BRAND South Africa

REQUEST FOR PROPOSAL (RFP/005/2026/27)

APPOINTMENT OF A SERVICE PROVIDER FOR JOB EVALUATION, GRADING AND SALARY BENCHMARKING FOR BRAND SOUTH AFRICA

CLOSING DATE: 13 NOVEMBER 2026

TIME: 12H00

Brand South Africa
103 Central Street, Houghton, Gauteng, South Africa |
PO Box 87168, Houghton, 2041, Gauteng, South Africa Telephone: +27 11 712 5000 | Fax: +27 11 483 0124
Email: info@brandsouthafrica.com | Website: www.brandsouthafrica.com

Trustees: Ms Ipeleng Selele (Chairperson); Ms Zama Mkosi (Deputy Chairperson); Ms Emy Casaletti-Bwalya; Ms Loretta Jacobus; Ms Rachel Kalidass; Adv Cawekazi Mahlati; Prof Hlengani Mathebula; Mr Jerry Mpufane; Mr Lumko Mtimde; Ms Dzawele Ratshikuni; Mr Bohani Shibambu.

Chief Executive Officer: Mr Neville Matjie

South Africa
Inspiring new ways

1. INTRODUCTION

Brand South Africa, previously known as the International Marketing Council of South Africa (IMC) was established in 2002 and tasked with leading the global and domestic marketing of our nation's Brand. The primary object of the Trust is to develop and implement a pro-active and coordinated marketing and communication and reputation management strategies for South Africa.

Brand South Africa's international mandate is to build South Africa's Nation Brand reputation in order to improve the country's global competitiveness, reflecting a great focus on driving international investment and trade.

Domestically, Brand South Africa's mandate is to build pride & patriotism amongst South Africans and contribute to social cohesion and nation brand ambassadorship, giving our country a consolidated and clear brand image. This involves the creation of a unified message and promise that becomes identifiable with South Africa, thereby building credibility, conviction and committed patronage.

Brand South Africa is also the central hub of national reputation and competitiveness intelligence. This intelligence is vital for articulating, aligning and mobilising key messages about the nation for the use and benefit of all stakeholders and strategic partners.

2. WHO WE ARE

Brand South Africa is a Schedule 3A Public Entity, which was established in terms of the Brand South Africa Trust Deed, which is governed by the Trust Property Control Act No.57 of 1988 and the Public Finance Management Act, No.1 of 1999. The organisation reports to the Department of Communication, from which it receives its budget.

3. PURPOSE

The purpose of Brand South Africa is to develop and implement pro-active and coordinated marketing, communication, and reputation management strategies for the country.

4. MISSION

To achieve our purpose, we will embark on the following execution mission:

- Develop and articulate a South African national brand identity that will advance South Africa's long-term positive reputation and global competitiveness.
- Seek to build individual and institutional alignment to and support for the brand in South Africa and pride and patriotism amongst South African.
- Build awareness and the image of the Nation Brand in other countries.
- Seek the involvement and cooperation of various government departments, civil society, business and the non-government sector.

5. TERMS OF REFERENCE / SCOPE OF WORK

5.1. Brand South Africa hereby invites experienced and reputable service providers to undertake an independent review of job profiles, job evaluation (JE) and grading/re-grading using the **Paterson Job Grading system**, and external salary benchmarking for sixty-six (66) positions in line with best practice.

5.2. The objective is a fair, transparent, equitable, competitive and sustainable remuneration structure that supports organisational effectiveness and the attraction and retention of critical talent. Delivery shall take account of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, POPIA and Brand South Africa's Human Capital and Remuneration Policies to the extent applicable. Any use of King IV governance guidance shall be distinguished from binding legislation and checked against the organisation's applicable governance framework.

5.3. The service provider will be required to perform the following activities:

5.3.1. Evaluate and grade positions based on the draft job profiles.

5.3.2. Evaluate and grade positions based on the draft job profiles.

5.3.3. Provide Brand SA with a report that sets out the methodology that was followed, the recommended grade and motivation for the recommendation.

5.3.4. Presentation on job profiling and grading results to the relevant business structures as requested.

5.3.5. The appointed service provider will also be required to conduct a salary benchmarking for the entire organisation.

5.3.6. Collect relevant salary data, align it and compare it to internal Brand SA job roles.

5.3.7. Conduct a salary benchmarking exercise with similar industries, analyse and document the findings.

5.3.8. Provide the Brand SA with a comprehensive report that sets out the methodology that was followed.

5.3.9. Benchmark a total of 66 job positions. The exercise is expected to be completed within three (3) weeks. The job positions requiring benchmarking are as follows: The Draft Organisational Structure containing 66 positions, some of which are currently occupied by temporary staff as attached in (Annexure A: Draft Brand SA Organisational Structure).

5.4. The objective is to ensure that the Brand SA's employees are paid equitably and fairly according to their qualifications, skills and experience, with the aim to prevent high turnover rates by ensuring compensation packages are in line with the industry standards and compliant with the guidelines prescribed by the Department of Public Service and Administration ("DPSA guidelines").

