

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

MBDA 05944 FEASIBILITY AND BUSINESS PLAN FOR SCIENCE & TECHNOLOGY PARK IN KARIEGA	
DATE REQUESTED	25 AUGUST 2025
DEPARTMENT	OPERATIONS - SCIENCE & TECHNOLOGY CENTRE
PROJECT NAME	FEASIBILITY AND BUSINESS PLAN FOR A SCIENCE & TECHNOLOGY PARK IN KARIEGA AT THE UITENHAGE RAILWAY SHEDS IN KARIEGA.
DETAILED DESCRIPTION AND / SPECIFICATIONS	1. Background The Mandela Bay Development Agency (MBDA), a municipal entity of the Nelson Mandela Bay Municipality, is mandated to drive urban regeneration, economic development, and infrastructure transformation. The MBDA has spearheaded numerous projects to revitalize urban spaces and promote inclusive socioeconomic growth. As part of its strategic initiatives, the MBDA is currently undertaking the refurbishment of the Railway Shed in Kariega, a historically significant site with substantial redevelopment potential. The MBDA envisions transforming this site into a Science and Technology Park to serve as a regional innovation and incubator hub. The MBDA hereby invites suitably qualified and experienced consultants to submit quotations to conduct a feasibility study, economic impact assessment study and for the development of a business plan for the proposed Science and Technology Park at the Railway Sheds in Kariega. The Eastern Cape province faces significant economic and developmental challenges, including high youth unemployment, limited innovation intensity, and constrained growth of small and medium enterprises (SMEs) in high-tech and knowledge-based sectors. Kariega, an industrial area with a major company such as Volkswagen South Africa and proximity to the Coega Special Economic Zone (SEZ), offers a strategic opportunity to drive inclusive

	innovation through the establishment of a Science and Technology Industrial Park. A Science and Technology Industrial Park (STP) is a subject of innovation infrastructure that promotes the development of entrepreneurship in the scientific, technical and innovation fields and creates conditions for the implementation of innovative activities by legal entities and individual entrepreneurs who are residents of the science and technology park. The overall objective of the science and technology parks is to create favourable conditions for the formation and functioning of the innovation market. STPs facilitate collaboration among research institutions, businesses, universities, and government entities, providing physical spaces to nurture high-tech enterprises, incubate startups, and commercialise research and development (RD). They contribute to regional economic development by: - Promoting innovation and technological advancement. - Supporting the creation and growth of SMEs and startups. - Driving job creation and skills development. - Enhancing collaboration between academia, industry, and government. 2. Objectives The objectives of the study are to: • Determine the demand and market potential for an STP in Kariega. • Identify strategic focus areas, including target sectors (e.g., Fourth Industrial Revolution technologies, green tech, automotive, biotech). • Recommend a business model, governance structure, and operational framework within the legal mandate of the MBDA. • Develop a financial plan, including capital and operational budgets, and revenue models. • Identify key stakeholders in the development of such a facility (government departments, private partners, potential tenants, partners, and funding sources for the STP). • Evaluate socioeconomic impacts, particularly in terms of job creation, skills development, and SME growth. • Propose an implementation roadmap, including key risks and mitigation strategies.
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G Perumal (Chairperson).

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3. Scope of Work

The consultant(s) will be expected to undertake the following tasks:

3.1 Situational Analysis

- Review national and provincial policies and strategies, including the Science Technology and Innovation White Paper, Department of Science, Technology and Innovation (DSTI) Decadal Plan, and Eastern Cape Development Plan.
- Benchmark existing science parks, innovation hubs, and incubators in South Africa and globally.
- Assess Kariega's socioeconomic and industrial profile, focusing on:
 - ✓ Industrial base, particularly the automotive sector.
 - ✓ Academic and research institutions.
 - ✓ Youth demographics and skills.
 - ✓ Infrastructure suitability.

3.2 Market and Stakeholder Analysis

- Conduct a market assessment to evaluate demand for an STP, focusing on RD services, prototyping, incubation, and training.
- Engage with public and private sector stakeholders, including Volkswagen South Africa, Nelson Mandela University, the DSTI, TVET colleges, and other stakeholders, to align the STP with regional and national priorities.
- Identify potential tenants (including an anchor tenant), partners, funders, and end-users.

3.3 Business and Operational Model

- Define the vision, mission, and value proposition of the STP.
- Propose a governance structure to ensure effective management and oversight.
- Develop a management model, including staffing requirements, roles, and operational processes.
- Outline services to be offered, such as incubation, co-working spaces, laboratories, and training facilities.

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- Develop strategies for attracting tenants, including incentives, marketing plans, and promotional activities.

3.4 Infrastructure and Facility Planning

- Propose a layout for the STP, including office spaces, laboratories, co-working areas, and event venues.
- Identify technology, equipment and connectivity requirements to support high-tech operations.

3.5 Financial and Implementation Planning

- Provide detailed cost projections for development, operations, and maintenance.
- Define revenue sources, including rentals, service fees, venue hire, grants, private investments, and partnerships.
- Propose a funding strategy incorporating public, private, and donor contributions.
- Provide a 5-to-10-year financial forecast.
- Develop a phased implementation and risk management plan.
- Develop pricing models for venue hire (e.g., event spaces, co-working spaces, laboratories).
- Conduct a comparative analysis of market rates for similar facilities to ensure competitive pricing.
- Propose pricing strategies tailored to different user categories (e.g., SMEs, public institutions, corporate startups).

