



a world class African city

City of Johannesburg
Supply Chain Management Unit

SUPPLIER NAME: _____

REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF JOHANNESBURG

Procurement Less than R 200 000 (Including Vat)

(For publication on the City of Johannesburg Notice Board/s & Website)

The City of Johannesburg requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	15 March 2017
DEPARTMENT	Finance
RFQ NUMBER:	R0446/17
DESCRIPTION OF GOODS/SERVICES	Hygiene Services for 12 months
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	The COJ Website – www.joburg.org.za/quotations OR FROM INFORMATION DESK 15 TH FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN
COMPULSORY REQUIREMENTS	PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.
ADDITIONAL COMPULSORY REQUIREMENTS	
<u>SUBMISSION OF QUOTES:</u>	<u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u> 158 Civic Boulevard street, Braamfontein
TIME: CLOSING DATE	10h30 23 March 2017
ENQUIRIES:	Jerry Chabangu:

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the City's Supply Chain Management Policies and Procedures.

CHECKLIST

RFQ NO: R0446/17

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION. PLEASE NOTE THAT IF THESE DOCUMENTS ARE NOT ATTACHED COMPLETED AND SIGNED THE QUOTATION WILL BE DISQUALIFIED.

No	Details	✓
1.	Original Certified Copy of Company Registration Document (NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
2.	Rates & Taxes Invoice for Company OR Certified Copy of Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS. (NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS. (NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.2: Local Content (Attached)	
8.	MBD 8: Declaration Of Tenderer Past Supply Chain Management Practices	
9.	Certified Copy of BBBEE certificate. (NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS)	
10.	Tax Clearance Certificate (TENDER NOT GOOD STANDING) and Tax Pin Code	
11.	Training Suppliers to be accredited with SETA	
12.	Catering Suppliers to submit a Health Certificate	
13.	All alterations have been signed.	
14.	Quotation is signed.	

SIGNATURE _____

NAME _____

**PLEASE NOTE THAT NOT SUBMITTING THE
COMPULSORY DOCUMENTS MAY LEAD TO
DISQUALIFICATION COMPULSORY
REQUIREMENTS**

1. Tax clearance

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by the City of Johannesburg. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

2. Latest copy of rates and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)

Please note the following:

- a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.
 - b) If the business is operated from the residence of one of the directors, an affidavit, certified, must be submitted stating the address of the business premises.
 - c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.
3. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.
 4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation may be disqualified.
 5. The attached MBD 4 form (Declaration of Interest) ***must*** be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation may be disqualified.
 6. The attached MBD 8 form (Declaration Of Tenderer Past Supply Chain Management Practices) ***must*** be completed and submitted with the quotation. If the MBD 8 is incomplete or not attached the quotation may be disqualified
 7. The attached MBD 6.2 form (Local Content) ***must*** be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation may be disqualified.
 8. Both the MBD 4 6.2 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.
 8. Proof of Directors: A certified copy of your Company Registration Documents
 9. A certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.
 10. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____

CONDITIONS

1. All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder..
3. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. The City is dealing only with the registered and accredited suppliers on its Database.
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. ***THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS

SIGNATURE _____

NAME _____

ADDITIONAL REQUIREMENTS

DECLARATION

I certify that the information supplied is correct and I have read and understood the COJ General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

SIGNATURE: _____

NAME: _____

CAPACITY: _____

DATE: _____

SUPPLY CHAIN MANAGEMENT UNIT
P.O. BOX 7776
JOHANNESBURG
2000

VAT. NO: 4760117194

BIDDER:

TEL:

FAX:

Your Vendor Number With Us:

REQUEST FOR QUOTATION	
RFQ NUMBER	RFQ DATE
R0446/17	15 March 2017
CONTACT PERSON	
NAME:	Jerry Chabangu
TEL No:	

PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE CITY OF JOHANNESBURG SUPPLIER DATABASE

Submission Deadline: 23 March 2017
Submission Time: 10H30

VALIDITY OF RFQ: 30 DAYS

OFFICE USE ONLY:	
PRICE/S TO BE VAT EXCLUSIVE	
Please submit all Quotations to the fax number stated above	
RFQ'S above R30 000-00 to a maximum of R200 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).	
Points will be allocated as follows:	
Points for price:	80
Points for B-BBEE (Max of 20):	
B-BBEE status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

SIGNATURE OF BIDDER	
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CAPACITY	
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PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.

