

**South Campus  
Procurement and Assets**

**Reference number:**

EOI5026/03/03/2025/SMK

**Closing Date and Time:**

08 April 2026 at 12:00

**Subject:**

**EXPRESSION OF INTEREST TO BE PART OF SACO'S  
PANEL OF RESEARCHERS FOR A 2-YEAR PERIOD 01  
APRIL 2026 TO 31 MARCH 2028. THE SHORTLISTED  
SUPPLIERS WILL BE INVITED FOR CLOSED RFQs AS  
AND WHEN REQUIRED**

**Supplier Name:**

**REQUEST FOR PROPOSAL**

**1. GENERAL TERMS**

- 1.1 This Request for Proposal invites experienced experts (individuals or companies/entities) to apply to be considered to be part of SACO's Panel of Researchers
- 1.2 University does not do upfront payments.
- 1.3 The lowest or any tender may not necessarily be accepted, and the University reserves the right to accept a quotation in full or in part or no quotation at all.
- 1.4 The University is under no obligation to submit reasons for acceptance or non- acceptance of a quotation.
- 1.5 The University reserves the right to request audited financial statements from Service Providers and to conduct due diligence exercise in order to verify the financial stability of a Service Provider, before issuing an appointment letter or placing of an order.
- 1.6 Not to award bidders listed on the National Treasury default register and blacklisted bidders. Condone non-compliance by the bidder with any administrative requirements set out in this RFQ. In such an event the NMU may allow the bidder an opportunity to remedy the defect within seven (7) days of the bidder being notified by the NMU of such defect or

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such shorter period as the NMU may determine. Under no circumstances, however, will bidders be allowed to make any material amendments or materially supplement their tender submissions after the stipulated closing date and time.

1.7 Service Providers are requested to initial the bottom of each page in the Space provided. Additional information can be attached to this Request for Proposal.

1.8 Service Providers must submit duly completed and signed documentation via email to [Sinethemba.mkalipi@mandela.ac.za](mailto:Sinethemba.mkalipi@mandela.ac.za) and COPY [tenders@mandela.ac.za](mailto:tenders@mandela.ac.za) with the subject line clearly stated with the words **EOI5026/03/03/2025/SMK EXPRESSION OF INTEREST TO BE PART OF SACO'S PANEL OF RESEARCHERS FOR A 2-YEAR PERIOD 01 APRIL 2026 TO 31 MARCH 2028. THE SHORTLISTED SUPPLIERS WILL BE INVITED FOR CLOSED RFQ S AS AN WHEN REQUIRED under RFQ. The closing date is Wednesday, 08 April 2026 AT 12:00**

1.9 **Only emailed submissions will be accepted.**

1.10 No hard copies should be delivered to stores or procurement department.

## 2. BACKGROUND

The South African Cultural Observatory (SACO), in its third iteration, was awarded by the Department of Sport, Arts and Culture (DSAC) through a public procurement process, culminating in the award of the project to host Nelson Mandela University and its partners, the University of KwaZulu Natal and Rhodes University.

The SACO was established in 2015 and continues to build on the ground-breaking and highly acclaimed cultural, creative and sports research work produced. Over the past ten years, the SACO has broken new ground, establishing a research organization that is trusted across sectors and industries and among the hardest to convince independents. It has provided a solid baseline of mapping data for industry analysis; and worked to co-create robust networks and a network effect that reaches locally, regionally and globally amid one of the most trying times for cultural and creative sector.

The SACO provides reliable data, statistics, and cultural information systems and its research is regularly updated in line with an established, evolving and agreed to research agenda. The data provided arises in response to the need to measure the sector's contribution to the country's development under the methodological framework established by UNESCO to measure cultural activity. It establishes SACO as an information platform highlighting the value of the cultural and creative industries, as measured in production, consumption, and regional spatial distribution.

The SACO is the first integrated research, implementation, and social compacting platform covering the arts, culture, and creative domains. In its most recent iteration, since 2023, the SACO works to fold sports into its research ambit and continues to build an established network of economists and researchers to reflect and inspect the role of sports as a driver and carrier of culture, economic development, and social cohesion.

The DSAC has invested over R100 million in the project's operation over the past ten years and the result has been the establishment of a world-acclaimed research capacity recognised locally and internationally.

