



REQUEST FOR QUOTATION SERVICES

QUOTATION DETAILS

QUOTATION NUMBER: NEMISA/2022/UNINSTALL/RFQ 7573

CLOSE Date: Friday, 27 May 2022
Time: 11:00

DESCRIPTION: REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNINSTALL RELOCATE AND REINSTALL CCTV AND FACE RECOGNITION ACCESS CONTROL AND INTEGRATE COVID-19 SCREENING DEVICES.

BRIEFING SESSION: Yes No
See Section A-1 Paragraph 2 on Quotation Submission Conditions and Instructions that the Bidders needs to take note of.

DETAILS OF BIDDERS

Organisation/individual: _____
Contact person: _____
Telephone/ Cell number: _____
E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Quotation	Written offer in a prescribed or stipulated form in response to an invitation by NEMISA for the provision of goods, works or services
Contractor	Organisation with whom NEMISA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Quotation
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
dti	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
NEMISA	National Electronic Media Institute of South Africa (SOC) Ltd
Original Quotation	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS QUOTATION DOCUMENT PACK

Bidders are to ensure that they have received all pages 37 of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with quotations.

- Section A 1: Quotation Submission Conditions and Instructions
- Section A 2: Terms of Reference
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with quotations.

- Section B 1: Special Conditions of Quotation and Contract: Special conditions that the Bidders needs to accept
- Section B 2: Declaration of Interest
- Section B 3: Declaration of Bidders past SCM practices
- Section B 4: Certificate of Independent Quotation Determination
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2011
- Section B 6: Invitation to Quotation
- Section B 7: Pricing Schedule (Professional Services)
- Section B 8: CV Template Guideline

SECTION A

(This section must not be returned as part of the quotation document)

QUOTATION SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004, and any other Act applicable.

2 BRIEFING SESSION

- 2.1 Compulsory site briefing session is scheduled for the Monday, 16 May 2022 at 14h00.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the quotation, is to be requested in writing (letter, facsimile, or e-mail) from SCM Manager by not later than Monday, 16 May 2022. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The quotation number should be mentioned in all correspondence.

Contact details for SCM Manager:

Facsimile: 011 484 0615

Telephone: 011 484 0583

E-Mail: Hensonm@nemisa.co.za

4 SUBMITTING QUOTATIONS

EMAILED TO: Scm3@nemisa.co.za

- All quotations must be submitted on the official forms (not to be re-typed).
 - Quotation number (NEMISA/2022/UNINSTALL/RFQ 7573)
 - Closing date and time (Friday, 27 May 2022 @ 11:00)
 - The name and address of the Bidders.
- 4.1 Documents submitted on time by bidders shall not be returned.

5 LATE QUOTATIONS

- 5.1 Quotations received late shall not be considered. A quotation will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (quotation) box shall be closed at exactly 11:00 and quotations arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that quotations be despatched allowing enough time for any unforeseen events that may delay the delivery of the quotation.
- 5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

6 PAYMENTS

- 6.1 NEMISA will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the NEMISA to the Contractor.
- 6.1.1 The Contractor shall from time to time during the duration of the contract, invoice NEMISA for the services rendered.
- 6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as NEMISA may reasonably require, to establish the specific nature, extent, and quality of the services which were undertaken by the Contractor.
- 6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to NEMISA.
- 6.1.4 Payment shall be made by bank transfer into the Contractor's bank account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the quotation is awarded).
- 6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT, or other money required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

- 7.1 The General Conditions of the Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

TERMS OF REFERENCE (TOR)

SCOPE OF WORK TO UNINSTALL, RELOCATE AND REINSTALL CCTV AND FACE RECOGNITION ACCESS CONTROL AND INTEGRATE COVID-19 SCREENING DEVICES

Background

The National Electronic Media Institute of South Africa was established as a non-profit institute for education in terms of the Companies Act (1973) and is listed as a schedule 3A public entity in terms of the Public Finance Management Act (1999). NEMISA derives its mandate from the Department of Communications and Digital Technologies (DCDT).