REQUEST FOR QUOTATION (RFQ) NUMBER: R0446/17

Delivery Address:

ITEM NO.	DESCRIPTION	Quantity Required	Unit of Measure	Date required	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)	Total (Excluding Vat)
1.	Hygiene Services	See spec					
NB ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED						<i>Grand Total</i>	

ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.

Conditions

1. All prices quoted must be exclusive of Value Added Tax (VAT).
2. Prices quoted must include delivery charges and goods must be delivered to the address indicated.
3. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
4. Quantities are given in good faith and without commitment to the City of JHB.
5. Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.

SPECIFICATIONS

**QUOTATION: PROVISION OF HYGIENE SERVICES: CITY OF JOHANNESBURG: GROUP FINANCE:
JORISSEN PLACE**

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TECHNICAL SPECIFICATION

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SECTION 1:

**QUOTATION: PROVISION OF HYGIENE SERVICES: CITY OF JOHANNESBURG: GROUP FINANCE:
JORISSEN PLACE**

-1-

TECHNICAL INFORMATION

1. INTRODUCTION

This document specifies the basic requirements and minimum standards relating to the quantity and quality of hygiene services, required by the officer of the Group Chief Financial Officer: Group Finance to be executed at identified areas within Jorissen Place, 66 Jorissen Street : Braamfontein.

1.1 Purpose

The purpose of this agreement is to set out the minimum level of performance expected from the Service Provider rendering hygiene services required by the City of Johannesburg Group Finance: Jorissen Place offices and its successors in title.

2. Delivery site: City of Johannesburg: Group Finance offices Jorissen Place: 66 Jorissen Street: Braamfontein.

2.1 Hygiene services are required for all areas indentified elsewhere herein.

2.2 The hygiene service rendered shall be in accordance with the service scheduled and service level agreement as applicable.

3. AIMS AND EXPECTATIONS

3.1 The following is regarded as the minimum services required from the Contractor;

- An integrated and optimized hygiene service, which would exploit all opportunities for continuous improvement, in order to achieve maximum cost savings, whilst ensuring optimum effectiveness.
- The Service Provider shall ensure minimal disruption to the Councils operations during the rendering of the services.

The Service Provider's staff rendering the services shall be neatly dressed in company recognizable attire, clearly indicating the company's name, and shall at all times, when performing the work required, act in a professional manner.

SPECIAL CONDITIONS

4 PRICE

4.1 All prices must include Value Added Tax. The rate of Value Added Tax must be stated in the offer.

4.2 All invoices submitted by the contractor must be Tax Invoices and show the value of the supply, the amount of Tax charged and the consideration for the supply.

4.3 Any form of levy charged must be included in the quotation.

4.4 Notwithstanding the provision of Clause 4.3, any anti-dumping and /or counter-vailing duties imposed by the Department of Trade and Industry will be for the account of the Contractor and must not be included in the quoted price(s). Failure to comply with this requirement may render the tender liable to rejection. Should it subsequently be proved to the Council's satisfaction that such duty was nonetheless included in a successful bidder's price(s), the Council reserves the right to recover the amount from the contractor directly or by the way of deductions from any monies due to him, or any other method selected by the Council.

4.5 All price(s) must be net with all discounts already deducted.

4.6 Price(s) must be all inclusive and shall completely cover the scope of work in its entirety as identified herein.

4.7 Prices must include cost of all insurance, services, labour equipment, materials etc. and without any extra or additional charges to the Council whatsoever.

