



**PUBLIC INVESTMENT
CORPORATION**

Est. 1911

**UPDATE OF A PANEL OF SERVICE PROVIDERS TO RENDER RECRUITMENT
SERVICES TO THE PUBLIC INVESTMENT CORPORATION (PIC)**

Public Investment Corporation has an approved panel of recruitment service providers. In order to update the panel with suitable recruitment agencies you are invited to submit proposals for the following categories:

Recruitment for Properties Specialists

Recruitment for Investment Specialists

Bid documents to be completed are attached. The panel will be valid until 30 April 2016.

Closing date for submission of proposals is: **20 March 2014 at 11:00**



PUBLIC INVESTMENT CORPORATION LIMITED

2. ACRONYMS AND ABBREVIATIONS

BBBEE: Broad Based Black Economic Empowerment

PIC: Public Investment Corporation Limited.

SMME: Small, Medium and Micro Enterprises.

VAT: Value-Added Tax.

3 INSTRUCTIONS TO BIDDERS

3.1 REQUIREMENT DESCRIPTION

The PIC invites proposals from suitably qualified institutions or individuals to be placed on the Panel of Recruitment Agencies to assist the Human Resources Division of the PIC.

3.2 ELIGIBILITY AND CONTRACT LANGUAGE

The language of the bid procedures and of the contract is English.

3.3 CLOSING DATE AND ADDRESS FOR THE SUBMISSION OF BIDS

3.3.1 The closing date for the submission of bidders is **20 March 2014 at 11:00.**

3.3.2 Bids should be deposited into the bidder box at:

Public Investment Corporation
Block C, Riverwalk office Park
41 Matroosberg Road, Ashlea Gardens
Extension 6, Mento Park
Pretoria

3.3.3 Bids received after the deadline stipulated above shall not be considered. Bidders should note that the closing time shall be strictly adhered to.

3.3.4 Submissions of bids via e-mail, registered mail facsimile or Internet is not allowed and will not be considered.

3.4 CONTENTS OF THE BID

3.4.1 The Bidder shall submit all of the following documents, duly completed and signed as necessary:

3.5.1.1 A covering letter on the firm's headed notepaper and signed by a senior partner;

3.6.1.2 Declaration of Interest-Annexure A;

3.6.1.3 BBBEE Questionnaire

3.6.1.4 This bid document completed where required, with each page initialled by the Bidder, (this will serve as proof of acceptance of all conditions stipulated in the document)

3.6.1.5 A copy of the organisational profile showing services or products sold by the Bidder and other business information;

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- 3.6.1.6 A tax clearance certificate issued by the South African Revenue Service (SARS), indicating that all applicable taxes have been paid by the Bidder or that satisfactory arrangements have been made with the SARS;

3.7 PLACE OF SERVICE DELIVERY

- 3.7.1 The Service Provider shall render the services in Pretoria/ Sandton/ Durban and Cape Town.

3.8 SERVICE LEVEL AGREEMENT OR CONTRACT

- 3.8.1 A service level agreement will be signed between the PIC and successful company/companies.

3.9 PRICING OF BIDDERS AND CURRENCY OF PAYMENT

- 3.9.1 Prices offered shall be inclusive of all costs related to the provision of the services.
- 3.9.2 Bid prices must be expressed in South African Rand (ZAR).
- 3.9.3 All payments to Service Providers shall be made in Rands for services rendered in the Republic of South Africa.

3.10 BID GUARANTEE

No bidder guarantee is required under this contract.

3.11 NUMBER OF ORIGINALS AND COPIES AND SIGNING OF BIDDERS

- 3.11.1 Bids should be submitted in one sealed envelope bearing the bidder number.
- 3.11.2 The name and address of the Bidder SHOULD NOT BE mentioned on the envelope.
- 3.11.3 Bids shall submit the original signed bid and 5 (five) signed copies, each bearing the word "COPY". In addition, the Bidder shall initial each page of the original.
- 3.11.4 The complete bid shall be without alterations, interlineations or erasures, except those to accord with instructions issued by the PIC, or necessary to correct errors made by the Bidder. Alterations and corrections shall be initialed by the person or persons signing the bid.

3.12 WITHDRAWALS AND AMENDMENTS

- 3.12.1 Any Bidder may modify or withdraw his/her bid before the closing date, provided that written notice of such modification or withdrawal is received by the PIC 5 (five) days prior to the closing date. This written notice shall be sent by either personal delivery or by registered mail.
- 3.12.2 The Bidder is responsible for the choice of means of sending. Modifications or withdrawals of bidders submitted by e-mail, facsimile or Internet will not be accepted.

