



REQUEST FOR QUOTATION (RFQ)

(Over R30 000 up to a transaction value of R1 000 000 VAT included)

APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE ADVERTISING SPACE IN THE ELECTRONIC BILLBOARDS FOR A PERIOD OF NINE (9) MONTH IN FIVE REGIONS IN LIMPOPO

RFQ NO: LTAQ003-22/23

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **29 JULY 2022 @ 12H00 AT THE LTA'S QUOTATION BOX, AT NO 556 EXT 4, N1 MAIN ROAD, SOUTHERN GATEWAY, POLOKWANE, 0699**

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms administrative compliance, price and PPR 2017 preference point system.

<p>ISSUED BY:</p> <p>THE CHIEF EXECUTIVE OFFICER LIMPOPO TOURISM AGENCY P.O. BOX 2814 POLOKWANE 0700</p> <p>Tel: (015) 293 3600 Fax: (015) 293 3651</p>	<p>CONTACT PERSON (SPECIFICATION)</p> <p>MR JERRY MAMABOLO</p> <p>Tel: 082 350 9544</p> <p>E-mail: jerrym@golimpopo.com</p>	<p>CONTACT PERSON (ADMINISTRATION)</p> <p>MS SEWELA NYAKA</p> <p>Tel: 076 505 9286</p> <p>E-mail: sewelan@golimpopo.com</p>
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Name of Bidder: _____

BID AMOUNT: R _____



TERMS OF REFERENCE

APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE ADVERTISING SPACE IN THE ELECTRONIC BILLBOARDS FOR A PERIOD OF NINE (9) MONTH IN FIVE REGIONS IN LIMPOPO

1. INTRODUCTION

Limpopo Tourism Agency is a schedule 3c PFMA entity established in terms of Section 5 of the Limpopo Tourism Act of 2009, as repealed, to amongst others promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing) and support and facilitate tourism development programmes, collaborations with stakeholders and sector transformation.

Limpopo Tourism Agency (LTA) requires services often experienced company to submit a proposal for advertising services on electronic billboards for a period of Nine months as a marketing platform for Limpopo tourism agency to execute its marketing campaigns as per the entity s' marketing strategy. These Billboards ads will link and run with the future marketing campaigns; namely the Tourism Month Campaign (July to September), Summer Campaign (October to December), and Brand awareness campaign (January to March).

2. BACKGROUND

LTA will be embarking on various marketing campaigns which will run from July 2022 and conclude end of March 2023 and requires the services of an advertising company to avail electronic billboards to execute these campaigns. LTA will provide the necessary at wake as pay required specifications.

3. OBJECTIVE

- Increase brand visibility and ensure Limpopo remains top of mind during this period onwards.
- Create awareness about Limpopo as a tourism destination

- Inspire travellers to book their next domestic holiday in Limpopo
- Stimulate call to action (i.e. drive conversion)

4. ROLE OF SERVICE PROVIDER ADVERTISING AGENCY THROUGH PLACE HAD BIDS ON THE ELECTRONIC BILLBOARDS

The role of the service provider will be to add value by assisting Limpopo tourism agency to place advertisements in electronic billboards in Limpopo including effective quality control at a reasonable cost. The service provider will be required to make available full color electronic billboards in five regions in Limpopo for placement of advertisements in a professional and cost-effective manner from July 2022 to March 2023 based on inputs provided by Limpopo Tourism Agency 's marketing Team. Assignments are to be performed in accordance with the bidder's advertisement procedures in compliance with standards set by LTA in compliance to the PFMA.

5. SCOPE OF WORK

The project entails placement of advertisements on electronic available in five regions in Limpopo as part of Limpopo tourism agency marketing strategy.

The service provider is required to provide advertising space in the electronic billboards, select appropriate roadside electronic screens in the five regions in Limpopo (Vhembe, Waterberg, Capricorn, Mopani and Sekhukhune) and arranging placement of the advertisements in a professional and cost effective manner for nine (09) months as per details below:

- Duration 09 months (July 2022 - March 2023) artwork to be supplied by LTA
- Full color electronic screens only.
- at least seven (7) electronic screens made available in five Limpopo districts (Capricorn, Mopani, Waterberg, Vhembe and Sekhukhune).
- The screens should have high traffic visibility.
- Ability to display at least three different messages advertisements per screen per advertising loop.
- Advertising loop may not exceed 8 seconds.
- Capacity to change content within four working days without additional costs.
- Flexibility should be allowed for amendment of advertising contract should any screens become decommissioned for reasons beyond control.
- Monthly proof of flights should be submitted clearly stating date and time.

6. COMPETENCE REQUIREMENTS OF ELECTRONIC BILLBOARD SERVICE PROVIDER

The proposal should include but not be limited to the following:

- All relevant perceived strengths and weaknesses of the firm bidding for the services, e.g. previous experience, in-house skills and any other information that will assist LTA to assess his capabilities, capacity competitive advantages etc.
- An organogram or list of partners, managers, specialists and assistance together with their curricula vitae of the staff who will be available for the duration of the contract. Any possible staff changes during the course of the contract must be communicated to LTA.
- A list of references of previous and current Advertising Agency appointments.
- A list of the proposed value-added services to be provided to LTA
- As far as possible an overview of the methodology to be applied to the execution of an advertisement.
- A detailed cost breakdown for the placement of adverts including editing and layout services (content/artwork to be provided by LTA)
- Specify the physical addresses of the electronic billboards.