5 PERIOD OF CONTRACT

5.1 The contractor is required to provide a fully costed hygiene service as identified in this document for a period not exceeding twelve months, effective from 1 July 2017 or such shorter period as may be deemed necessary by the Group Chief Financial Officer: Group Finance or their nominee.

- 5.2 Should the Group Finance,(a tenant resident at Jorissen Place) whether in part or as a whole, vacate the premises, the contract and obligations, the financial consideration, shall reduce apportionately and accordingly.
- 5.3 In the event of Clause 5.2 coming into effect, the Group Chief Financial
- 5.4 Officer: Group Finance undertakes to give the contractor one (1) month notice in this regard, such notice shall be in writing.
- 5.5 Should during the course of this agreement, a “city wide” contract come into being, which supply is covered by this agreement, the contractor shall be notified of same and a “sunset” regime shall be incorporated into this agreement.

6 TECHNICAL INFORMATION AND SPECIFICATIONS

6.1 EQUIPMENT AND MATERIALS

The Service Provider shall provide comprehensive detailed equipment schedule indicating at least, but not limited to

- The equipment quantities and type installed.
- The rates per service type.
- Consumable products used.

Once all equipment has been installed, it is required of the Service Provider to provide Group Finance with a service schedule indicating the exact day and frequency as to when the services are to be rendered. The format of the service schedule is attached as **Annexure A** of this document.

All equipment installed, including consumable materials, shall comply with the provisions of any Act or By-Law enforceable at that time, shall meet the requirements of the OHSAct (85) of 1993, related schedules and Regulations, and shall not in any way be harmful to persons, or endanger the safety of such persons in any way.

All equipment and products shall have been thoroughly tested and certified as being safe and fit for purpose installed.

All consumable materials, including, but not limited to sanitizing chemicals, soaps and barrier creams, shall comply to the relevant (SABS) SANS code of practice.

7. Material Safety Data Sheet (MSDS)

The Material Safety Data Sheet included in this document shall be completed by the bidder and submitted with the offer. The Material Safety Data Sheet must consist of the following information:

PRODUCT TO BE USED	MANUFACTURER	SAB/SANS CODE

8. Invoicing

The Contracted Service Provider shall provide the Group Finance with a Tax invoice indicating the split between:

- All fixed services rendered.
- All ad-hoc services rendered.
- Any other costs associated with the above, as specified in the submission, and agreed to by the Group Finance in writing.

9 DURATION OF CONTRACT AND PRICING

9.1 The Contractor is required to provide a fully costed hygiene service, as identified in this document, for a period not exceeding twelve months, effective from 01 July 2017.

9.2 It will be in the interest of the bidder to include all applicable information in their submission and to provide comprehensive details so as to ensure that proper performance of the contract is not jeopardized by an unrealistic tender price

9.3 It will be incumbent on the tenderer to familiarize themselves with the relevant facilities in the building requiring the service(s) indicated.

10 PERFORMANCE MEASUREMENT

10.1 Service quality audits required from contracted Service Provider in conjunction with Group Finance.

10.2 It is expected from the contracted Service Provider to conduct regular service quality audits against the building at a frequency not less than those indicated below:

Contract period	Audit Frequency
First month	Weekly
Second and third month	Two weekly
Fourth month onwards	Monthly

- During these audits the following will be determined:
- Whether or not the consumables are sufficient and effective.
 - Whether or not all equipment is in working order and effective.
 - Whether all equipment has been serviced according to the service schedule.

- Familiarize themselves with the building layout and contact person(s) acting on behalf of the City.
- The quality of all products used, and problems that may be associated thereto.

The Group Chief Financial Officer: Group Finance or their nominee shall validate such audits. Where deficiencies are found, the contractor shall correct such deficiencies to the satisfaction of the Group Finance within such a period as the Group Chief Financial Officer: Group Finance or their nominee may determine.