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- 3.12.3 Withdrawals will be unconditional and will end further participation in the bid process.
- 3.12.4 The Bidder shall submit the original signed amendment(s) or withdrawal and 5 (FIVE) signed copies, each bearing the word "COPY". In addition the Bidder shall initial each page of the original amendment(s) or withdrawal.
- 3.12.5 The amendment(s) or withdrawal should be submitted in a sealed envelope, bearing the address given in the Notice of Invitation to Bid, the project number PIC002/12 (only in case of amendment) the name and address of the Bidder who is submitting the amendment(s) or withdrawal and the words: "AMENDMENT TO (WITHDRAWAL OF) ORIGINAL BID; NOT TO BE OPENED BEFORE THE BIDDER OPENING SESSION".
- 3.12.6 Except for specific corrections made at the PIC's request by virtue of the present Instructions, bidders cannot be amended after the closing date.
- 3.12.7 No bidder may be withdrawn in the interval between the closing date and the expiration of the period of bidder validity.

3.13 FORMALITIES FOR THE RECEIPT OF BID

- 3.13.1 The person authorized by the Bidder or by his/her agent to forward the offer by personal delivery shall receive a notice of receipt indicating the date and time of receipt of the envelope.

3.14 BID VALIDITY PERIOD

- 3.14.1 Bid shall remain bound by their bidders for a period of 90 days from the closing date of this bid.
- 3.14.2 Any changes to a bid during this period shall disqualify the Bid concerned, unless such amendments conform to the present Instructions to Bidders.

3.15 Any attempt by a Bidder to influence the PIC in the process of examination, clarification, evaluation and comparison of bidders, and in decisions concerning the award of the contract, shall result in the rejection of his/her bidder.

3.16 PIC will disqualify any bidder if any information submitted proved to be false.

3.17 EVALUATION OF BIDS

- 3.17.1 To facilitate the examination, evaluation and comparison of bidders, the PIC may ask each Bidder individually for clarification of his/her bidder, including breakdowns of prices.
- 3.17.2 No change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the PIC during the evaluation of bidders.

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3.1.7.4 All bidders are required to be members of APSO and abide by the rules and regulations of APSO. Membership certificates must accompany the bidder documentation.

3.1.7.5 Bids will be evaluated within 60 days of the closing date of the bidder.

3.18 NOTIFICATION OF THE AWARD

Bidder shall be notified in writing of their inclusion on the contract.

3.19 COMMUNICATIONS TO UNSUCCESSFUL BIDDER

The PIC shall inform the unsuccessful Bidders in writing that their bidders have not been accepted.

3.20 BID EXPENSES

The Bidder shall bear all costs associated with the preparation and submission, modification or withdrawal of his/her bidder.

4. CONDITIONS

4.1 PAYMENTS

Payments due under the contract shall be made by electronic funds transfer within 30 days from receipt of a correct and valid invoice.

4.2. TAX CLEARANCE

The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations. The non submission of a tax clearance certificate will render a tender nul and void.

4.3 BBBEE CERTIFICATES

All bidders are required to submit or attached their BBBEE certificates issued by a SANAS accredited BEE Verification agency

4.4 APSO MEMBERSHIP

All bidders are required to be members of APSO and abide by the rules and regulations of APSO. Membership certificates must accompany or be attached to the tender documentation.

5. EVALUATION CRITERIA



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Phase 1

- Evaluation will be done in accordance with preferential procurement act and regulations issued in June 2011
- Compliance to minimum requirements
- Compliance with the technical specifications;
- PPPFA: 80/20

Phase 2

- Technical Evaluation

EVALUATION CRITERIA		Weighting					
Evaluation criteria							
Experience and previous client list/References		10%					
Approach and Methodology		50%					
- Shortlisting methodology							
- Face to face interview							
- Reference checks before submission of CV							
- Submission amount of CV's & process							
- Final ICT & Kroll Checks							
Turn around times		10%					
Presentation		10%					
BEE		10%					
Guarantee Period		10%					
Tender Requirements							
Placement fees							
			Normal Placements	Headhunting	Response Handling Fee	Temporary	Secondment
		15% of annual CTC		20% of annual CTC	2% annual CTC	No more than 10% mark up fee on hourly fee	No more than 15% markup fee on hourly/ monthly rate
				No Retainer Fee			
Quarantee Period		3 Months guarantee		6 Months guarantee			
Verification		Criminal, ID, Qualification and Credit	Criminal, ID, Qualification and Credit	Criminal, ID, Qualification and Credit			

Screening	Face to face interview before submission of CV	Face to face interview before submission of CV	Face to face interview before submission of CV	
Turnaround Time	1 week	2 weeks	1 week after advert	
Area of Specialization required	Number of agencies required			
Property Specialists	2			
Investment Specialists	2			
IT specialists	2			
Operational Specialists	2			
Disability recruitment specialists	2			
Headhunting agencies	2			
General Agency	2			
Temporary specialists	2			
Secondment Specialists	2			
Total	18			

Phase 3: 80/20

BBBEE Status Level Contributor	Number of points 80/20
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant Contributor	0

Each bidder will be evaluated according to the evaluation criteria as published. Some factors to be kept in mind:

Price will not be part of the awarding as the prices are prescribed in par. 6 of the scope of tender.

The following weightings shall apply in the evaluation of bidders:

5. SCOPE

OVERVIEW OF THE TENDER

- 1.1. The PIC invites proposals from suitably qualified institutions or individuals to be placed on the Panel of Recruitment Agencies to assist the Human Resources Division of the PIC.
- 1.2. Currently and in a foreseeable future PIC will have number of vacancies, both operational and investment that needs to be filled.
- 1.3. Due to the volume of vacancies in our recruitment strategy, it is necessary to appoint service providers to assist the HR division in the execution of our strategy.
- 1.4. Number of the recruitment agencies will be limited to eighteen (18) recruitment agencies one for each specialised required area and two head-hunters.
- 1.5. Successful service providers will be on our preferred list for a period of three years, if they apply to the annual terms and conditions set out by the PIC.

2. AREAS OF EXPERTISE

Applicants may apply for appointment to provide services in one or more of the following areas of expertise:



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MEMO

Tender Requirements	Normal Placements	Headhunting	Response Handling Fee	Temporary	Secondment
Placement fees	15% of annual CTC	20% of annual CTC	2% annual CTC	No more than 15% mark up fee on hourly fee	No more than 20% markup fee on hourly/ monthly rate
Quarantee Period	3 Month guarantee	No Retainer Fee			
Verification	Criminal, ID, Qualification and Credit	6 Month guarantee			
Screening	Face to face interview before submission of CV	Face to face interview before submission of CV			
Turnaround Time	1 week	2 weeks	1 week after advert		



Area of Specialization required	Number of agencies required
Property Specialists	2
Investment Specialists	2

3. SCOPE OF WORK

3.1. In terms of the temporary placement of employees it is required that a bidder should be able to provide PIC with CV's of candidates for temporary placements as the need arise.

3.1.2 In terms of the permanent placement of employees, the following is required:

3.1.2.1. RECRUITMENT ADVERTISING SERVICES

- The advertising of vacant positions from PIC
- The updated job criteria and relevant job specifications must be obtained from the HR division, and only those specifications may be used when advertising.
- Additional content, whereby the PIC aims to attract high caliber skills, must be included in the advertisement subsequent to approval by the PIC.
- The type of media used for advertising, the placement of advertisements and the closing dates for applications must be approved by the PIC.
- The appointed service provider will be responsible for securing advertising space in the media required by the PIC, the timely placement of advertisements and the quality of advertisements.
- The appointed service provider will be responsible for entering into service agreements with the approved media companies and the PIC will not be one of the contracting parties, nor have any liability towards these companies

3.1.2.2. RESPONSE HANDLING SERVICES

- The appointed service provider must manage the responses received, including acknowledging the receipt of applicants and notifying unsuccessful applicants;
- A detailed report must be provided to the PIC on all the responses received, which includes the applicant's particulars, qualifications, gender, race and relevant experience.

3.1.2.3. SCREENING SERVICES

The appointed service provider must screen the candidates as follows:

- Eliminate candidates that do not meet the minimum requirements
- Determine the suitability of other candidates on the job requirements and competencies.
- A detailed report must be provided to the PIC on the screening methodology followed, candidate elimination and reasons for elimination.

3.1.2.4 CRIMINAL, CREDIT AND REFERENCE CHECKING SERVICES

- All candidates being referred to the PIC for an interview, must be requested to complete a consent form, permitting the appointed service provider to verify their qualifications, criminal background, credit record, identity and employment record prior to appointment;
- All candidates being referred to the PIC for an interview, must be required to provide the names and contact details of at least two referees at companies where they had most recently been employed;

- The appointed service provider must perform the following checks prior to referring a candidate for an interview:
 - ❖ Verifying previous employment and performance with previous employers and referees
- Other checks (e.g. qualifications, criminal, ID and Credit) will only be performed on candidates shortlisted for second interviews or psychometric tests.

3.1.2.4.1 DECLARATION OF INTEREST

- Should there be conflict of interest from the candidates towards PIC (e.g. relative, interview panel member) candidates should notify the agency who will in turn notify the HR department.

3.1.2.5 INTERVIEWING SERVICES

Agencies

- The appointed service provider must manage the interview schedule where candidates attend interviews conducted by the PIC
- The PIC is responsible for the appointment of a selection panel
- The preliminary individual candidate report for each interview must be submitted to panel members prior to the main interviews.

Headhunters

In terms of the headhunting/targeted selection of employees, the following is required: All of the requirements as indicated in paragraph 3.1.3.2 above, as well as the following:

- A written candidate profile must be provided to the PIC, in respect of each search position, prior to embarking on a headhunting/search exercise. To ensure that there is an understanding of the PIC's requirements;
- The database/network origin of the sourced candidate must be specified
- If the exercise induces research activities and sources must be specified and timeframes provided
- The various stages of the search must be specified and timeframes provided; and
- The earliest date by which candidates can be placed must be specified.

4. SEARCH PERIOD

- 4.1 For normal recruitment agencies, it will be required from them to provide the HR department with CV's of suitable candidates within a week after receiving the job spec.
- 4.1.1 For headhunters, it will be required from them to provide the HR department with CV's of suitable candidates within two weeks after receiving the brief from the department.

4.2. FEEDBACK

- 4.2.1. It will be required that feedback be only given to the Human Resource Business Partner and not the Line Manager.
- 4.2.2 In case where the Human Resource Business Partner is not available for any reason, feedback should be given to any member of the HR team.

5. TERMS AND CONDITIONS OF THE PROPOSED CONTRACT

The following terms and conditions will be included in the Contract concluded with the successful service provider:

- 5.1. Recruitment, selection and placement must take place within the framework of the PIC's Recruitment, Selection and Placement Policy and Procedures.
- 5.2. A candidate that is sourced by way of headhunting or a targeted search may only be sourced from the service provider's own database and network.
- 5.3. Candidates sourced from the PIC's database or network; will not be regarded as headhunted or searched candidates and consequently only a handling fee will be paid to the service provider, should it be required that they have any interaction with them.
- 5.4. Internal candidates will not be deemed as headhunted.
- 5.5. No service provider shall be paid an initial, non-refundable retainer fee.

6. Fees.

6.1. PIC undertakes to pay the service provider the following fees in respect of all services which had been rendered. The following fees will be paid:

- Permanent placement fee is 15% based on annual Total Cost to Company
- Headhunting placement fee is 20% based on annual Total Cost to Company
- Headhunting handling fee is 2% based on annual Total Cost to Company

6.2. Placements guarantee period

6.2.1. The service provider must provide a guarantee in the event that placed candidates are dismissed from the PIC on account of incompetence during the guarantee period, or if placed candidates resign within the first three (3) months of being employed (for recruitment agencies) and six (6) months of being employed (for headhunting) at the PIC. If the service provider is unable to find a suitable replacement, a credit note should be issued in favour of the PIC against the next placement made by the service provider.

6.3 Exclusions

6.3.1. The above guarantee period will not apply under the following circumstances:

- Due to death of candidate
- Due to operational reasons

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, 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 bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(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 bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

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.

¹"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; or
- (e) Parliament.

²"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.

2.7 Are you or any person connected with the bidder 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 bidder is employed :
 Position occupied in the state institution:

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 attached proof of such authority to the bid document? **YES / NO**

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

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, 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 bid? **YES / NO**

2.9.1 If so, furnish particulars.

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

2.10.1 If so, furnish particulars.

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

2.11.1 If so, furnish particulars:

.....

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

2 4 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 BID 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 bidder

ANNEXURE A

COMPANY INFORMATION REQUIRED:

Please complete the following questionnaire:

Company Name:

Other Trading Names:

Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))

Physical and Postal Address of the Company:

Postal Code:	Postal Code:



CONTACT DETAILS

Contact person:	
Position:	
Tel:	()
Fax:	()
Cell:	()
Email:	
Alternative contact person:	

OTHER INFORMATION:

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

Cancelled cheque or letter from bank with bank stamp must be submitted.

Business Details:

Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

List of Shareholders:

Name	ID No	SA Citizen	Race	Gender	% Share holding

Certified copies of ID documentation must be submitted

B-BBEE (Broad-based Black Economic Empowerment) Status Details:
Please tick the relevant box(es):

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified) (e.g. Empowerdex B-BBEE Verification)</p> <p>Please submit the B-BBEE verification certificate.</p>	<input data-bbox="679 846 778 945" type="checkbox"/>
<p>The company is in the process of being verified. Please submit letter from verification agency. (i.e. verification to be completed within a maximum of 2 months)</p>	<input data-bbox="660 1299 759 1397" type="checkbox"/>

DECLARATION:

Name: _____

Designation: _____



ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution'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.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder 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)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

PUBLIC INVESTMENT CORPORATION EST. 1911	4.3 Was the bidder 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"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder 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"/>
4.4.1	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 Bidder