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SACO has developed and cultivated local researchers, a national and international creative industries network, and institutional structures which have matured over the last ten years due to the sustained investment DSAC made and the reliable and credible research generated by the SACO. As a result, the SACO project presents the most comprehensive collection of research capabilities within the sector currently assembled, having produced more than 180 research products since 2015.

SACO represents one of the most successful interventions to build and sustain research capacity in the sector. It does so as a project that works with research independence and impartiality, though funded by the DSAC. The SACO's credibility makes it an asset to the sector and the department because it remains a site of trusted information and analysis.

The positive feedback from stakeholders, including the parliamentary portfolio committee, and international institutions such as UNESCO and UNCTAD, which rely on SACO data, officials, and practitioners, supports this position.

The Observatory is an essential part of the knowledge value chain that forms a part of the creative system. The SACO currently conducts research at three different levels:

- The **Landscape Level** focuses on sector policies, strategies, management, and government work related to policymaking, planning, and implementation, such as White Paper interventions, master planning, mapping studies and their monitoring and evaluation.
- The **Sector Level** focussed on mapping the different indicators within the sector, creating a critical knowledge base for understanding the sector.

The **Consultative and Dissemination level**, which the agreed upon SACO Research Agenda (and strategy) drives as a core element of the knowledge value chain. Human interactions and consultations are leveraged at this level to gather, build, develop, and grow insights that produce and shape the research focus. The high-level value chain of research produced by the SACO is captured below in figure:1.

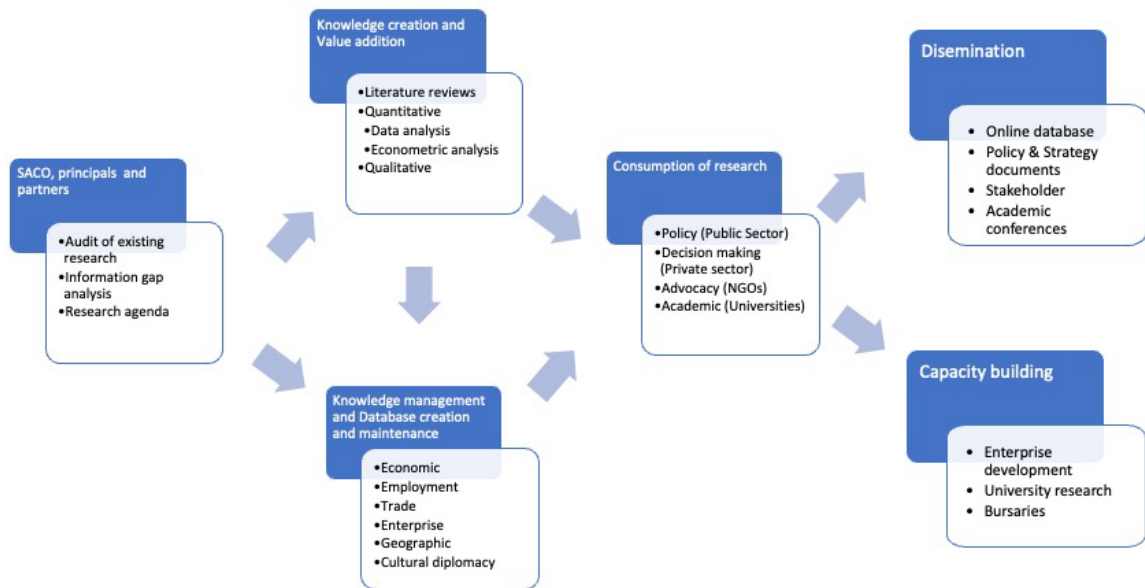


Figure 1: SACO knowledge and institutional value chain

In this context, Nelson Mandela University, as the host of SACO, is currently inviting experienced experts (individuals or companies) to apply to be considered for the prequalification and inclusion into a panel of service providers, for the provision of professional services to support the implementation and delivery of the research and research related outputs SACO is tasked with delivering annually.