The service provider by submitting his offer, understands, that if awarded the work, will fully comply with the terms and conditions stipulated in the landlord's lease agreement with the City.

11 RANDOM SERVICE LEVEL AUDITS

The office of the Group Chief Financial Officer: Group Finance will carry out random service level audits, to validate the Contractors performance against the service level requirements set out herein, the Contractor, shall at his own expense make good any deficiency identified.

12 TERMINATION CLAUSE

The agreement shall endure for the period indicated, or such earlier term should business circumstances warrant same.

The Group Finance further reserves the right to terminate the agreement with immediate effect, should the performance be deemed by the Group Chief Financial Officer: Group Finance to be sub standard, having given the Contractor notice in this regard.

The contractor accepts that in the event of Group Finance vacating the offices facility mentioned in section 1 hereof or where the Group Finance no longer retain such serviced areas as tenant in Jorissen Place the service shall be terminated after the Group Finance having given the Contracted Service provider one (1) month written notice to this effect.

On termination of the agreement for whatsoever reason the contracted Service Provider shall at his own expense make good any damages caused when removing equipment or materials.

The remedied work shall be to the express satisfaction of the owner of the premises

13. HEALTHCARE AND HYGIENE

The contracted service provider shall provide install and maintain the following equipment or fixtures.

Sanitary Bins

Sanitary bins shall be emptied and sanitized once every week. In cases where a department (e.g. Property Unit) has a bigger number of female staff, the sanitary bins will be emptied and sanitized twice per week.

- **Made from ABS plastic**
- **One piece design**
- **Removable lid insert**
- **Removable cartridge**
- **Colour coding accountability**

- **7 or 14 day service**
- **Also available in electronic version**

Clean female toilet facilities and replace sanitary bins with clean, sterilized and chemically charged units on a **weekly/bi weekly** basis. The units must have a sterilizing and deodorizing fluid, which kills bacteria and eliminates offensive odours and the risk of infection. Rental of soap dispenser per unit Cartridge/soap liquid per litre.

Sanitary bins in Property Unit's female bathrooms on the second (2nd) floor Main Tower shall be emptied and sanitized twice per week. This is due to the large number of female staff working in the abovementioned department.

SABS Code: The unique "plug and play" system allows the unit to be foam, spray or liquid soap by simply changing the pump without having to remove the dispenser from the wall, refilling methods can either be top-up or cartridge option.

A two-year guarantee against defects in parts and workmanship in respect of all equipment supplied shall be provided.

Wall mounted **Soap dispensers** to be replenished by the cleaning staff as and when necessary.

Rental of Air Fresheners services (refilling) per month.

- **Air fresheners' refills box of 6.**
- **Real time programmability to allow for selection of start time.**
- **Keyed lock to protect consumables from theft.**
- **Top hinged cover for easy servicing.**
- **Automatic reset on refill replacement to eliminate human error.**
- **I.P.E feature to allow for specific time programming to overcome high traffic periods (Recommended).**
- **Dimensions: 240mm(h) 100mm (w) 80mm (d)**
- **3000 metered sprays per service interval. (minimum)**
- **Refills to be available in various fragrances. (Supplier to specify)**

Wall mounted **Air freshener** units on the walls, toilets and washroom areas. The units must be battery operated and set to spray at regular intervals and must be refilled **monthly**.

Wall mounted **Sanitary-wipes dispensers** with quick drying seat wipes to be used on toilets seats, rims and flushing handles to be installed in each toilet, facility/cubicle.

- **Available in both manual-hands-free and electronic no-touch options**
- **Controls consumption- cuts off one sheet at the time.**
- **Hygienic- functional operation (no buttons or levers).**
- **Features a roll transfer mechanism to ensure the unit never runs out paper.**
- **1 ply paper- 450 sheets per roll**
- **2 ply paper- 378 sheets per roll**

Wall mounted **Hand/paper towel dispensers** in all toilets and kitchens and will be replenished as and when they are empty by the cleaning contractor.

Air Fresheners containers

- **Real time programmability to allow for choice of start time**
- **Keyed lock to protect consumables from theft**
- **Top hinged cover for easy servicing**
- **Automatic reset on refill replacement to eliminate human error**
- **10 year guarantee against defects in parts and workmanship.**

- **I.P.E feature to allow for specific time programming to overcome high traffic periods**
- **Dimensions:241mm(h)129mm (w) 99mm (d)**
- **3000 metered doses per service refill, 99, 9 % bacteria/gem kills.**
- **Integral non- return valve for compatibility with pressurized system.**
- **Refills to be available in various fragrances.**

The Health & Hygiene Service provider must refill toilet cubicle and urinal sanitizers as per specified requirements monthly.

Bins in all toilets and kitchens must be emptied as specified per day by the cleaning contractor.

The contracted service provider shall service the above units as specified and make any additional calls if necessary to attend to mechanical breakdowns of the units at his own cost.

Hot Air Dryers per unit per month on rental

- **Rating 220-240V 10 AMP(maximum)**
- **Motor output 6300 rmp with long life carbon brush gear**
- **Air velocity 175 km/hr**
- **Air volume 5.4 M3/min**
- **Fully Automatic**
- **Made from 1.2mm ABS plastic**

Hot Air hand Dryer to be installed in toilet facilities as identified. Installation to conform to SANS 0142.

13. HYGIENE

The service provider must supply the following:

- Bio Dosing
- Deep Cleansing of all the drainage pipes (toilets and kitchens) on **monthly** basis

14. EQUIPMENT, CHEMICALS AND CONSUMABLES

All the equipment shall be robustly built fit for purpose intended and all chemicals supplied/used shall be SABS-approved and bio-degradable and ISO9002 approved.

The bidder must complete the Quality Control Schedule included herein. Failure to complete same will render the offer liable to rejection on the grounds of being incomplete.

All consumables and detergents that are for human use, and that come into contact with the skin, shall be formulated from chemicals and products, that are not harmful to the skin, cause irritation, or contain any substance that is not dermatologically suitable for the purpose intended.

The Contractor shall , make available, on request, all documentation related to clinical reports, SABS testing and statutory compliance, related to the above and shall prove, if so required, any claims made in the Material Safety Data Sheet as provided for in Section 7 hereof.

15. STAFF REQUIREMENTS

A supervisor must always be on site each time maintenance service is provided.

A list of names and ID numbers of staff to be deployed must be provided.

16. DRESS CODE

Refer to the "Aims and Expectations" detailed in Section 3 of this document.

17. MANAGEMENT REQUIREMENTS

Supervision will be done in accordance with the contract requirement.

Monthly meetings will be held to discuss all hygiene related matters that may arise from time to time.

18. SITE INSTRUCTIONS

The service provider will be responsible for the compilation of site instructions and job specification/description of each individual on site.

The account manager/supervisor will be responsible to submit weekly and monthly maintenance/service reports to the Ops Manager (Facilities) as instructed.

19. BASIS OF APPOINTMENT

The contracted service provider will be required to sign a detailed service level agreement and standard operating procedures protocol document before commencement of the work.

The service level agreement will be drafted by the Group Finance (Strategic Supply Chain Management) in consultation with the contracted service provider and user dependant for acceptance and signing by both parties.

20. PRICING SCHEDULE

You are requested to quote according to the following information:

JORISSEN PLACE; GROUP FINANCE

HYGIENE (Monthly)

- Bio Dosing
- Deep Cleaning
- Sanitizing of all the drainage and sewerage pipe

21. HEALTHCARE

- General maintenance and servicing of all sanitation equipment in all toilets and kitchens. This also includes sanitizing of female bins and refilling of all the saniwipe and air freshener dispensers.

