



Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

OFFICE OF THE PREMIER THE EASTERN CAPE PROVINCE SUPPLY CHAIN MANAGEMENT
2026-07-03
REF NO: OTP-26/27-149
Specification verified by: J. Ntanjana
Signature:

**APPOINTMENT OF A SERVICE PROVIDER TO ADMINISTER MENTORING AND COACHING
PROGRAMME FOR EMPLOYEES IN THE OFFICE OF THE PREMIER FOR A PERIOD OF
NINE (9) MONTHS**

SPECIFICATION

1. BACKGROUND

The Office of the Premier (OTP) is responsible for providing strategic leadership, coordination, and oversight to promote effective service delivery across the Provincial Administration. In executing this responsibility, the OTP acknowledges that a capable, well-skilled, and sustainable workforce is essential for strong organizational performance and long-term institutional stability.

The mentoring and coaching programme has been identified as essential for the department, serving both as a retention strategy and a mechanism for preserving institutional knowledge. Therefore, two groups have been targeted for enrolment— 12 Professionals (Salary Levels 5–8) and 21 Middle Management employees (Salary Levels 9–12)—for a duration of 9 months.

It is therefore envisaged that leadership mentoring and coaching programme will enable the department amongst others to:

- Develop and strengthen the leadership and management of the Office of the Premier
- Promote skills enhancement and career development,
- Promote professional identity,
- Enhance attraction and retention of employees,
- Knowledge management and knowledge transfer,
- Enhance a positive employee culture and work ethic.

2. OBJECTIVES

The objective of this RFQ is to invite interested accredited service provider that can render the following services:



- To design, implement, and sustain a structured leadership mentoring and coaching programme.
- To develop participants' leadership capabilities and support the achievement of their career progression goals within the department.
- Ensure the systematic transfer of critical skills, expertise, and institutional knowledge from experienced employees to emerging and younger staff.
- Provide structured support and career development opportunities that enhance the organisation's attractiveness to younger talent and promote employee retention.
- Strengthen employee commitment and engagement by fostering a culture of continuous learning, growth, and recognition.
- To build a sustainable leadership pipeline by equipping participants with the competencies, confidence, and organisational insight required for future leadership roles.

3. SCOPE OF WORKS

The Service provider is expected to develop and implement leadership coaching and mentoring program including a detailed process on how the coaching and mentoring will be delivered. It must include the follow as part of the program

Phase 1 - COACHING

Part 1 Group coaching:

- Career Mapping,
- Personal Branding,
- Networking
- Interview readiness
- Emotional Intelligence
- Communication and interpersonal effectiveness
- Change Management
- Report writing
- Leadership and management skills
- Problem-solving and decision-making



Part 2 Individual coaching:

- The department will coordinate the competency assessment process, after which the service provider will be required to design individual coaching programmes based on the assessment results.

Phase 2 – Mentoring

The service provider will be responsible for designing, planning, and facilitating the mentorship programme, while the department will supply the mentors and provide the competency assessment results. The following items must form part of the plan.

- Developmental Planning
- Career Guidance
- Ethical conduct and professionalism
- Personal Development Support
- Networking and Exposure Opportunities
- Goal Reflection

Phase 3 - Monitoring and Evaluation

- Regular feedback sessions to ensure program meets participant needs
- Evaluation of coaching and mentoring effectiveness
- Assessment of program impact on participant career advancement and leadership growth.
- Monitoring the progress of mentees against their agreed Individual Development Plans (IDPs) and results of competency assessments.
- Collecting feedback from mentees through surveys, reports or review sessions to assess the effectiveness of the mentoring relationships.

NB! The coaching and mentoring will have a minimum of 12 physical group sessions during the contract period.

The virtually coaching session will be held weekly with the mentees at mutually agreed times.



4. EXPECTED DELIVERABLES

The Service provider must deliver the following:

- An overview of how the mentoring and coaching programme will be effectively implemented and monitored.
- A project plan that outlines all activities contributing to the successful completion of the programme deliverables.
- The department will facilitate competency assessment, and the service provider will subsequently be responsible for designing the relevant coaching and mentoring interventions.
- The service provider will be expected to submit a monthly report, detailing lessons learned and recommendations, on the last day of every month.
- Develop and present a final report with recommendations based on findings and supported by best practices.
- All reports remain the intellectual property of the Office of the Premier and must be handed over to the department as part of the Close out report.
- Mentees must be issued with competency certificates.

5. COMPETENCY EXPERTISE REQUIREMENTS

Service providers are required to adhere to the following requirements:

- Must have an extensive knowledge and understanding of leadership development and career advancement.
- Must have a minimum of 5 years' experience as the company in mentoring and coaching/ coaching leadership and 5 years' experience of team personnels.
- Must submit reference letters as evidence of related services previously and successfully conducted. The Reference Letter(s) must be in the letterhead of the previously serviced client and should reflect at least name of the client, description of the services rendered, value of the project, year conducted, year completed, contactable reference name and contact details.



- Service Providers must possess a Comensa Senior Practitioner or Comensa Master Practitioner professional certificate in coaching (Coaches and mentors of South Africa) or International Coaching Federation (ICF) or European Mentoring and Coaching Council (EMCC) or Association for Coaching (AC).

6. SUBMISSION OF COMPULSORY DOCUMENTS

Service providers must comply with the mandatory requirements and submit all required documents indicated hereunder with the quotation at the time of closing this RFQ.