5.5 Knowledge/Skills Transfer

As part of the service offering, the service provider must produce a knowledge/skills transfer plan and implement it within the propose scope of the assignment i.e training of the Job Evaluation committee on conducting the JE on Parteson Grading system.

6. DURATION OF APPOINTMENT

The appointment is for six (6) months (which includes the three-week execution period) from the agreed commencement date and covers the complete 66-position assignment. Bidders shall submit a realistic project plan showing resources, tasks, milestones, dependencies and review periods. This is a defined assignment, not an open-ended case-by-case retainer. Scope changes require prior written approval through the applicable delegated process.

7. EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, Brand SA has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to Brand SA and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and Specific Goals as per the PPPFA Regulations.

7.1. Phase 1: Mandatory evaluation

Bidders who comply with all mandatory requirements will qualify to Phase 2 for Technical Evaluation those who failed will be disqualified to the Price and B-BBEE evaluation.

Criteria	Comply	Not comply	Comments
Valid relevant professional membership from professional bodies. i.e. South African Rewards Association **SARA, World at Work** or relevant affiliation. Attach valid certificate.			

7.2. Phase 2: Technical/ Functional evaluation

7.2.1. A minimum 75 points out of 100 points on technical capability will be the cut off to qualify for further evaluation on price and specific goals.

7.2.2. It is the responsibility of the bidder to understand the scoring system and factor that system into the organization and content of its proposal documents.

7.2.3. Brand South Africa will analyse and assess technical capability and therefore the bidder should demonstrate the following:

No	Description	Weight
	1. COMPANY EXPERIENCE **Proven company experience in job evaluation and salary benchmarking for a public entity.** The Bidder must demonstrate that they have the capacity to render the required service. The Bidder must provide a company profile reflecting industry experience, years in business, track record of success, specialized knowledge, client base, geographic reach, capacity and resources. • Lessthan 5 years **(0 points)** • 5 – 9 years **(5 points)** • 10 years and above **(10 points)**	**10 Points**
	2. REFERENCE LETTERS The bidder to submit reference letters from clients who have acquired the same type of service from the bidder. Reference letters must include the name of the organisation, contact person, contact details, and it must be signed and be on the client`s letterhead. Reference letters should be specific to the solicited services, the year undertaken. The references should not be over the period of 8 years. The bidder is to provide a minimum of 3 reference letters. • 3 – 4 reference letters = 4 points • 5 - 6 reference letters = 8 points	**15 Points**

• 7 - 8 reference letters = 12 points • Above 8 reference letters = 15 points	
3. APPROACH AND METHODOLOGY Project proposal and approach that demonstrates a comprehensive and relevant approach to the requirements of the specifications for the project duration. The proposal must contain the details of the proposed approach to be adopted to deliver the service highlighting strategies, qualifications, of the resources, level of individual experience and work plans for: • Job Evaluations (0 - 10) • Salary benchmarking (0 - 10) • Report and close-out (0 – 10)	**30 points**
4. PROJECT PLAN Bidders to provide a realistic project plan with proposed team, tasks and timelines indicating how the project will be implemented including the milestones. Bidders are to also indicate the number of resources that will be deployed. Bidders are also expected to indicate their ability to adjust the project timeline such that implementation can still be delivered within a shorter time-period than anticipated should there be unforeseen dynamics.	**15 Points**
5. CAPACITY AND EXPERIENCE OF THE TEAM & PROJECT LEADER The bidder must provide a detailed CV's of the team and team leader, that will be used as evidence to substantiate the number of years of experience	**30 Points**

conducting similar assignment. The team must posses the relevant qualification. • Less than 5 years = **0 points** • 05 to 06 years = **5 points** • 07 to 09 years = **10 points** • 10 years and above = **15 points** Deagree in Human Resources, Psycology or equivalent = (**15 points)** Diploma in Human Resources, Psycology or equivalent = **(7.5 points)** The bidder must provide a detailed CV and relevant qualification that will be used as evidence to substantiate the number of years of experience. If no proof of years of experience and qualification can be obtained from the CV provided, bidders will not be allocated points. Attach copies of qualification.	
TOTAL POINTS	**100 points**
MINIMUM THRESHOLD	**75 POINTS**

Bidders who fail to meet the minimum score of 75 points in Stage 2 shall not be considered for evaluation in terms of Stage 3 (Price and preference points on specific goals)

7.3. Phase 3: Price and specific goals

7.3.1. In order to facilitate a transparent selection process that allows equal opportunity to all bidders, Brand SA has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to Brand SA and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and Specific Goals as per PPR2022.