Purpose

NEMISA intends to relocate its Head Office from number 21 Gorton Road to SABC office park at number 21 artillery road, Auckland Park. The relocation is expected to occur before the 31st of May 2022 before the expiry of its current lease. As a result, NEMISA requires the services of an experienced service provider to uninstall, relocate, reinstall face recognition and ensure that these systems are integrated.

Scope of work

- The service provider will be required to uninstall it. Relocate, reinstall and integrate the face recognition system.
- NEMISA has 40 Hikvision 2 -MP WDR infra-red network cameras and 9 face recognition systems in and out and 3 biometric access control in and out to be removed and relocated to the new premises.
- Remove 2 Hikvision screen and analytic devices relocate, reinstall and integrate to the ecosystem.
- NEMISA has installed the ZKT Ecosystem face and palm recognition. The service provider should further ensure that the software system.
- Remove CCTV and biometrics cable and use the ones in good condition should they be usable and supply new cable where necessary.

Criteria

- A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of new registration) will suffice.
- An electrical engineer will issue a compliance certificate should a new installation be necessary.
- PSIRA proof of registration
- All officials employed under this project shall be subjected to security clearance.
- The contractor shall submit a complete set of manuals on completion, including the additional password for the system.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED**1 EVALUATION PROCESS****1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS**

1.1.1 All quotations duly lodged as specified in the Request for Quotation will be examined to determine compliance with quotation requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items will render a quotation non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Quotation and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest		
Part 4	Completed and signed Declaration of Bidders' past Supply Chain Management practices		
Part 5	Completed and signed Certificate of Independent Quotation Determination		
Part 7	Completed and signed Invitation to Quotation		
Part 8	Completed Pricing Schedule in the prescribed format		
Part 12	Proof of registration on the CSD		

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

FUNCTIONAL CRITERIA	Maximum to be awarded
<ul style="list-style-type: none"> • Site Agent / Manager The person's experience in Supply and Installation of Access control and CCTV) in the last five years. Notes: The service provider should demonstrate by way of submitting a comprehensive CV and certified certificates <ul style="list-style-type: none"> ○ Nine years or higher = 30 ○ 7 to 8 years =20 ○ 5 to 6 years = 10 ○ 2 to 4 years = 5 ○ 0 to 3 years 	30
<ul style="list-style-type: none"> • Experience of the bidder (20) <ul style="list-style-type: none"> ○ Eight years or more – 20 points ○ Five years but less than 8 – 10 ○ One year but less than 5 – 5 points ○ Less than one year – 0 points 	20
<ul style="list-style-type: none"> • COIDA 	20
<ul style="list-style-type: none"> • Appointment letter or completion certificate <ul style="list-style-type: none"> ○ 6 or more above letters or completion certificate – 30 points ○ 4 to 5 letters or letters certificate – 20 points ○ 1 to 3 letters or letters certificate – 10 points ○ Zero letters or letters certificate – zero points 	30
Total	100
Minimum Threshold	75

1.2.2 The score for functionality shall be calculated as follows:

- Each panel member shall award values for each criterion on a score sheet. The value score for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.

- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each bidder for functionality.

1.3 DETERMINATION OF SCORES FOR PRESENTATIONS

- 1.3.1 NEMISA will not call for presentations.

1.4 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY

- 1.4.1 Quotations that score less than 75% of the marks available for functionality will be eliminated from further consideration. Marks will therefore not be awarded for their cost proposals or preference.

1.5 PRICE AND B-BBEE STATUS LEVEL POINTS

- 1.5.1 All remaining quotations will be evaluated as follows:

- 1.5.2 The 80/20 preference point system will be applied. Points for price and B-BBEE status level certificate will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2017.

- 1.5.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining quotations.

- 1.5.4 The point scored for the B-BBEE status level certificate for each acceptable quotation will now be added to the price point.

- 1.5.5 The Evaluation Committee may recommend that the contract be awarded to the bidders obtaining the highest aggregate mark as determined by 1.6.4 or to a lower scoring quotation on justifiable grounds.