3.6 Leasing and Contracts

- Draft a leasing contract for tenants.
- Develop guidelines for space allocation and tenant selection to ensure fair and transparent processes.
- Propose a policy framework to govern leasing, maintenance, and operational policies of the STP.

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	4. Deliverables The consultant or firm is expected to deliver: • An inception report outlining the methodology, stakeholder engagement plan, work schedule, project duration, budget, and payment schedule. • A feasibility study and economic impact assessment • A comprehensive business plan addressing all components outlined in the scope of work. • An executive summary (2-3 pages) highlighting key findings and recommendations. • A detailed presentation summarising the business plan and recommendations for stakeholder engagement and investment promotion. • Presentation to MBDA Management Team 5. Submission Requirements Interested consultants are required to submit a detailed proposal that includes: • Company profile and relevant experience. • A detailed methodology, including a project timeline with clear milestones and deliverables. • Budget and cost breakdown. • Timeline for completion of the study. • References from previous projects of a similar nature. Queries relating to the advert may be submitted by close of business no later than to Thursday, 28 August 2025. CLOSING DATE: MONDAY, 01 SEPTEMBER 2025 @ 16H00		
EVALUATION CRITERIA	The quotes will be evaluated on the 80/20 price and specific goals as per MBD 6.1 attached. Proposals will be evaluated based on the following criteria: <table border="1" data-bbox="505 1808 1511 1879"> <tr> <td data-bbox="505 1808 1406 1879">FUNCTIONALITY CRITERIA</td><td data-bbox="1406 1808 1511 1879"></td></tr> </table>	FUNCTIONALITY CRITERIA	
FUNCTIONALITY CRITERIA			

	1. Experience The Applicant must demonstrate having relevant experience in conducting feasibility studies and developing business plans, preferably for STPs, innovation hubs, or incubators. a) 4 or more similar projects b) 3 similar projects c) 1-2 projects Proof or name(s) of traceable reference (s), company profiles and contact details must be provided failing which this functionality criteria will not be considered and zero points scored.	30 30 20 10
	2. Team Capacity a) Team member/s has expertise or qualification in innovation & science park planning, Economics and Finance, Infrastructure and urban development or relevant areas. b) Team member/s has no expertise or qualifications in innovation & science park planning, Economics and Finance, Infrastructure and urban development or relevant areas. To submit CVs or team qualifications (certifications or degrees)	15 15 0
	3. Methodology a. The methodology is highly relevant and directly addresses the study's objectives, with all necessary components included and thoroughly detailed. b. The methodology partially aligns with the objectives, and most components are included. c. The methodology does not align with the study's objectives and significant components are missing.	30 30 20 0
	Total	

PAYMENT FOR SERVICES	Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory. Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.
GENERAL CONDITIONS	1.1. All prices must be exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database. 1.4. The MBDA reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished. SCM Listing Criteria and returnable document requirements: 1. Full CSD Report 2. Valid BBBEE certificate 3. Declaration for service of the state – MBD4 4. Municipal Billing clearance certificate or Municipal Statement of account or a lease agreement. 5. Certificate of Independent Bid Determination (MBD9) 6. Proof of banking details 1.5. Quotations to be valid for 60 days from closing date 1.6. The MBDA SCM policy will apply.
CONTACT PERSON	Name: Singa Poswa Email: formal.quotes@mbda.co.za Tel: 041 811 8200
ANY ADDITIONAL REQUESTS/ COMMENTS	Service providers must ensure the following is adhered to: 1. All queries must be sent only in writing to formal.quotes@mbda.co.za, quoting the quote reference number. 2. All quotes must be submitted via email to formal.quotes@mbda.co.za quoting the quote reference number.

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, shareholder²):.....

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) an executive 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

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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) **“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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	7

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4	6
5	4
6	3
7	2
8	1
Non-compliant Contributor	0

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 table 1 below**:

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

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)	Required proof for specific goals claimed
B-BBEE status contributor	10		B-BBEE certificate confirming B-BBEE level status contribution
Enterprise located within the Nelson Mandela Bay municipal area	5		Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate

Enterprise owned by black women	3		Detailed CSD registration report / detailed B-BBEE certificate demonstrating black women ownership
Enterprise owned by black youth	2		Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
TOTAL POINTS	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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

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- (e) forward the matter for criminal prosecution, if deemed necessary.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to _____

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;
4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;
5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:
 - (a) has been requested to submit a Proposal in response to this RFP;
 - (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.
6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 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) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit or not to submit, a Proposal;

- (d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or
 - (e) submitting a Proposal with the intention not to win the award.
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 improvements to which this Proposal relates.
 9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.
 10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.
 11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals 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

Name of Applicant

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

- 1 This Municipal Bid Document must form part of all Bid 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 Bid of any Bidder may be rejected if that Bidder, 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 Bid 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 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? (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). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Bid Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the Bidder 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 ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the Bidder 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 comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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

BIDDERS DETAILS (PLEASE COMPLETE IN FULL)

QUOTE REFERENCE NUMBER:

REQUEST FOR QUOTE FOR:

NAME OF BIDDER :

CSD SUPPLIER NO. : **MAAA**.....

COMPANY REGISTRATION NO.:

CONTACT PERSON :

TELEPHONE NO. :

EMAIL ADDRESS :

PHYSICAL ADDRESS :

.....

.....

.....