to snake catching, wildlife veterinary services, bee keeping and environmental services
- XXXIII. No accommodation will be allowed on site, limited storage facilities will be available. All costs to be inclusive of support works (sweeping, blowing, watering etc.)

4. EVALUATION CRITERIA

Bids will be evaluated in accordance to the stages mentioned below.

Stages	Category	Maximum points	Threshold score
Stage 1	Pre-Evaluation – Administrative criteria	-	-
Stage 2	Mandatory Requirements		
State 3	Functionality/Technical proposal	70	
Stage 4	Price and BBEEE	80/20	-

4.1 Stage 1: Pre- qualification criteria /Administrative criteria

- i. To be considered responsive, bids must satisfy responsive criteria as set out in the SDB forms attached, failure of which may result in the proposals being disqualified.
- ii. Without limiting the generality of the State Security Agency’s other critical requirements for this bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders’ responses, will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.
- iii. SSA reserves the right to reject any bids that does not comply with minimum requirements.
- iv. Documents that must be submitted for Pre-qualification (Administrative criteria) are indicated in the table below.

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Invitation to Bid – SBD 1			
2	Schedule A – General Conditions of Contract			
3	Schedule B - Original and valid Tax Clearance Certificate as stipulated (SBD 2)			When is it expiring:
4	Schedule C - Pricing Schedules (SBD3.2)			
5	Declaration of interest – SDB 4 also submit mandatory documents			
6	Schedule E: In case of a Joint Venture, an agreement must be signed by both parties to the JV.			
7	Schedule F -Schedule - Qualifications and Experience			

ESSENTIAL REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
8	Schedule G - Organizational Type and Structure			
9	Schedule H - Details of Bidder's nearest office (Schedule H)			
10	Schedule I – Financial Particulars latest audited financial statements			
11	Schedule J – Preferential Claim form (SBD 6.1) B-BBEE Certificate			
12	Schedule K – Security Clearance Requirements (SBD0)			
13	Registration on Central Supplier Database (CSD). In case of a/joint Venture arrangement, all Bidder(s) members must also submit all the mandatory documents			CSD Registration No; MAAA_____
14	On CSD: In case of Joint Venture arrangement, all Bidder(s)/members must also submit tax compliance status			
18	Pricing Schedule			

4.2 Stage 2: Mandatory Requirements

- A bid or proposal must comply with all the below mandatory requirements to advance to the next stage. Any bid/proposal that do not comply with the listed mandatory requirements will be disqualified.

MANDATORY REQUIREMENTS				
Item No	Document that must be submitted	YES √	NO x	Comments
1	Minimum CIDB Grading 5SH, PE/ or combination			
2	Proof of qualification within field of Horticulture and/or Conservation Management.			
3	Proof of applicable membership of related technical governing bodies			
4.	Management System standards, ISO 9001, ISO 14001 standards, and proof of such certification should be provided.			

4.3 Stage 3: Functionality evaluation criteria

- Bids will be evaluated as per the below Technical/Functional criteria. Bids are expected to meet the minimum threshold score of 70 to be regarded as responsive bids. Only bids that achieve this score of 70 points or more will advance to stage 4 to be evaluated for price and BEE. Refer the detailed attached Terms of Reference.

4.4 Stage 4: Price and B-BBEE stage evaluation in terms of the 80/20 or 90/10 preference point systems

The bid will be evaluated in terms of the 80/20-point system as stipulated in the Preferential Procurement Regulations, 2023. 80 points will be allocated for price and 20 points for attaining the B-BBEE status level of contributor.

6.3.1 Evaluation in terms of Points for Price points

The following formulae will be used in calculating points scored for price as follows:

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

Where

P_s = Points scored for comparative price of tender or offer under Consideration

P_t = Comparative price of tender or offer under consideration; and

P_{\min} = Comparative price of lowest acceptable tender or off

NB: Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates/affidavits or certified copies to substantiate their B-BBEE rating claim. A bidder will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 20 points for B-BBEE. Total points scored will be calculated by adding points scored for price and B-BBEE Contributor Level.

6.3.2 Evaluation in terms of BBBEE points

Bidders are required to, together with their bids submit original and valid B-BBEE status level verification certificates or certified copies to substantiate their B-BBEE rating claims. A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution nor is a non-compliant contributor. Such a bidder will score 0 out of maximum of 20 points for B-BBEE.

Point allocation will be done as per the below table:-

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

***NB: Total Points scored for Price and BBBEE must be rounded off to the nearest 2 decimal places.**

5. CONTRACT EXPENDITURE

- The contract amount for routine grounds upkeep will be based on a fixed monthly rate
- The tables provided are for calculation purposes and comparative selection, which will be based on total amount stated per month and a consolidated annual cost.
- The 1st year's maintenance cost will be fixed as per the tendered rates.
- A fixed yearly inflation adjustment tariff, based on CPI, will be applicable at the beginning of each year for five-year period.