Price and Specific Goals

Price and Specific Goals		
CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
Price	Detailed budget breakdown	80
Specific Goals	Specific Goals	20
TOTAL		100

NB: Price and specific goals points will be calculated as described in the Preferential Procurement Regulations of 2022. SBD 6.1 form must be used to claim points for specific goals for the company. A copy of CSD report and certified copy of B-BBEE certificate or Sworn Affidavit must be submitted as proof of specific goals. When the said documentation is not provided as proof the company will automatically score zero points for specific goals. Brand SA may request further information if clarity is needed.

6.3 INSTRUCTIONS TO BIDDERS

a. Terms and Conditions

Brand South Africa reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

The adjudication process does not represent a commitment on the part of the Brand South Africa to proceed further with that proposal or of any other bidder.

The price quoted must be valid for at least 90 days.

b. Changes to this RFQ document

Brand South Africa reserves the right to make changes on this RFQ Document. All changes will be communicated to those firms that have responded to the RFQ. No reliance shall be placed on other information or comment from any other person.

c. Confidentiality

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

d. Other matters

Brand South Africa reserves the right not to enter into any relationship and no correspondence pertaining to submissions will be entered into.

If Brand South Africa does not accept any proposal, it will declare this RFQ call process closed and may then elect to:

- Proceed on a completely different basis; and
- Not to appoint any respondent in the event it deems proposals not appropriate.

Brand South Africa will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

Brand South Africa reserves the right to engage in processes to validate all claims made in the proposal.

7. PAYMENT STRUCTURE

a. Brand South Africa undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

b. Payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

8. GENERAL

a. Below are compulsory requirements for this service:

It is important to note that the successful bidder will work under the supervision of a Brand South Africa representative, abide by Brand South Africa's Code of Conduct, and other organisational guidelines.

b. Failure to submit the following documents will lead to disqualification:

- (SARS Pin Number/ Tax Clearance Certificate).
- BBBEE certificate or sworn affidavit.
- National Treasury Central Supplier Database Report.
- Completed and signed SBD forms.
- Completed and signed POPIA PROTECTION OF PERSONAL INFORMATION ACT, 2013 (POPIA)
- Quotation on Company Letterhead

9. CONTACT DETAILS FOR INFORMATION

a. Further information regarding technical matters can be sent via email to: Lwandilem@brandsouthafrica.com or tel: 011 483 0122.

b. Further information regarding supply chain matters can be send via email to: Zinhlem@brandsouthafrica.com or at tel: 011 483 0122.

10. SUBMISSIONS OF PROPOSALS

a. Proposals should be submitted on or before the 13 November 2026 by no later than 12H00 to the following address: Zinhlem@brandsouthafrica.com

b. The selection of the qualifying bid/quotations will be at the Brand South Africa's sole discretion. Brand South Africa does not bind itself to accept any particular bid/quotations and reserves the right not to appoint the bidder.

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SBD 3

PRICING SCHEDULE

Note:

1 Bidder must complete the pricing as per the table below

2 All pricing will be according to the Scope of work

3 Line Prices are all VAT EXCLUDING, and TOTAL PRICE is VAT INCLUSIVE

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return as part of the tender submission.

Activity / cost component	Amount (ZAR)
1. Job-profile review — 66 positions	
2. Paterson job evaluation and grading — 66 positions	
3. External salary benchmarking — 66 positions	
4. Reports, moderation, presentations and implementation recommendations	
5. Sundry and other expenses — disclose inclusions	
Subtotal excluding VAT	
VAT, where applicable	
TOTAL INCLUDING APPLICABLE TAXES	

NB:

- BIDDERS ARE EXPECTED TO QUOTE ACCORDING TO THE SCOPE OF WORKS ABOVE
- BIDDERS ARE EXPECTED TO PROVIDE A DETAILED BREAK DOWN OF COSTS ON COMPANY LETTER HEAD

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

2.3.1 If so, furnish particulars:

……
……
……

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	Name of bidder

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

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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

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$	or	$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$	or	$Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100 % Black owned	N/A	10		
Exempted Micro Enterprise (Annual Turnover less the R 10 000 000)	N/A	10		

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: .....

.....

.....

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PROTECTION OF PERSONAL INFORMATION ACT, 2013 (POPIA)

I/we as Band South Africa's potential service provider hereby:

- grant my/our voluntary consent to Brand South Africa to collect, process and use my/our personal information in accordance with the provisions of POPIA;

- confirm that I/we understand and acknowledge that my/our personal information may be used by Brand South Africa in order to discharge its public and/or statutory duties;

- grant our consent to Brand South Africa that my/our personal information may be disclosed to third parties in consistence with Brand South Africa's statutory duties; and

- confirm that I/we are aware that there may be circumstances during which Brand South Africa will not need my/our express consent to process my/our personal information, such as during litigation or the information is already in the public domain.

Should any of my / our personal information change, I/ we shall promptly inform Brand South Africa by contacting accounts@brandsouthafrica.com

SIGNED AT _____ ON THIS _____ DAY OF _____ 202_____

FULL NAMES AND SURNAME: _____

CAPACITY OF THE SIGNATORY: _____

SIGNATURE: _____