LTA reserves the right to contact the companies provided as references by bidders. References will be requested to provide feedback on the following aspects of service delivery:

- Management capabilities
- Accuracy of administrative processes
- Efficiency of advertisement
- Customer service
- Any aspect of service delivery that LTA may deem important.



EVALUATION CRITERIA

1. EVALUATION METHODOLOGY

In accordance with the Preferential Procurement Regulations, 2017, the bid evaluation process shall be carried out in three Phases namely:

- Phase 1: Administrative Compliance
- Phase 2: Evaluation on Functionality
- Phase 3: Site Inspection
- Phase 4: Evaluation in terms of Price and Preference Point Systems

1. **Phase 1: Administrative Compliance** (Submission of compulsory proposal requirements by bidders and compliance to specification.)

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

Bidders are required to comply with the bidder requirements mentioned above.

Certified copies or original documents will be accepted.

Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

2. **Phase 2: Evaluation on Functionality and Technical Specifications**

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of price and B-BBEE status.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA		Weightings	
	COMPONENTS		
A	FINANCIAL ABILITY		20%
	Submission of letter from the Bank (we reserve the right to verify)		
	Bank rating A	20	
	Bank rating B	15	
	Bank rating C	10	
	Bank rating D	05	
	Banking rating E downwards	0	
B	COMPANY'S EXPERIENCE (Detailed company's profile must be submitted)		40%

	Bidder's proven competency in rendering the similar service, extensive knowledge of the project with evidence to digital marketing services.		
	<ul style="list-style-type: none"> • 08+ Years • 6-7 Years • 4-5 years • 3-4 Years • 0-2 Years 	20 15 10 08 05	
	Attach reference letters on valid letters that prove experience of the organization in providing digital marketing services <ul style="list-style-type: none"> • More than three verifiable reference letters • three verifiable reference letters • less than three verifiable reference letters 	20 10 05	
D	Experience of the key personnel who will be assigned to the project in digital marketing		40%
	<ul style="list-style-type: none"> • 5 Years and more • 4 Years • 3 Years • 2 Years • 1 Year 	30 25 20 10 05	
	Attach CV's (with references) of key personnel		
	Proof of in-house graphic designer No proof of in-house graphic designer (Attach CV and copies of qualifications as a graphic designer)	10 0	
TOTAL			100%

The minimum qualifying score for functionality is **60%**.

3. Phase 3: Site Inspection

Physical proof of location of billboards will be conducted through site inspection for shortlisted bidders.

4. Phase 4: Evaluation in terms of Price and Preference Point Systems

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in accordance with the 80/20 preference point system prescribe in Preferential Procurement Regulations 6 and 7.

Step 1: Calculation of Points for Price

1) The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

2) When calculating prices:

a) Unconditional discounts will be taken into account for evaluation purposes; and

- b) Conditional discounts will not be taken into account for evaluation purposes but would be implemented when payment is affected.
- 3) The formulae to be utilized in calculating points scored for price is as follows:

80/20 Preference point system (for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)

Where:

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

Ps= Points scored for price of tender under consideration.

Pt= Price of tender under consideration.

Pmin= Price of lowest acceptable tender.

- 4) Points scored must be rounded off to the nearest 2 decimal places.

Step 2: Calculation of points for B-BBEE status level of contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS (80/20 SYSTEM)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant	0

Calculation of total points scored for price and B-BBEE status level of contributor.

The points scored for price will be added to the points scored for B-BBEE status level of contributor to obtain the bidders' total points scored out of 100.

Special Condition of Appointment

Limpopo Tourism Agency reserves the right to :

- Appoint one or more service providers; and
- Not award the quotation.



PRICING SCHEDULE

ITEM	DESCRIPTION	AMOUNT
1.	Provision of 6A roadside electronic screens to place adverts made available in five Limpopo districts (Capricorn x 2, Waterberg x 1, Vhembe x 2 mopani x1, Sekhukhune x1) for 09 months. <ul style="list-style-type: none"> • Full local electronic screens only • advertising loop may not exceed 600 seconds N.B. Artwork to be submitted by LTA	
	TOTAL CONTRACT VALUE OF ABOVE (CEILING PRICE) 15% VAT INCLUSIVE	R

Company Name: _____

Signature of Bidder: _____

Date: _____



BIDDER'S DISCLOSURE

SBD 4 FORM

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:

.....

3.5 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

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.

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 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

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

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 bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid 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 bidder to submit proof of B-BBEE Status level of contributor together with the bid, 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 bidder, either before a bid 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) “**bid**” 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 bidding 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 bid 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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of 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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 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 bidding 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 bidder 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.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:



SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member/director/owner of the following enterprise and duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned;
 - The enterprise is _____% black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the amount did not exceed R10,000,000.00 (ten million Rands);
 - Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of the **dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths

Signature & Stamp