



an agency of the
Department of Sport, Arts and Culture

RFQ: 00331

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	COMPLUSORY BRIEFING SESSION	CLOSING DATE
Request for quotation: Appointment of service provider for the provision of heating, ventilation and air conditioning (HVAC) maintenance services	FINANCE	SCM Tel: 012 336 4029 Email: lerato@freedompark.co.za Technical: Ditiro@freedompark.co.za	15 September 2025 Time: 11am Venue: Freedom Park	17 September 2025 Time: 10:00am
ALL QUOTATIONS OR PROPOSALS TO BE SUBMITTED TO: Lerato@freedompark.co.za and Demand@freedompark.co.za ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA				

INDEX

NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal -SBD6.1	
3	Tax compliant CSD Report	
4	Comprehensive proposal or Quotation that respond to Freedom Park Request(quotation validity must be 90 days)	
5	BBBEE Registration Certificate.	
ALL PRICES MUST BE VAT INCLUSIVE		

Request For Quotation: Appointment of service provider for the provision of heating ventilation and air conditioning (HVAC) maintenance services

1. SCOPE OF WORK

The works cover servicing, maintenance, supply, installation, and compliance testing for all HVAC-related equipment at Freedom Park, including central plant, domestic units, ventilation, and associated systems as follows:

1.1. Domestic Air-Conditioning Units

- Under-ceiling inverter units.
- Fan Coil units
- Ceiling cassette units.
- Midwall split units.
- Servicing tasks: coil & filter washing, refrigerant charge checks, drain pump operation, electrical inspections, vibration testing, insulation checks.

1.2. Air Handling Units

Quarterly servicing:

- Coil, drain pan & casing cleaning.
- Filter replacement/washing.
- Bearing lubrication.
- Inspection of fans, motors, drives.
- VSDs, dampers, valves, actuators testing.
- Sensor calibration (temperature, humidity, pressure).
- Electrical tightening, safeties & alarms testing.
- Airflow & temperature differential measurement.
- Condensate drain clearance.
- Plant space housekeeping.

1.3. Domestic Outdoor Condenser Units

- With capacities ranging from 14 kW to 161.2 kW

1.4. Supply & Installation (New Units)

- Back-to-back installations of Carrier, Daikin, Mitsubishi, Defy, and Dunham-Bush units (3.5 kW – 14 kW)
- Works include piping, communication cabling and commissioning with certification

1.5. Removal of old units

- Removal of indoor & outdoor units including piping and cabling.
- Recovery & reclamation of refrigerant (with disposal certificate).

1.6. Central Plant Systems

1.6.1. Chillers (Carrier 30RB0402 – 2 units)

- Quarterly service including coil cleaning, refrigerant level/leak checks, compressor & fan inspections, expansion valve/sensor testing, electrical panel inspection, system performance run, and reporting.
- 1.6.2. Chilled Water Pumps (8 units)
 - Casing, seal, bearing inspection.
 - Lubrication & alignment.
 - Gauges, flow meters, VSDs & contactors tested.
 - Room cleaning and operational logging.
- 1.6.3. Water Treatment
 - Testing chilled water chemical levels (pH, hardness, inhibitors).
 - Dosing system as required.
 - Maintaining treatment logbook and reporting water quality.
- 1.6.4. Chilled Water Piping & Valves
 - Inspection for corrosion & leaks.
 - Repair of damaged insulation & cladding.
 - Valve & strainer checks.
 - Flushing system as required.

The tangible deliverables are:

- Reports (service, monthly, quarterly, annual).
- Certificates (COC, refrigerant, fire integration, OHS).
- Logbooks (water treatment, faults, asset register).
- Installation/removal handover documents.
- Final life-cycle plan & asset condition records.

2. BIDDERS TO TAKE NOTE:

- All repairs' activities will be based on standard national building regulations.
- A compulsory site visit/briefing will be conducted by the client and it is expected that bidders send experienced personnel to this briefing session
- The successful bidder must have competent and experienced site supervision personnel that have been involved in similar work previously.
- The successful bidder will be required to make available as part of the bidder's site management, all key personnel whose curriculum vitae (CV's) have been used to claim functionality points under the Technical Evaluation Criteria

3. SPECIFICATIONS

- The appointed service provider shall be responsible for the maintenance and servicing of the HVAC systems for a contract period of two (2) years. During this period, the service provider shall perform all routine maintenance, attend to

necessary repairs, and carry out any required upkeep to ensure the continuous, safe, and efficient operation of the systems.

- Warranty of works needs to be addressed in proposal.
- Companies will be required to provide own tools and plant for the execution of the work, the storage of such will be the responsibility of the contractor.
- The bidder must be registered with the Contractors Industry Development Board (CIDB) in the General Building (2ME) category or (Minimum, 1ME PE)
- If a prospective bidder is compliant to specific ISO standards, proof of such certification needs to be provided, e.g., Management System standards (ISO 9001, ISO 14001), Occupational Health and Safety Management standard (ISO 18001 / OHSAS 18001), etc. (This is however a non-mandatory requirement). Further membership of any other technical governing bodies or applicable Institutes may be provided.
- It is the bidder's responsibility to send experienced personnel to attend the compulsory site briefing so that they familiarize themselves with the scope of work before submitting a quotation.
- The quantities are re-measurable on site after the work is done and before payments/claims are processed.

4. CONTRACT DATA

The Conditions of Contract to be used is the JBCC Minor Works Agreement (Edition 5.2 of May 2018) published by the Joint Building Contracts Committee.

Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011-3154140), Master Builders Association (011-205-9000; 057-3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051-4474909; 011-4860684; 053-8312003;)

The successful bidder contractor will be required to purchase the above contract document within 5 days of receipt of award/appointment letter

5. THE SECURITIES TO BE PROVIDED BY THE CONTRACTOR ARE:

- 10% retention on the claim up to a maximum of 10% of the contract value, this will be the construction guarantee. This retention will be released 6 months after practical project completion date on condition that the client did not have to fix any defects within that period.

6. CONTRACT PERIOD

- Time allowed to reach completion is 3 months from date of Site Handover.
- Failure to complete the project within the above completion period will attract a penalty of R1500 per day.

7. INSURANCES

- Contracts works insurance to be effected by the contractor for the R2 500 000,00;
- Supplementary/special insurance to be effected by the contractor for the R2 500 000,00;
- Public liability insurance to be effected by the contractor for R10 000 000,00;
- Provide a valid letter of good standing with the Department of Employment and Labour (COIDA) or FEM.

8. EVALUATION CRITERIA TO BE USED IN THIS RFQ

8.1 The evaluation will be carried out in two phases

8.1.1 The first phase of the evaluation will be on technical evaluation. The technical evaluation will be conducted in two stages:

Take note: A bidder who fails to obtain less than 75% in the functionality phase shall be excluded from the next phase of evaluation

8.1.2 The second phase will be on Preference Point system (80/20)

9 TECHNICAL EVALUATION CRITERIA

This technical evaluation will be conducted in two stages:

Stage 1: Mandatory criteria are 'must meet' criteria. These criteria are not weighted, or point scored, but are assessed on Yes/No basis as to whether or not the criteria are met. An assessment of 'No' against any criteria shall technically disqualify the tender and shall not be further evaluated against Qualitative Criteria.

Stage 2: Qualitative Evaluation Criteria are weighted evaluation criteria used to identify the highest technically ranked tender after determining that all the Mandatory Evaluation Criteria have been met. The Qualitative Evaluation Criteria are weighted to reflect the

relevant importance of each criterion. **The minimum weighted final score (threshold) required for a bidder to be considered from a technical perspective is 75%.**

STAGE 1: MANDATORY EVALUATION CRITERIA

Stage 1: Mandatory Evaluation Criteria	Meet (YES / NO)	Motivation & Comments
1. Proof of Company registration with SARACCA. (Provide proof of registration)		
2. Provide proof that the entity has at least 2-off Authorised Refrigeration Gas Practitioners (SAQCC- category B6). These Authorised Refrigeration Gas Practitioners will be responsible to sign Certificate of Conformance (CoC) and record installation, modifications, maintenance, and operation activities in the logbook.		
*Result <i>Note: A response of "NO" to any of the Mandatory Evaluation Criteria would result in immediate disqualification of the Tender and discontinue further evaluation.</i>		

FUNCTIONALITY EVALUATION

Evaluation Criteria	Weight	Total Points
Experience of similar projects - Tenderer has adequate experience of similar nature (projects/contracts completed within the last five years demonstrating HVAC and air-conditioning maintenance capability.) and has included verifiable references of all previous projects [30 points] • Appointment letter of similar nature (5X) • Practical completion certificate (5X) • Verifiable reference letters (5X)	6 points per project / maximum of 30 points	30
HVAC Maintenance Methodology Plan - Tenderer has not provided a HVAC maintenance methodology plan. Tenderer has provided a maintenance methodology plan that does not address the relevant activities covered by the scope of the works [0 points] - Tenderer has provided a HVAC Maintenance Methodology Plan provides a structured, detailed, and comprehensive approach to maintaining all HVAC assets at Freedom Park.	maximum of 30 points	30

Evaluation Criteria	Weight	Total Points														
It combines preventive, corrective, and predictive strategies, ensures compliance with OHS and environmental standards, and provides robust reporting and monitoring systems. The methodology must include to score full points: <table><tr><td>1. Scope of Services (Hard & Soft)</td><td>8. Reporting & Documentation</td></tr><tr><td>2. Work Plan & Implementation</td><td>9. Information & Fault Management</td></tr><tr><td>3. Maintenance Strategy</td><td>10. Resources & Staffing</td></tr><tr><td>4. Planned Maintenance Schedule</td><td>11. Performance Monitoring & KPIs</td></tr><tr><td>5. Day-to-Day / Reactive Maintenance</td><td>12. Risk Management</td></tr><tr><td>6. Life-Cycle Planning</td><td>13. Value-Add & Innovation</td></tr><tr><td>7. Health, Safety & Environment (OHS/EHS)</td><td>14. Project Description & Background & Closing</td></tr></table> [30 points]	1. Scope of Services (Hard & Soft)	8. Reporting & Documentation	2. Work Plan & Implementation	9. Information & Fault Management	3. Maintenance Strategy	10. Resources & Staffing	4. Planned Maintenance Schedule	11. Performance Monitoring & KPIs	5. Day-to-Day / Reactive Maintenance	12. Risk Management	6. Life-Cycle Planning	13. Value-Add & Innovation	7. Health, Safety & Environment (OHS/EHS)	14. Project Description & Background & Closing		
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Authorised installer by manufacturers (OEM) - Tenderer has no proof of valid authorized letter/certificate on letter head. [0 points] - Tenderer has provided a valid authorized letter/certificate with letter head. [5 points]	maximum of 5 points	5														
Contractors Safety Plan - Tenderer has provided a safety plan. safety issues specific to the Freedom Park as a tourist destination [5 points]	maximum of 5 points	5														
Key Personnel and Curriculum Vitae (CV) Site Manager [maximum of 10 points] - Provided CV with no previous experience [0 points] - Provided CV with 1-5 years’ similar experience Certificate in Mechanical Engineer relevant qualification [5 points] - Provided CV with 6-10 years’ similar experience Certificate in Mechanical Engineer relevant qualification [10 points] Site Supervisor [maximum of 10 points] - Provided CV with no previous experience [0 points] - Provided CV with 1-5 years’ experience with a minimum of Site supervisor with N6 qualification and Trade Test Certificates [5 points] - Provided CV with 6-10 years’ experience with a minimum of Site supervisor with N6 qualification and Trade Test Certificates [10 points]	maximum of 30 points per person	30														

Evaluation Criteria	Weight	Total Points
Artisans (2X) [maximum of 10 points] - Provided CV with no previous experience [0 points] - Provided CV with 1-5 years' experience with a minimum of Artisan with N3 qualification and Trade Test Certificates [5 points] - Provided CV with 6-10 years' experience with a minimum of Artisan with N3 qualification and Trade Test Certificates [10 points]		

A bidder who fails to obtain less than 75% in the functionality phase will be disqualified and not be evaluated further on price and specific goals

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(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

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or}$		$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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		8		
51% -99% Black owned		4		
100% women owned		6		
51% -99% women owned		4		
100% youth owned		5		
51% -99% youth owned		2		
2% Owned by Persons with Disabilities		1		

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:	
	
	
	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 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.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to

² 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.

combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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