7. MANDATORY REQUIREMENTS

Mandatory Criteria	Supporting documents
Company Experience:	
Minimum of 5 years' experience in Mentoring and coaching or coaching leadership.	<ul style="list-style-type: none"> • Service providers must fully complete Annexure A with contactable references reflecting the brief description of the scope and scale of work undertaken for each project and indicate the value. • Service providers must submit at least three (3) reference letters as evidence of mentoring and coaching or coaching leadership successfully conducted from 2019 to date. • The reference letters must correspond with the projects listed in Annexure A. • The reference letters must be on clients' letterhead signed and dated.
Proposal with Methodology	
Proposed execution plan to cover the Scope of Work and Project Deliverables	<p>Submit a proposal clearly outlining the methodology and implementation plan:</p> <p>The Scope of Work and Project Deliverables.</p>
Team Capacity – Qualifications of Key personnel	
The bidder must demonstrate the capacity	Submit a CV, Qualifications and certificates



Mandatory Criteria	Supporting documents
<p>of the project team to be utilized in the execution of the contract. The project team should consist of:</p> <ul style="list-style-type: none"> • At least three (3) team personnel must have a minimum qualification at NQF Level 6 or 7, accompanied by certificates in Mentoring and Coaching. A background in Industrial Psychology will be considered an added advantage. • At least two team personnel must possess a Comensa Senior Practitioner or Comensa Master Practitioner or professional certificate in coaching (Coaches and mentors of South Africa) or International Coaching Federation (ICF) or European Mentoring and Coaching Council (EMCC) or Association for Coaching (AC). 	<ul style="list-style-type: none"> • The CVs should clearly state the roles of each team leader & members and not be longer than 3 pages. • The CV must provide a brief description of individuals' experience in line with the requirements as indicated. • Copies of qualifications and certificates

8. COSTING

8.1 Quotations must be itemised and include all costs involved in the execution and delivery of mentoring and coaching program. *Service providers will be liable for their travel and accommodation costs.*

9. COMMUNICATION

All enquiries related to the technical specification must be forwarded to –
 MS N Ngcanga @ 083 987 2710 Email: Nokuthula.Ngcanga@ecotp.gov.za

PRICING SCHEDULE – FIRM PRICES (PURCHASES)



Name of bidder.....	RFQ number: OTP- 26/27
Closing Date	Closing time: 11H00
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF RFQ.	

ITEM NO.	DESCRIPTION	UNIT PRICE	TOTAL RFQ PRICE IN RSA CURRENCY
1	Phase 1 of the scope of works		
2	Phase 2 of the scope of works		
3	Phase 3 of the scope of works		
4	Sub Total		
7	Vat (15%) – if applicable		
	TOTAL AMOUNT		



ANNEXURE A- SERVICE PROVIDERS MUST FULLY COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORDS AND REFERENCES

NO.	COMPANY / CLIENT'S NAME	CONTRACT VALUE	CONTRACT PERIOD	PROJECT DESCRIPTION	CONTACTABLE REFERENCES		
					NAME OF CONTACT PERSONS	WORK MAIL ADDRESS	E- WORK TELEPHONE NUMBERS
1.							
2.							
3.							
4.							
5.							

Signed by:


Adv. Thandile Zondeki
Chief Director: CM

03/07/2026
Date:

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF OFFICE OF THE PREMIER

RFQ NUMBER	OTP26/27-149	CLOSING DATE	10/07/2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO ADMINISTER MENTORING AND COACHING PROGRAMME FOR EMPLOYEES IN THE OFFICE OF THE PREMIER FOR A PERIOD OF NINE (9) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE EMAILED TO Thabiso.Qayiso@ecotp.gov.za					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	MS U NTANJANA	CONTACT PERSON	
TELEPHONE NUMBER	0640620740	TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Unathi.Ntanjana@ecotp.gov.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
SPECIFIC GOALS CLAIMED	TICK APPLICABLE BOX]		ALL SUPPORTING DOCUMENTATION FOR THE GOALS CLAIMED ATTACHED	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No

[ALL DOCUMENTATION REQUIRED FOR THE CLAIM OF PREFERENCE POINTS AS PER THE SPECIFIC GOALS DETAILED IN THE EVALUATION CRITERIA.]

<p>1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3]</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, 2022, THE 2010 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 WITH NON-COMPLIANT TAX STATUS AT DATE OF CLOSING OF BID/ QUOTATION WILL BE NOTIFIED AND GRANTED 7 WORKING DAYS TO RECTIFY THE STATUS.
 - 2.3 SHOULD THE STATUS REMAIN NON-COMPLIANT AFTER 7 WORKING DAYS THE BID WILL BE DEEMED NONRESPONSIVE WITHOUT FURTHER COMMUNICATION TO THE BIDDER.
 - 2.4 FOR BIDDERS WHO ARE NONVAT VENDORS, ALL BID OFFERS ABOVE R 1 MILLION **MUST** INCORPORATE VAT. SHOULD A BID ABOVE R 1M BE AWARDED TO NONVAT VENDOR THE BIDDER WILL BE REQUIRED TO REGISTER FOR VAT PRIOR TO SIGNING OF CONTRACT.
 - 2.5 WHERE BIDDER TENDERED ABOVE R 1 MILLION AND NOT INCLUDED VAT THE TENDERED AMOUNT WILL NOT BE LATER ADJUSTED TO INCLUDE VAT.
 - 2.6 THE COMPLIANT TAX STATUS REQUIREMENTS ARE ALSO APPLICABLE TO FOREIGN BIDDERS WHO WISH TO SUBMIT A TENDER OFFER.
 - 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:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 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**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... 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 not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

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.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

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

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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.

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

- 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) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 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.

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no voting rights in elections before the 1983 and 1993 Constitution	3		
II. Who is Women	5		
III. Who has a disability	5		
IV. Who is youth	5		
V. Enterprise located in Eastern Cape	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:.....

4.5. 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]

4.6. 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 as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) 0020The 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:

.....

.....