### 3. FOCUS AREAS AND REQUIRED EXPERTISE

Nelson Mandela University (SACO) requires the services of experienced and knowledgeable organisations or individuals to undertake a range of research related and other outputs which will advance the work of SACO, in line with its annual objectives which are to primarily:

- Champion Evidence
- Influence Policy
- Share Insight and
- Build Capacity

SACO's research work is currently performed in line with *The 2025 UNESCO Framework for Cultural Statistics* following six cultural domains, namely,

- A. Cultural and Natural Heritage
- B. Performing Arts
- C. Visual Arts and Crafts
- D. Books and Press
- E. Audiovisual
- F. Design
- G. Music

The framework establishes seven transversal domains:

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- H. Cultural knowledge
- I. Festivals
- J. Interactive Media
- K. Cultural Governance and Management as cultural transversal domains
- L. Cultural Education
- M. Cultural Tourism
- N) Multipurpose Devices and Equipment.

Accordingly, the SACO seeks potential partners to deliver the following core (research) services and the type of reports, covering arts, culture, heritage, creative sector research and sport, include:

Ref	Type of output (research or other)
A	Research agendas
B	Social cohesion tracking
C	Key development indicator reports across all sectors
D	Policy research reports
E	Commissioned research reports
F	Advisory and technical support to government departments
G	Economic mapping reports
H	Review of government programmes reports
I	Tools such as a Social Accounting Matrix and a Festival M&E tool
J	Capacity building workshops which include sessions / workshops to present training, imparting skills and enhancing the sector's capacity
K	Research dissemination workshops of data and knowledge, which include sessions / workshops to disseminate new research and present training to enhance the sector's capacity;
L	Impact reports about women, youth, and people living with disabilities

*Required Experts:* Experts could be specialists, researchers, analysts or (cultural) economists. Once the panel is constituted, services will be assigned by obtaining quotations or Requests for Proposals, provided that the supplier has the required expertise when a particular service is required.

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#### 4. SCOPE

The individuals / companies will be responsible for providing research, analytical and specialist support to projects under one or more of the above areas referenced and should clearly identify on their proposal, which areas they are applying for (A – L). When contracting for a particular assignment, the specific scope of work will be defined; when demand arises, pre-selected individuals or companies will be called upon to provide demand-driven services.

#### REQUEST FOR INFORMATION (RFI)

#### COMPULSORY QUESTIONNAIRE

Bidders need to complete the questionnaire, those who answer no, will be disqualified

Key Performance Areas	Minimum performance requirements	Measurement Criteria	Yes/no	Attach Proof
<b>Company Experience</b>	Minimum 3-5 years of experience in delivering the required type of research or workshop as outlined in section 3 (A-L)	Detailed profile/portfolio of evidence  Project values above R100 000  Minimum 2 reference letters		<b>Attach</b> <ul style="list-style-type: none"><li>• A company profile/ Portfolio of Evidence</li><li>• Value of Specific projects.</li><li>• Signed Reference letters indicating quality of work done, within budget etc</li></ul>
<b>Team Expertise</b>	The service provider must ensure that the proposed team	Minimum of 3 years' experience for each professional		<b>Attach</b> <ul style="list-style-type: none"><li>• Team Curriculum Vitae (CV)</li><li>• Recent (within 3 months) certified copies of the qualifications of key personnel)</li></ul>

#### A. Company Experience

- Demonstrated experience in projects that align with international frameworks, such as the UNESCO Framework for Cultural Statistics (2025).

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- Research /Workshop Delivery Experience:
  - The service provider should have over 3 years of experience in product management, ensuring the successful delivery of research products and workshops within budget

**B. Team Expertise and Experience**

- The service provider must ensure that the proposed team demonstrates the qualifications and experience

**C. Technical Skills**

- Strong statistical analysis skills, including experience with statistical programming languages/tools
- Knowledge of international frameworks for cultural statistics analysis, particularly the UNESCO Framework for Cultural Statistics (2025).
- Familiarity with the creative economy and its unique characteristics.

**D. Portfolio of Past Work**

- The service provider must provide a comprehensive portfolio of past work that highlights their experience in conducting economic modelling studies.
- References from previous clients will be highly valued (the service provider maybe asked to present).

**E. Additional Requirements**

- Compliance with relevant South African laws and regulations.
- Commitment to confidentiality and data security.
- Demonstrated capacity to deliver high-quality reports within specified timeframes.