Part 3- Schedule A

General Conditions of Contract and Special Conditions of Contracts

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

NB: SEE ATTACHED GENERAL CONDITIONS OF CONTRACT

Part 3 – Schedule B

Application for Tax Clearance Certificate

TAX CLEARANCE REQUIREMENTS IT IS A CONDITION OF BIDDING: -

1. It is an absolute requirement that the taxes of the successful bidder **must** be in order or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her obligations.
2. The attached form, Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. That Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for 6 months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit an **original** and valid Tax Clearance Certificate at the time of submission of the bid **shall** invalidate the bid.
3. In bids where Consortia/ Joint Ventures /Sub-Contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

Part 3- Schedule C

SBD 3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number: SSA/08/2026-27
Closing Time: <u>11:00</u>	Closing date: 31 July 2026

OFFER TO BE VALID FOR **150** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO. INCLUDED	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES)
-------------------	----------	-------------	---

Required by:

At:

Brand and model

Country of origin

Does the offer comply with the specification(s)? *YES/NO

If not to specification, indicate deviation(s)

Period required for delivery

- Delivery: *Firm/not firm

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = the new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
- D1, D2...= each factor of the bid price e.g. labor, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. *FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.*

FACTOR (D1, D2 etc. e.g. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

NB: BIDDERS MUST PROVIDE QUOTATIONS IN THEIR COMPANY LETTERHEAD

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)

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

Part 3-Schedule E

Qualification and Experience

1. Details of the extent of the company activities and business, e.g. branches etc:

2. A list of existing and/or previous contracts relating to similar services:

Description of work and value	Period		Organization	Contact Person	Contact No
	Start date	End date			

3. Details of Qualifications of the Project Manager and the Key Personnel:

Name	Designation	Qualifications

.....
SIGNATURE OF (ON BEHALF OF) COMPANY

Part 3-Schedule F

Organisation Type

PARTNERSHIP/CLOSED CORPORATION/COMPANY
(delete which is not applicable)

The bidder comprises of the following partners/members/directors:

1. NAME _____

ADDRESS : _____

ID NUMBER: _____

2. NAME : _____

ADDRESS : _____

ID NUMBER: _____

3. NAME : _____

ADDRESS : _____

ID NUMBER: _____

4. NAME : _____

ADDRESS : _____

ID NUMBER: _____

5. NAME : _____

ADDRESS : _____

ID NUMBER: _____

.....

SIGNATURE OF (ON BEHALF OF) BIDDER

Part 3- Schedule H

Details of Supplier's Office

1. Physical address of supplier's office

2. Telephone No of office: _____

3. Time period for which such office has been used by supplier: _____

.....
SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITAL LETTERS

In the presence of:

1. _____

2. _____

Part 3- Schedule I

Financial Particulars

This schedule must be completed by the bidder and submitted together with the bid. Documentary proof confirming availability of financial resources to execute the contract from the bidder's financial institution and /or Audited Financial Statements must be submitted with the bid. If this requirement is not complied with in full the bid will be considered invalid

Nature of Service: _____

Name of bidder: _____

Bid Number: _____

	<p style="text-align: center;"><u>FINANCIAL POSITION OF BIDDER</u></p> <p>I/we hereby certify that I/we have the necessary financial capacity and resources to execute the above contract successfully for the bid amount. I / we hereby attach letter confirming availability of financial resources from the financial institution. I / we give the SSA permission to contact the financial institution below to confirm the information provided.</p> <p>In the absence of the above, a letter confirming that the bidder has applied for financial assistance from any financial institution and that the institution is willing to favourably consider such application in the event that the bidder is successful, will also satisfy the Department.</p>
NAME OF FINANCIAL INSTITUTE	
ADDRESS	
TEL.NO	
FAX NO.	
CONTACT PERSON	

SIGNATURE OF (ON BEHALF OF) BIDDER

NAME IN CAPITALS

In the presence of:

1. _____

2. _____

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE	100

1.5 In terms of the ACT (PPPFA), the specific goals may include— (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; (ii) implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994; any specific goal for which a point maybe awarded, must be clearly specified in the invitation to submit a tender;

- 1.6 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.7 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.
- 1.8 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (g) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (h) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (i) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“proof of B-BBEE status level of contributor”** means:
- B-BBEE Status level certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;

- (a) “QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. BID DECLARATION

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

5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 5.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1 Name of company/firm.....

6.2 Company registration number:

6.3 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

3.3. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals (BBEE status level) as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the ***audi alteram partem*** (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

SECURITY CLEARANCE REQUIREMENTS

DECLARATIONS

A. Does the business meet the government’s Black Economic Empowerment requirements as per the relevant industry charter?

Yes: No:

If YES Explain:

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

B. Do you declare that the business is NOT a BEE front company?

Yes: No:

If NO Explain:

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

C. Does the business have any associated family? Friends or business associates in the employ of the Ministry of Intelligence?

Yes: No:

If YES Explain:

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

CONFIDENTIAL

D. Do any of the above mentioned in Declaration C have any financial interest in the business?

Yes: No:

If YES Explain:

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

.....

E. Do you declare that the company is currently in a stable and sustainable financial position

Yes: No:

If YES Explain:

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

F. Has the business done any work for a foreign government institution intelligence agency?

Yes: No:.....

If YES Explain:

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

G. Has the business or any of its principals/ employees obtained a security clearance from any foreign or local governmental institution?

Yes: No:

If YES Explain:

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

CONFIDENTIAL

THE CONTENTS OF THIS DECLARATION FORM MUST BE CERTIFIED AS CORRECT

Hereby the undersigned certifies that:

1. Note is taken that the completed declaration is for official use only and will be treated as strictly **CONFIDENTIAL**.
2. The information stated in this declaration is accurate and true and note is taken that false information will have a negative effect on the security clearance of the company and its principals.
3. The signatory will be held immediately responsible for any fraudulent or incorrect information provided.

Company:

Respondents name:

I.D. number:

Position:

Date:

Signature: