

# REQUEST FOR QUOTATION (“RFQ”)

## PROVISION OF OUTSOURCED FINANCIAL ACCOUNTANT SERVICES FOR A PERIOD OF TWO (02) MONTHS SUBJECT TO ONE MONTH EXTENSION



<b>Bid Number</b>	EWSETA/RFQ/102/2022
<b>Bid Scope</b>	PROVISION OF OUTSOURCED FINANCIAL ACCOUNTANT SERVICES FOR A PERIOD OF 2 MONTHS SUBJECT TO ONE MONTH EXTENSION
<b>Issue Date</b>	THURSDAY 09 MARCH 2023
<b>Non-compulsory Briefing Session</b>	N/A
<b>Closing Date for submission of bids</b>	THURSDAY 16 MARCH 2023
<b>Inquiries</b> (all inquiries should be in writing)	<a href="mailto:scmadmin@ewseta.org.za">scmadmin@ewseta.org.za</a>

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## 1. BACKGROUND INFORMATION

The Energy and Water Sector Education and Training Authority (“EWSETA”) is a statutory body established through the Skills Development Act No. 97 of 1998 (the Act).

The EWSETA supports stakeholders in advancing the national and global position of the energy and water sectors through large, medium, and small companies, which include levy and non-levy paying entities.

In line with the requirements of the PFMA and Treasury Regulations, the EWSETA seeks to appoint a duly qualified and experienced service provider or independent consultant to outsource a Financial Accountant to alleviate temporary capacity shortages within the Finance Department.

## 2. OBJECTIVE

The EWSETA is seeking to appoint a suitably accredited, experienced, and qualified service provider or independent consultant to outsource the services of a Financial Accountant for a period of 2 months. These services will be undertaken as per the scope of work below.

## 3. SCOPE OF WORK

The successful service provider or independent consultant will provide all outsourced financial management and accounting services to support Finance Department with routine and non-routine finance tasks. These services are outlined in **section 3.1 below**.

EWSETA utilises the SAGE Evolution 200 for processing financial transactions. Bidders are required to be well versed in this system as the expectation is for the outsourced Financial Accountant to assist EWSETA from the onset.

The appointed Service Provider or Independent Consultant will take full responsibility for all output and deliverables produced by their placed resource and the work will be performed under the supervision of the Chief Financial Officer.

### 3.1 EXPECTED OUTCOMES AND DELIVERABLES

The Service Provider or Independent Consultant must adhere to the scope of services/ work and deliver according to the required outcome and deliverables. The placed Financial Accountant is expected to perform the following financial functions but not limited to:

- Process supplier invoices and creditor payments within 30 days from receipt of an invoice.
- Ensure all financial documentation is filed according to the EWSETA policy on Record Management.
- Process month-end financial closure. Prepare journals entries and all reconciliations.

- Compile financial reports and statements for financial analysis, forecasting, trending and results analysis, including supporting schedules.
- Compile monthly and quarterly expenditure reports for all cost centres and submit information to the Finance Manager.
- Assist with the preparation of the annual financial statements, including notes and supporting schedules.
- Maintenance and updating of the fixed asset register.
- Allocate budget to procurement requisitions and reconcile budget allocations.
- Prepare quarterly reports for submission to DHET and NT templates.
- Resolve accounting discrepancies and irregularities, where possible.
- And other adhoc tasks

### **3.2 MONITORING PROGRESS OF SERVICE**

The EWSETA shall monitor and evaluate the progress of the service delivery as per the deliverables outlined in the contract and Service Level Agreement (SLA). The quality of the services will be monitored throughout the period.

### **3.3 INDEPENDENCE, CONFIDENTIALITY AND OBJECTIVITY OF STAFF**

In carrying out the services, the Service Provider or independent consultant must ensure that its placed candidate maintains objectivity by remaining independent of the activities they execute. Staff are also expected to adhere to the confidentiality requirements throughout the project and will be required to attest to this through agreeing to the confidentiality clause in the EWSETA SLA.

### **3.4 DURATION OF SERVICES/ WORK**

This project undertaking will run for two months thereafter EWSETA reserve the rights to renew the appointment on a month-to-month basis depending on the capacity needs.

## 4. EVALUATION CRITERIA

### 4.1 Stage 1: Pre-Qualification Criteria

#### 4.1.1 Submission of Compulsory Documents:

**Prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.**

4.1.1.1 Prospective bidders are required to provide proof of registration with the Central Supplier Database by submitting the CSD report. In case of a Joint Venture, each party must provide proof of registration with CSD.

4.1.1.2 Completed and signed Standard Bidding Documents attached to the bid.

4.1.1.3 In case of a Joint Venture, a written agreement between the parties which must clearly set out the roles and responsibilities of each member and include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

#### 4.1.2 Non-compulsory documents

**Prospective bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria may be disqualified.**

4.1.2.1. Submit a valid Tax Clearance Certificate/ Tax Pin. A prospective bidder must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.

4.1.2.2. Certified copy of B-BBEE Certificate. A Joint Venture will qualify for the B-BBEE status level as a legal entity, provided that the legal entity submits their B-BBEE status level certificate. Failure on the part of the bidder to comply with the above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0) points.

## 4.2 Stage 2: Technical/Functionality

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of **75 points** (out of the 100 points), i.e. 75%, for Functionality in order to qualify to proceed to Stage 3 of the evaluation process.

The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must have deliverables and timeframes.

### 4.2.1 CRITERIA

The service provider is to meet the below criteria which is applicable to the bid to be submitted to the EWSETA.

Criteria	Scoring	Weighted score
<b>1</b>	Reference letters from companies as evidence of similar/related work successfully conducted.  NB: The Reference Letter(s) must not be older than 5 years must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related work conducted, year conducted and completed, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered. EWSETA will contact the references to confirm the information in the reference letters.	<b>15</b>
<b>2</b>	Provide the qualifications of the proposed Financial Accountant  <i>NB: Bidders must attach no later than 6 months certified copies of qualifications. Uncertified qualification certificates will not be accepted and will therefore not score any points.</i>	<b>25</b>

		National Diploma in Accounting or Financial Management = <b>15 points</b>  No relevant qualifications = 0 points	
<b>3</b>	Provide the relevant work experience of the proposed Financial Accountant  <i><b>NB:</b> Bidders must attach detailed CV of the proposed Financial Accountant with contactable references.</i>	+5 years relevant experience = <b>30 points</b>  +3 to 5 years relevant experience = <b>23 points</b>  +2 to 3 years relevant experience = <b>15 points</b>  2 years or less of experience = <b>0 points</b>	<b>30</b>
<b>4</b>	SAGE Evolution 200 experience  <i><b>NB:</b> Bidders must attach detailed CV of the proposed Financial Accountant with contactable references.</i>	+4 years SAGE Evolution 200 experience = <b>15 points</b>  +3 to 4 years SAGE Evolution 200 experience = <b>10 points</b>  +2 to 3 years SAGE Evolution 200 experience = <b>5 points</b>  2 years or less SAGE Evolution 200 of experience = <b>0 points</b>	<b>15</b>
<b>5</b>	<b>Public sector experience</b>  <i><b>NB:</b> The proposed financial accountant must have public sector experience with contactable references</i>	+4 years public sector experience = <b>15 points</b>  +3 to 4 years public sector experience = <b>10 points</b>  +2 to 3 years public sector experience = <b>5 points</b>  2 years or less public sector experience = <b>0 points</b>	<b>15</b>
<b>TOTAL</b>			<b>100</b>

### 4.3 Skills Assessment / Interviews of Shortlisted Candidates

The top three bidders who meet the minimum technical/functionality evaluation score of 75% under stage 2.1 of evaluation above may be invited to participate in the second assessment stage, being an interview session (this stage is dependent on the quality of bids received). These will be held at the EWSETA offices in Parktown, Johannesburg where will be assessed on the following capabilities:

- Demonstrates understanding, knowledge & experience of the Financial Accountant's function and responsibilities.
- Demonstrates understanding and ability to utilize SAGE Evolution 200.
- Demonstrates understanding of public sector finance.

Bidders are expected to satisfy the EWSETA panellist with an overall "Satisfactory" score to proceed to the final stage of evaluation, below.

### 4.4 Pricing and Specific Goals Stage

4.4.1 The applicable preference point system for this tender is the 80/20 preference points system

80 points are awarded for price

20 points are awarded for specific goals

4.4.2 The points scored in respect of specific goals will be added to the points scored for price.

4.4.3 The following formula will be used to calculate the points for Price:

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

Where

P<sub>s</sub> = Points scored for price of tender under consideration

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

### 4.5 Points awarded for specific goals

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:

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

	Points
Price	80
<b>Specific goals:</b>	
B-BBEE Status level contribution	10



Black Youth	10
Total points for Price and Specific goals	100

4.5.1.1 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.

4.5.1.2 EWSETA 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 EWSETA.

#### 4.6 Financial Proposal

Financial proposals will be compared on the basis of their total amount inclusive of VAT and all other related costs. **Bidders are required to submit financial proposals as per the table below on a company.**

Description	Rate per hour
Provision of outsourced Financial Accountant services - rates	R
VAT	R
<b>Total Amount inclusive of VAT</b>	<b>R</b>

Pricing schedule is compulsory and failure to complete same in prescribed above and without alterations may result in disqualification of the bid during the financial evaluation process.

#### FORWARD EXCHANGE RATE COVER

In the event of price/prices being based on the exchange rate, the successful tenderer/s will be required to obtain exchange rate cover in order to protect the EWSETA against exchange rate variations. The contract price adjustment will not be accepted and the contract may be cancelled.

Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered. Bidders are requested to provide a clear agreement regarding joint venture/consortia. The percentage involvement of each company in the joint venture agreement should be indicated on the agreement.

### 5. NOTES TO BIDDERS

Outlined below are basic requirements that each bid must comply with. Failure of any bid to meet any or all of these requirements may disqualify such a bid from the evaluation process:

5.1 A prospective bidders must ensure that that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on CSD. It is therefore a condition of this bid that the tax matters of the bidder be in order at the time of award. Failure of the bidder for not complying with their tax matters at the time of award will result in the bidder being disqualified.

- 5.2 The EWSETA will not be liable to reimburse any costs incurred by applicants in preparing their proposals.
- 5.3 Bids received late shall not be considered under any circumstances. A bid will be considered late if it arrives after 13:00 o'clock on/after the closing date.
- 5.4 EWSETA does not bind itself into making an appointment from proposals and offers received.
- 5.5 The lowest price or any quotation will not necessarily be accepted, and the EWSETA reserves the right to accept the whole or any portion of a quotation
- 5.6 EWSETA reserves the right, at its sole discretion, to cancel this request for proposals, presentations and price or not to make any appointment at all.
- 5.7 EWSETA will not make upfront payments.
- 5.8 Successful bidder must undertake to abide by the confidentiality undertakings contained in the agreement to be concluded.
- 5.9 The successful bidder will be informed of the outcome. A contract will only be deemed to be concluded when reduced to writing and signed by the designated responsible person of both parties (duly authorised). The designated responsible person of the EWSETA is the Chief Executive Officer or her/his written authorised delegate.
- 5.10 A probation period of 30 days will apply to the agreement and a penalty regime system in the maintenance addressing recourse by the supplier or EWSETA will be implemented.
- 5.11 Please note that any plagiarism of any sort contained within any bid or any other documents submitted to the EWSETA by any bidder will result in the disqualification of the respective bidder and may potentially have legal ramifications.
- 5.12 EWSETA may request clarification or further information regarding any aspect of the bidder. The bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the bidder may be disqualified.
- 5.13 Nothing, as stipulated in these Terms of Reference may be amended without the written confirmation of the Chief Executive Officer of EWSETA or his/her delegated authority.
- 5.14 Any possible staff changes during the course of the engagement must be done in consultation and approval of the EWSETA.

## 6. SUB-CONTRACTING

A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for unless the intended sub-contractor is an exempted micro-enterprise that has the capability and ability to execute the sub-contract.

## 7. SUBMISSION OF BIDS

Bidders are required to submit their proposals to **scmadmin@ewseta.org.za**

## 8. CLOSING DATE OF PROPOSAL

A comprehensive proposal together with pricing schedule must reach EWSETA by no later than **THURSDAY 16 MARCH 2023 not later than 13H00 o'clock**. Please note that no late proposals will be considered.

## 9. TENDER VALIDITY

This RFQ shall be valid for 90 days calculated from Bid closing date.

## 10. FRAUD HOT-LINE

EWSETA subscribes to fair and just administrative processes. EWSETA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

EWSETA TIP-OFFS ANONYMOUS

Free Call: 0800 611 205

Email: [ewseta@tip-offs.com](mailto:ewseta@tip-offs.com) or visit their website [www.tip-offs.com](http://www.tip-offs.com)



## **Annexure 1 - EWSETA GENERAL CONDITIONS OF CONTRACT**

### **General**

EWSETA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

### **Conditions**

These conditions form the basis of the contract between EWSETA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by EWSETA. No servant or agent of EWSETA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by EWSETA in the order/contract.

### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract. The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. EWSETA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

### **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

### **Where items are to be delivered the Supplier:**

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to EWSETA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to EWSETA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

### **Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

### **Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to EWSETA when accepted by EWSETA.

### **Rejection**

If the Supplier fails to comply with his obligations under the order/contract, EWSETA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, EWSETA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to EWSETA.

In the case of service, the Supplier corrects non-conformances as indicated by EWSETA.

### **Warranty**

Without prejudice to any other rights of EWSETA under these conditions, the Supplier warrants that the items are in accordance with EWSETA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by EWSETA.

### **Indemnity**

The Supplier indemnifies EWSETA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies EWSETA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by EWSETA.

#### **Assignment and sub-contracting**

The Supplier may not assign or subcontract any part of this order/contract without the written consent of EWSETA.

### **Termination**

EWSETA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to EWSETA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of EWSETA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

### **Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

## 11. ANNEXURE 2 – SBD4 - BIDDER’S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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

<sup>1</sup> 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.

2.2 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:

.....  
 .....

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 consortium<sup>2</sup> 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 3.5 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.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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