



MICT SETA Head Office
Supply Chain Management
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RFQ NUMBER	RFQ/MICT/106/2022
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF MOBILE COMMUNICATION CAMPAIGNS AND ELECTRONIC MAILER SERVICES FOR A PERIOD OF (24) TWENTY – FOUR MONTHS
RFQ ISSUE DATE	02 February 2023
BRIEFING SESSION	N/A
CLOSING DATE & TIME	10 February 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	rfqs@mict.org.za
NO: OF DOCUMENTS	1 SOFT COPY

For queries please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid



RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
CIPC registration documents		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than 3 months		

Note: This RFQ must be completed and signed by the authorised company representative



MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations on the basis of the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

DETAILED SPECIFICATION

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF MOBILE COMMUNICATION CAMPAIGNS AND ELECTRONIC MAILER SERVICES FOR A PERIOD OF 24 TWENTY – FOUR MONTHS

The MICT SETA seeks to appoint a suitable service provider to provide mobile communication and marketing services and WhatsApp Business Programming interface for improved stakeholder communication and support. The MICT SETA currently has an approximate profile of over 40 000 active stakeholders spread across five sub-sectors in the media and ICT sector. Communication is distributed to targeted yet differentiated audiences within our stakeholder profile which include employers, skills development providers, SMME's, professional bodies and industry associations amongst others.

The MICT SETA distributes communication to its stakeholder profile 4 -7 times per month based on a targeted audience. The MICT SETA will also send out communication to its stakeholder profile in its entirety (i.e. 40 000) on a monthly basis or as required based on the active communication campaign.

Thus, rapid and reliable delivery of bulk SMS and WhatsApp Business messaging from any mobile device with delivery reports and effective database management and capacity will be required.

SCOPE OF WORK

Bulk Short Messaging Services (SMS)

The service provider will be required to provide the following services on all South African mobile networks as detailed:

- Bulk SMS call to action and all relevant campaign communication to stakeholders.
- Personalising messages to recipients
- Sending long messages (+160 characters)
- Scheduling messages for future delivery
- SMS surveys
- Replies for Stop to OPT out
- Full reporting on a monthly basis

WhatsApp Business Application Programming Interface (API)

- Develop and manage platform for improved engagement and responsive communication to stakeholders on MICT SETA service offerings.
- Chatbots to provide real – time support and quick auto replies to frequently asked questions
- Incorporate marketing material for ease of view and download on WhatsApp Business profile as an instant way to assist stakeholders with programme information and procedures
- Auto detect messaging outside of trading hours and provide business information, operating hours, branch info and contact information.
- Incorporate customer satisfaction (CSAT) scores to obtain first person feedback to help gauge effectiveness of platform and get customers to share their real-time experience.
- The platform should also provide opportunity to send satisfaction survey campaigns
- Create response templates and automatic topic detection for incoming customer care requests
- Ensure the MICT SETA obtains and maintains the green verified badge to assure stakeholders are dealing with the correct brand content.
- Allow for distribution of audio, video files to drive customer value
- Provide monthly detailed analytics report on key engagement metrics

Email Marketing Tool

- Offer Html email templates that takes into consideration MICT SETA Corporate Identity, include option for images, videos and interactive content. The templates used must be visually appealing and accommodate different size elements to align to relevant campaigns i.e. (up to 700px).
- Implement pro-active B2B email marketing campaigns to target stakeholders in different sectors, (media, electronics, Telco's, ICT) run event adverts/ pre-event email newsletters and drip campaigns on MICT SETA product and service offerings to help strengthen relationships with MICT SETA stakeholders and maintain strong communication
- Work with in-house designer to create visually appealing emailer promos/ templates on specific campaigns and information sharing emailers.
- Allow for email scheduling.
- Provide analytics tool for audience and engagement insights to track email distribution performance – i.e. delivery, read, bounce rates, regions, time of day and other audience and engagement metrics.
- Responsive emailer option for users to unsubscribe

- Allow for cross-channel coordination and engagement to provide an integrated experience for stakeholders across other customer touchpoints (call-to-action channels: website, social platforms).

PROJECT MANAGEMENT

- Provide continuous support to the MICT SETA marketing and communications team and attend status report meetings.
- Identify campaign metrics to measure campaign success
- Analyse market trends providing input to the marketing team to improve efficiency of distribution and deliver effective stakeholder focused content solutions
- Provide monthly and quarterly reports as and when required.

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price	Total Price (Exc VAT)
1.	Provision of a mobile communication campaigns and electronic mailer services for a period of (24) twenty – four months	24	R	R
Sub-Total				R
VAT@15%				R
TOTAL PRICE (INCLUDING VAT)				R

Complete below:

1. Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above;

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

EVALUATION CRITERIA

1. EVALUATION CRITERIA

RFQ's received will be evaluated on **functional criteria, price, and preference points for specific goals systems.**

STAGE 1: FUNCTIONAL EVALUATION CRITERIA

RFQ's submitted will be evaluated on technical functionality criteria out of a maximum of 100 points. A threshold of **70** out of the **100** points has been set.

Only bidders that have met or exceeded the qualification threshold on technical functionality of 70 points will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the PPPFA Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONALITY/QUALITY CRITERIA	Total Points for Criteria
<p>1.1. Samples/ Evidence of previous work</p> <p>Bidder must provide samples/evidence of the previous work done on the following:</p> <p>a) Demo for WhatsApp Business Programming Application Interface, b) Bulk short messaging services and c) Email marketing content.</p> <p>Points on submission of Demo for WhatsApp Business Programming Application Interface samples will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of Two (02) or more samples from different clients submitted = 10 points • Submission of One (01) samples submitted = 05 points <p>Points on submission of Bulk short messaging services samples will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of Two (02) or more samples from different clients submitted = 10 points • Submission of One (01) samples submitted = 05 points <p>Points on submission of Email marketing content samples will be allocated as follows:</p> <ul style="list-style-type: none"> • Submission of Two (02) or more samples from different clients submitted = 10 points • Submission of One (01) sample submitted = 05 points <p>Non-compliance with the minimum requirement = 0 point</p>	<p>30</p>
<p>1.2. Experience of the company (Experience & References)</p> <p>Bidders must have track record in rendering mobile communication campaign and electronic mailer services or similar services in the past five (05) years. Bidder must provide contactable reference letters from different clients, on the client's letterhead indicating successful implementation of at least 2 of the following elements: email marketing, WhatsApp Business API, bulk short messaging service. Reference letters MUST indicate at least two of the above-mentioned services i.e. (WhatsApp, Email Marketing or SMS)</p>	<p>10</p>

Points on submission of samples will be allocated as follows:

- Four (04) or more reference from different clients' letters reflecting at least 2 of the required elements = **10 points**
- Three (03) reference letters from different clients' reflecting at least 2 of the required elements = **8 points**
- Two (02) reference letters from different clients' reflecting at least 2 of the required elements = **5 points**
- One (01) reference letter reflecting at least 2 of the required elements = **3 points**

Non-compliance with the minimum requirement = 0 points

1.3. Experience of project team

30

Bidder to demonstrate capacity and skills to deliver on project scope. Bidder must provide a detailed company **CVs/profiles** of Project Team indicated below. CV/profile should clearly indicate the years of experience in managing digital campaigns or delivering mobile communication campaigns and electronic mailer services.

Bidders should clearly indicate on the CVs/profiles or organogram the **Project Manager, Technical Lead, Developer and Project Coordinator**. MICT SETA will not award points for bids not clearly indicating the Project Team. **(30 points)**

Points on demonstrating capacity and skills will be allocated as follows:

- 1. Project Manager/Key Account Manager (10 points)**
 - CV/ profile submitted highlights Five (5) years' experience and/or above in digital marketing campaign management = **(10 points)**
 - CV/ profile submitted highlights three (3) to five (5) years' experience in digital marketing campaign management = **7 points**
 - CV/ profile submitted highlights two (2) or less years' experience digital marketing campaign management = **3 points**
- 2. Technical Lead (10 points)**
 - CV/ profile submitted highlights Five (5) years' experience and/or above in digital marketing campaign management = **10 points**
 - CV/ profile submitted highlights (3) to five (5) years' experience years' experience in digital marketing campaign management = **7 points**
 - CV/ profile submitted highlights two or less years' experience = **3 points**
- 3. Developer(s) (5 points)**
 - CV/ profile submitted highlights three (3) years' experience and/or above in digital marketing campaign management = **5 points**
 - CV/profile submitted highlights two (2) or less years' experience in digital marketing campaign management = **3 points**
- 4. Project Coordinator/Support resource (5 points)**
 - CV/profile submitted highlights at least two (2) years' experience and/or above in digital marketing campaign management = **5 points**
 - CV/profile submitted highlight highlights less than two (2) years' experience in digital marketing campaign management = **0 points**

Non-compliance with the minimum requirement = 0 points

1.4. Methodology and Approach

30

Bidder must provide a detailed methodology and approach in executing the project and support services. The methodology and approach should include all (but not limited to) of the following elements: **(30 points)**

- 1.4.1. Planning;
- 1.4.2. Deliverables/output;
- 1.4.3. Timeframes; and
- 1.4.4. Resource allocation.

Points on submission of methodology and approach will be allocated as follows:

- A detailed methodology and approach that meets all the four (04) or more elements mentioned above = **30 points**
- A detailed methodology and approach that meets only three (03) elements = **20 points**
- A detailed methodology and approach that meets only two (02) elements = **10 points**
- A detailed methodology and approach that meets only one (01) elements = **5 points**

Non-compliance with the minimum requirement = 0 points

Minimum threshold

70

Technical Evaluation Criteria Total

100

Note: Bidders that do not meet the minimum threshold 70 points on functional criteria will be declared non-responsive

STAGE 2: SPECIFIC GOALS

Specific Goal to be evaluated out of **20 Points**:

Criteria	Points
Previously disadvantaged people	15
Youth Owned Entities	5

Bidder must submit the following documents to claim preference points for specific goals:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than 3 months)
- CIPC Documents
- Current CSD Report

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals, will be interpreted to mean that preference points for specific goals are not claimed

BIDDER'S DICLOSURE

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 State institution

1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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.

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 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.

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 .

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

PREFERENTIAL PROCUREMENT CLAIM FORM SBD 6.1

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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.

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.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2 DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest 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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Previously disadvantaged people	15	
Youth Owned Entities	5	

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

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