1.6 ADJUDICATION OF QUOTATION

- 1.6.1 The relevant award structure will consider the recommendations and make the final award. The successful bidders will usually be the service provider scoring the highest number of points or it may be a lower scoring quotation on justifiable grounds or no award at all.

CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached quotation documents to NEMISA in accordance with the requirements and task directives/proposals specifications stipulated in Quotation Number NEMISA/2022/UNINSTALL/RFQ 7573 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the quotation.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Quotation documents, viz
 - Invitation to quotation
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest
 - Declaration of bidders past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)

3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

5. I/we declare that I/we have no participation in any collusive practices with any bidders or any other person regarding this or any other quotation.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your quotation under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

SECTION B

This section must be completed and returned or supplied with quotations as prescribed.

SPECIAL CONDITIONS OF QUOTATION AND CONTRACT Return as Part 1

SPECIAL CONDITIONS	
1	GENERAL
1.1	The Bidders must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the NEMISA will assume that the Bidders is in compliance or agreement with the statement(s) as specified in this quotation.
1.3	Quotations not completed in this manner may be considered incomplete and rejected.
1.4	NEMISA shall not be liable for any expense incurred by the Bidders in the preparation and submission of a quotation.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of NEMISA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the quotation relates.
3	QUOTATION SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Quotation submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	NEMISA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	NEMISA shall not be obliged to accept the lowest or any quotation, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of NEMISA is the CEO.
4.5	NEMISA also reserves the right to enter into one contract with a Bidders for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Quotation and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their quotation once the procurement process has been completed.
5.2	Requests for information regarding the quotation process will be dealt with in line with the NEMISA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	NEMISA shall reject a proposal for the award of a contract if the recommended Bidders has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The NEMISA may disregard the quotation of any bidders if that bidders, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the NEMISA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the quotations, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your quotation being disregarded.
8.2	No additional information will be accepted from any individual Bidders without such information having been requested
9	CONFIDENTIALITY
9.1	The quotation and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the quotation. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified,

Section B 1: Special Conditions of Quotation and Contract

	NEMISA must be given immediate written notice to this effect. NEMISA reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of NEMISA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to NEMISA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to NEMISA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a quotation. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their quotation.
15.4	No quotation will be awarded and a contract concluded with a bidders who is not registered on the CSD.
16	FORMAT OF QUOTATIONS

Section B 1: Special Conditions of Quotation and Contract

16.1	Bidders must complete all the necessary quotation documents and undertakings required in this quotation document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 1: Special Conditions of Quotation and Contract
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of quotation and Contract (Section B-1). Quotations submitted without a completed Special Conditions of Quotation form will be deemed to be non-responsive.
16.4	Part 2: SARS Tax Clearance Certificate(s)
16.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za . Bidders may also submit a printed TCS together with the quotation. In quotations where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidders is registered on the Central Supplier Database (CSD), a CSD number must be provided. Quotations submitted without any one of the above particulars, will be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the quotation must complete and return the "Declaration of Interest" (Section B-2). Quotations submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
16.6	Part 4: Declaration of Bidders past Supply Chain Management practices
16.6.1	Each party to the quotation must complete and return the "Declaration of bidders past Supply Chain Management practices" (Section B-3). Quotations submitted without a completed and signed Declaration of bidders past Supply Chain Management practices will be deemed non-responsive.

Section B 1: Special Conditions of Quotation and Contract

16.7	Part 5: Certificate of Independent Quotation Determination
16.7.1	<p>Each party to the quotation must complete and sign the Certificate (Section B-4).</p> <p>Quotations submitted without a completed and signed Certificate of Independent Quotation Determination will be deemed non-responsive.</p>
16.8	Part 6: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017
16.8.1	<p>Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-5) document.</p> <p>In addition, a valid BEE certificate must be submitted.</p> <p>Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.</p>
16.9	Part 7: Invitation to Quotation
16.9.1	<p>Bidders must complete, sign and return the full “Invitation to Quotation” (Section B-6) document.</p> <p>Quotations submitted without a completed and signed Invitation to Quotation will be deemed to be non-responsive.</p>
16.10	Part 8: Pricing Schedule
16.10.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and Bidders are expected to submit a costing that is fair and reasonable.
16.10.2	<p>All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7).</p> <p>Quotations submitted without a price or with an incomplete price, will be deemed to be non-responsive.</p>
16.10.3	Rates for the first year of the contract must be firm and must be indicated in the formats prescribed. <u>All normal operating costs and out of pocket expenses such as photocopies, telephone calls, printing, travel, etc. must be covered in the rates quoted.</u>
16.10.4	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.
16.10.5	<p>Fees:</p> <p><input type="checkbox"/> The budgeted days/ hours and applicable rates of all team members as per the pricing schedule.</p>
16.10.6	<p>Reimbursable costs</p> <p><input type="checkbox"/> Travel</p>

Section B 1: Special Conditions of Quotation and Contract

	<ul style="list-style-type: none"> ▪ Only economy class flights are to be used. ▪ Preferably Group A hire cars are to be used. In circumstances where good motivation exist, Group B hire cars may be used. The difference in cost between Group B and more expensive options, will be borne by the service provider. ▪ A rate per kilometre for the use of a personal vehicles must be quoted.
	<input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.11	Part 9: Technical approach
16.11.1	Bidders must submit a description of the methodology and approach that will be used to perform the work as set out in the Terms of Reference. This methodology and approach must demonstrate the Bidders understanding of the requirement and also of the environment.
16.11.2	Bidders must, at least cover the under-mentioned in their technical approach and return as part of their submission:
	<input type="checkbox"/> Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.
	<input type="checkbox"/> Describe how the work will be managed. Provide an organisation chart clearly indicating:
	<ul style="list-style-type: none"> ▪ The lines of reporting and supervision within the Bidders team. ▪ The lines of reporting between the Bidders and the NEMISA and other stakeholders, if applicable.
	<input type="checkbox"/> Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.
16.11.3	Provide a project plan of activities. In addition to providing details of the estimated number of work days for each activity, Bidders are to supply a detailed timetable that identifies when certain activities will be undertaken and over what period they will be spread. The timing of activities, the time needed to complete them, and the order in which they will be undertaken must be explained and justified.
16.11.4	Please note that Part 9 should be no longer than 20 single-sided A4 pages in Arial 11 (font size).
16.12	Part 10: Team details
16.12.1	In this part that must be returned as part of the submission, Bidders must provide details of the team named in the previous part.
16.12.2	For each team member there must be:

Section B 1: Special Conditions of Quotation and Contract

	<input type="checkbox"/> A complete curriculum vitae confirming suitability for the position. A format is provided as a guideline only for the compilation of the CVs.
16.13	Part 11: Experience in this field
16.13.1	Bidders should provide in this part, and return as part the submission, at least the following information. <input type="checkbox"/> Details of contracts for similar work within the last 5 years. <input type="checkbox"/> Contact details of a maximum of 3 organisations for which work was done.
16.14	Part 12: Registration on the CSD
16.14.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Quotations submitted without the required proof, will be deemed to be non-responsive.
16.15	Part 13: Registration Certificates
16.15.1	Insert any requirements for registration with professional bodies here Quotations submitted without a completed and signed Invitation to Quotation will be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the quotation. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidders: _____

Signature of Bidders: _____

Date: _____

DECLARATION OF INTEREST Return as Part 3

1. Any legal person, including persons employed by the State², or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to quotation (includes a price quotation, advertised competitive quotation, limited quotation or proposal). In view of possible allegations of favouritism, should the resulting quotation, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidders or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –
 - 1.1. The bidders is employed by the State; and/or
 - 1.2. The bidders is a Management Board member of NEMISA and/or
 - 1.3. The legal person on whose behalf the quotation document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the quotation(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the quotation.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the quotation.
 - 2.1. Full Name of bidders or his or her representative: _____
 - 2.2. Identity Number: _____
 - 2.3. Position occupied in the Company (director, trustee, shareholder, etc³): _____
 - 2.4. Company Registration Number: _____
 - 2.5. Tax Reference Number: _____
 - 2.6. VAT Registration Number: _____
 - 2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below
 - 2.7. Are you or any person connected with the bidders presently employed by the State? YES / NO
 - 2.7.1. If so, furnish the following particulars
 - Name of person/ director/ trustee/ shareholder/ member: _____
 - Name of State institution at which you or the person connected to the bidders is employed: _____
 - Position occupied in the State institution: _____

² "State" means

- (a) 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);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.

³ "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

Section B 2: Declaration of Interest

Any other particulars:

.....

.....

.....

2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1. If yes, did you attach proof of such authority to the quotation document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the quotation.)

2.7.3. If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months? YES / NO

2.8.1. If so, furnish the following particulars.

.....

.....

.....

2.9. Do you, or any person connected with the bidders, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this quotation? YES / NO

2.9.1. If so, furnish the following particulars.

.....

.....

.....

2.10. Are you, or any person connected with the bidders, aware of any relationship (family, friend, other) between the bidders and any person employed by the State who may be involved with the evaluation and or adjudication of this quotation? YES / NO

2.10.1. If so, furnish the following particulars.

.....

.....

.....

2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are quotation for this contract? YES / NO

Section B 2: Declaration of Interest

2.11.1. If so, furnish the following particulars.

.....

.....

.....

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Peral Number

DECLARATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE QUOTATION OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidders

Section B 3: Declaration of bidder's past SCM practices

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES Return as Part 4

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The quotation of any bidders may be disregarded if that bidders, or any of its directors have:
 - a. abused the NEMISA's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the quotation.

Item	Question	Yes	No
3.1	Is the bidders 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.reatury.gov.za) and can be accessed by clicking on its link at the bottom of the homepage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidders or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website, (www.treasury.gov.za) by clicking on its link at the bottom of the homepage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	Was the bidders or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidders and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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 Bidders

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION Return as Part 5

I, the undersigned, in submitting the accompanying quotation:

NEMISA/2022/UNINSTALL/RFQ 7573 - REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNINSTALL RELOCATE AND REINSTALL CCTV AND FACE RECOGNITION ACCESS CONTROL AND INTEGRATE COVID-19 SCREENING DEVICES.

(Quotation Number and Description)

in response to the invitation for the quotation made by:

NEMISA

(Name of Institution)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying quotation will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidders to sign this Certificate, and to submit the accompanying quotation, on behalf of the bidders;
4. Each person whose signature appears on the accompanying quotation has been authorized by the bidders to determine the terms of, and to sign the quotation, on behalf of the bidders;
5. For the purposes of this Certificate and the accompanying quotation, I understand that the word "competitor" shall include any individual or organization, other than the bidders, whether or not affiliated with the bidders, who:
 - has been requested to submit a quotation in response to this quotation invitation;
 - could potentially submit a quotation in response to this quotation invitation, based on their qualifications, abilities or experience; and
 - provides the same goods and services as the bidders and/or is in the same line of business as the bidders
6. The bidders has arrived at the accompanying quotation independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁴ will not be construed as collusive quotation.

⁴ 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.

Section B 4: Certificate of Independent Quotation Determination

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- prices;
 - geographical area where product or service will be rendered (market allocation)
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit or not to submit, a quotation;
 - the submission of a quotation which does not meet the specifications and conditions of the quotation; or
 - quotatinding with the intention not to win the quotation.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this quotation invitation relates.
9. The terms of the accompanying quotation have not been, and will not be, disclosed by the bidders, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to quotations and contracts, quotations that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidders

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

Return as Part 6

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all quotations:
- 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 The value of this quotation is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this quotation shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidders to submit proof of B-BBEE Status level of contributor together with the quotation, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidders, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“quotation”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive quotation processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good

practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of quotation invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

- P_s = Points scored for price of quotation under consideration
- P_t = Price of quotation under consideration
- P_{min} = Price of lowest acceptable quotation

4. SUB-CONTRACTING

4.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

4.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted?%
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

5. DECLARATION WITH REGARD TO COMPANY/ FIRM

5.1 Name of company/firm:

5.2 VAT registration number:

5.3 Company registration number:

5.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited

5.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

5.6 COMPANY CLASSIFICATION

(Tick applicable box)

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

5.7 Total number of years the company/firm has been in business:

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2011

- 5.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the quotation 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 bidders or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p style="text-align: center;">SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>
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INVITATION TO QUOTATION Return as Part 7

YOU ARE HEREBY INVITED TO QUOTATION FOR REQUIREMENT OF NEMISA

QUOTATION NO	NEMISA/2022/UNINSTALL/RFQ 7573	CLOSING DATE	Friday, 27 May 2022	CLOSING TIME	11:00
REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNINSTALL RELOCATE AND REINSTALL CCTV AND FACE RECOGNITION ACCESS CONTROL AND INTEGRATE COVID-19 SCREENING DEVICES.					

**All Bidders must furnish the following particulars and include it in their submission
(Failure to do so may result in your quotation being disqualified)**

Name of Bidders:

Postal address:

Street address:

:

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

e-Mail address:

VAT Registration No:

TAX COMPLIANCE REQUIREMENTS (Tick applicable box)

Printed TCS SARS PIN CSD No

PROOF OF B-BBEE STATUS LEVEL SUBMITTED? YES NO

(Tick applicable box)

B-BBEE Status Level Verification Certificate B-BBEE Status Level Sworn Affidavit

WHO WAS THE CERTIFICATE ISSUED BY? (Tick applicable box)

An Accounting Officer as contemplated in the Close Corporation Act (CCA)?

A verification Agency accredited by the South African National Accreditation System (SANAS)?

A registered Auditor?

NOTE: A B-BBEE Status Level Certificate/ Sworn Affidavit (For EMEs or QSEs) must be submitted in order to qualify for preference points for B-BBEE

Contact details of Bidders representative:

Name and Surname

Telephone number: Code Number

Cellular number:

Facsimile number: Code Number

Section B 6: Invitation to Quotation

e-Mail address:

Confirmation

Are you the accredited representative in South Africa for the services offered by you? **YES / NO**

Declaration

I/ We have examined the information provided in your quotation documents and offer to undertake the work prescribed in accordance with the requirements as set out in the quotation document. The prices quoted in this quotation are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this quotation will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of Bidders:

Date:

Are you duly authorised to commit the Bidders? **YES / NO**

Capacity under which this quotation is signed

TOTAL QUOTATION PRICE (INCLUSIVE OF VAT) R

Section B 7: Pricing Schedule

PRICING SCHEDULE
Services
Return as Part 8

NAME OF RESPONDENT: _____

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF QUOTATION

PAR NO	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY
1	The accompanying information must be used for the formulation of proposals.	
2	Respondents are required to indicate a ceiling price based on the total estimated time/fees for completion of all phases and including all expenses for the project.	_____ _____ _____
		Amount excluding VAT R _____ VAT @ 15% R _____ Total including VAT R _____
3	Period required for commencement with project after acceptance of quotation.	_____
4	Estimated person-days for completion of the project.	_____
5	Are the rates quoted firm for the full period of the contract?	_____
6	If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.	_____

CV TEMPLATE

Proposed role in the project:

- 1. Family name
- 2. First name:
- 3. Date of birth:
- 4. Nationality
- 5. Education

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained

- 6. Membership of professional bodies
- 7. Other skills (e.g. computer literacy, etc.)
- 8. Present position:
- 9. Years within the organisation:
- 10. Key qualifications (relevant to the project)

11. Professional experience

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From – To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

- 12. Other relevant information (e.g. Publications)
- 13. References