F. Signing over of all intellectual property rights to the Nelson Mandela University.

**Bidders must submit the compulsory documentation listed below on Stage 1 – Mandatory requirements, failure to submit any of the documents listed below will result in the disqualification of the RFI:**

**1. STAGE 1 – MANDATORY REQUIREMENTS**

**Suppliers must indicate with a Yes/No on the last column**

No.	CATEGORY	COMPULSORY DOCUMENTATION REQUIRED	SUBMITTED YES/NO
1.	Identifying Documentation-Tenderer	<ul style="list-style-type: none"> <li>• If it is a company or close corporation: a copy of the certificate of incorporation issued by CIPC or its predecessor or Summary of proof of registration with National Treasury’s Central Supplier Database (CSD) with an active status.</li> <li>• If it is a partnership: copies of SA identity document (or foreign passport) of two</li> </ul>	

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		senior local partners, and latest and valid Partnership agreement must be submitted.	
2.	<b>Taxation</b>	<ul style="list-style-type: none"> <li>Valid tax clearance status with pin issued by the South African Revenue Service (SARS).</li> </ul>	
3.	<b>EOI Document</b>	<ul style="list-style-type: none"> <li>Duly signed, initial all pages, and complete the tender</li> </ul>	
4.	<b>Signed declaration of interest</b>	<ul style="list-style-type: none"> <li>Fully completed declaration form</li> </ul>	
5.	<b>Signed SBD 8</b>	<ul style="list-style-type: none"> <li>Declaration of bidder's past supply chain management practices</li> </ul>	
6.	<b>Signed SBD 9</b>	<ul style="list-style-type: none"> <li>Certificate of independent bid determination</li> </ul>	
7.	<b>Compulsory Questionnaire</b>	<ul style="list-style-type: none"> <li>Completed questionnaire, meeting all the requirements of the compulsory questionnaire above. Pg4 (above)</li> </ul>	
8.	<b>Company Profile</b>	<ul style="list-style-type: none"> <li>Company profile relating to the scope of work.</li> </ul>	

**Companies who meet all the requirements stated from point 1-8 above shall be shortlisted and considered for a Closed RFQ**

**All submissions to be in the following format:**

**Submitted by:** [Your Name / Company Name]

**Date:** [Submission Date]

**Output Areas (Research or other) Applied For:** [List the areas you are applying for]

### **1. Cover Letter (Introduction & Interest in the Opportunity)**

- Address it to the relevant person
- Express your interest in being considered for the SACO Panel of Researchers.
- Briefly highlight why your company (or you as an individual) are a strong candidate.
- Mention the output areas you are applying for.
- Conclude with a statement of willingness to collaborate and be considered for upcoming projects.

### **2. Background & Company/Individual Profile**

- Provide a brief background about yourself or your company.

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- Highlight key expertise, experience, and focus areas.
- Mention relevant projects, engagements, and clients you have worked with.
- If applicable, provide a mission statement or key value proposition.

### 3. Understanding of the SACO & Its Strategic Priorities

- Demonstrate your understanding of SACO's objectives and how they align with your expertise.
- Highlight how your work experience aligns with SACO. You can present it in a form of a table:

<b>Output Areas</b>	<b>My work expertise that aligns with SACO's</b>
Research agendas	
Social cohesion tracking	
Key development indicator reports across all sectors	
Policy research reports	
Commissioned research reports	
Advisory and technical support to government departments	
Economic mapping reports	
Review of government programmes reports	
Tools such as a Social Accounting Matrix and a Festival M&E tool	
Capacity building workshops which include sessions / workshops to present training, imparting skills and enhancing the sector's capacity	
Research dissemination workshops of data and knowledge, which include sessions / workshops to disseminate new research and present training to enhance the sector's capacity;	

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Impact reports about women, youth, and people living with disabilities	
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#### 4. Relevant Expertise & Qualifications

For each **output area** applied for:

- List relevant **qualifications** (degrees, certifications, special training).
- Highlight **years of experience** and relevant roles.
- Provide details on specific **skills and technical expertise**.
- Showcase **previous work**, citing examples of past projects.
- Mention any industry recognition, research publications, or contributions.

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#### 5. Portfolio of Evidence & Track Record

- List **past projects** and include brief descriptions (client, objective, outcome).
- Highlight key **success stories and impact**.
- Reference letters/testimonials from past engagements.
- Any notable contributions to policy, reports, frameworks, or toolkits.

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#### 6. Compliance & Eligibility Requirements

Ensure the following **attachments** are included:

- ✓ **CVs of Key Personnel** (for a firm, include lead consultants).
- ✓ **Certified Copies of Qualifications** (not older than 6 months).
- ✓ **Portfolio of Evidence & Signed Reference Letters** (for the past 5 years).
- ✓ **Company Registration Documents & BEE Certificate** (if applicable).

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##### 5.5 Declaration of interest

It is recorded that the NELSON MANDELA UNIVERSITY is committed to sound Corporate Governance Practices and procedures in its SCM Policy therefore incorporate the overarching principles of sound Corporate Governance namely:

Responsibility  
Accountability

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Fairness  
Transparency

***In line with the aforesaid overarching principles of sound Corporate Governance the NELSON MANDELA UNIVERSITY considers the following as a conflict of interest.***

### **Conflict of interest**

Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations;
- financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- Commercial interest: Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise).
- Financial Interest: Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- Non-financial interest: This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities.
- Relationship interest: A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity.

Any member or any connected person of such member may not conduct business, either directly or indirectly with NELSON MANDELA UNIVERSITY in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

- the goods, products or services offered are unique;
- the supplier is the sole provider; and
- it is in the best interest of NELSON MANDELA UNIVERSITY to conduct such business.

**Council members, members of sub committees of council and incumbents falling within peromnes level 1 – 4, may not conduct any business directly or indirectly with the NELSON MANDELA UNIVERSITY irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy.**

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the NELSON MANDELA UNIVERSITY may be excluded from rendering goods and services to the NELSON MANDELA UNIVERSITY.

**Please complete the document below to ensure compliance.**

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Connected Person - A person is deemed to be a "Connected Person" using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University.

<p>No, I am not connected.</p> <p>Name: _____</p> <p style="text-align: right;">Signature _____</p> <p>Position in your company: _____</p> <p>Date: _____</p>
<p>Yes, I am connected.</p> <p>Name: _____</p> <p style="text-align: right;">Signature _____</p> <p>Position in your company: _____</p> <p>Date: _____</p> <p>Other particulars: _____</p>

Linear Consanguinity Diagram	Please indicate with tick √
<b>4<sup>th</sup> Degree</b>	
Great Great Grandparents	
Great Aunt/Uncle	
First Cousin	
Great Nephew/Niece	
<b>3<sup>rd</sup> Degree</b>	
Great Grandparents	
Aunt/Uncle	
Nephew/Niece	
Great Grandchild	
<b>2<sup>nd</sup> Degree</b>	
Grandparent	
Brother/Sister	
Grandchild	
<b>1<sup>st</sup> Degree</b>	
Parent	

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Child	
<b>MEMBER (As defined above)</b>	

Linear Affinity Diagram	Please indicate with tick √
<b>MEMBER (As defined above)</b>	
<b>1<sup>st</sup> Degree</b>	
Spouse	
<b>2<sup>nd</sup> Degree</b>	
Parent-in-law	
Daughter/Son-in-law	
<b>3<sup>rd</sup> Degree</b>	
Grandparent-in-law	
Brother/Sister-in-law	
Grandchild-in-law	
<b>4<sup>th</sup> Degree</b>	
Great Grandparents-in-law	
Aunt/Uncle-in-law	
First Cousin-in-law	
Niece/Nephew-in-law	
Great Grandchild-in-law	

Please provide us with the person's name and surname as indicated above:

<b>Name of staff member/connected person</b>	<b>Relationship</b>

I the undersigned (name) \_\_\_\_\_ certifies that the information furnished above is correct.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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Signed at .....on this .....day of .....20...

Signature..... Capacity of signatory.....

Registered name of Service Provider.....

Email address.....

Address.....

Telephone number.....

**CONTACT INFORMATION AT NELSON MANDELA UNIVERSITY**

<b>CONTACT FOR ENQUIRIES</b>	<b>E-MAIL</b>
Sinethemba Mkalipi (Tender Administrator)	<a href="mailto:sinethemba.mkalipi@mandela.ac.za">sinethemba.mkalipi@mandela.ac.za</a>

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**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)..... CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

<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.**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

I certify, on behalf  
of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

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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.

**<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.**

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

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