ANNEXURE A

SERVICE SCHEDULE AND TECHNICAL SPECIFICATION FOR HEALTH AND HYGIENE

UNIT	NO OF UNITS	RENTAL PRICE	NO OF SERVICES PER MONTH	REFILL, REPLACE, EMPTYING, CLEANING : RESPONSIBLE COMPANY	UNIT PRICES (EXCL VAT)	TOTAL PRICE(EXCL VAT)
Sanitary Bins	46	All inclusive the cost monthly	Twice	Health and Hygiene Service Provider		
Wall Mounted Bins	20			Health and Hygiene Service Provider		
Wall mounted Liquid Soap Dispensers	32		To be refilled whenever empty	Cleaning Contractor		
Toilet Roll Holders	74			Health and Hygiene Service Provider		
Wall mounted Air Fresheners	80		Once	Health and Hygiene Service Provider		
Warm Air Blow Dryer	26			Health and Hygiene Service Provider		
Wall mounted Saniwipe Dispensers	74		Once	Health and Hygiene Service Provider		
Saniwipe Refills	53					
Wall mounted Hand/Paper Towel Dispensers	14 28		To be refilled whenever empty	Cleaning Contractor		
Auto Sanitiser Dispensers	73		To be refilled whenever empty	Health and Hygiene Service Provider		
Wall mounted Toilet Roll Dispensers	53		To be refilled whenever empty	Cleaning Contractor		

SERVICE SCHEDULE AND TECHNICAL SPECIFICATION FOR HEALTH AND HYGIENE

UNIT	NO OF UNITS	RENTAL PRICE	NO OF SERVICES PER MONTH	REFILL, REPLACE, EMPTYING, CLEANING : RESPONSIBLE COMPANY		
Urinal and Toilet Sanitizers	73		Once	Health and Hygiene Service Provider		
Reflex Paper Rolls	28					
X-lerator wall mounted Warm Air Dryers	14		To be repaired if damaged at no cost to COJ (Finance)	Health and Hygiene Service Provider		
Liquid Soap Refill (1 litre)	16		To be repair if damaged at no cost to the COJ (Group Finance)	Health and Hygiene Service provider		
Toilet Bins	14		Emptied twice daily	Cleaning Contract		

GRAND TOTAL PRICE=R

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.

Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....
.....

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

3.10.1 If yes, furnish particulars.
.....
.....

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

3.11.1 If yes, furnish particulars
.....
.....

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

3.12.1 If yes, furnish particulars.
.....
.....

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

3.13.1 If yes, furnish particulars.
.....
.....

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

3.14.1 If yes, furnish particulars:
.....
.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 Municipality / Municipal Entity)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
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
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 consortium³ 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.

³ 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

DECLARATION OF TENDERER PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Tender Document must form part of all tenders/quotations invited.
2. It serves as a declaration to be used by Municipalities and Municipal entities 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 tender of any tenderer may be rejected if that tenderer, or any of its directors have:
 - a. abused the Municipality's / Municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, Municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the tender:

Item	Question	Yes	No
4.1	Is the tenderer any of its directors listed on the National Treasury's database as a company or persons prohibited from doing business with the public sector? (Companies for persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the tenderer 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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012)3265445)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court of law outside 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	Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality / Municipal entity, or to any other Municipality / Municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the tenderer and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or to comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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 TENDERER

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
 do hereby declare, in my capacity as
 of(name of bidder
 entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

**CITY OF JOHANNESBURG
FINANCE DEPARTMENT: SUPPLY CHAIN MANAGEMENT UNIT**

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder

..... ii.

Registration Number

.....

iii. Municipality where business is situated

.....

iv. Municipal account number for rates

.....

v. Municipal account number for water and electricity

.....

vi. Names of all directors, their ID numbers and municipal account number.

1.

2.

3.

4.

5.

6.

7.

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months) ii.
- A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months) iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

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

Signature

Date