



**GAUTENG**  
**LEGISLATURE**  
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**REQUEST FOR PROPOSAL**

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER, INSTALL, CONFIGURE AND SUPPORT AND MAINTAIN THE ACCREDITATION EQUIPMENT FOR THE GPL FOR A PERIOD OF 3 MONTHS**

**RFQ NO: PR10063982**

**CLOSING DATE: 02 OCTOBER 2024**

**TIME: 11:00 AM**

**RFQ SUBMISSION: [VLetshokota@gpl.gov.za](mailto:VLetshokota@gpl.gov.za)**

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1	Technical Proposal	<b>Yes</b>		
2	Bidder's Disclosure (SBD 4) Original completed and signed.	<b>Yes</b>		
3	Preference Point Claim form (SBD 6.1) Original completed and signed.	<b>Yes</b>		
4	Did you submit copies of full Company Registration documents?	<b>Yes</b>		
5	Did you submit copies of South African IDs' for shareholders?	<b>Yes</b>		
6	Did you submit your company profile?	<b>Yes</b>		
7	Did you submit a detailed CSD report and SARS Issued PIN?	<b>Yes</b>		
8	Did you submit one (1) electronic copy of the RFQ ?	<b>Yes</b>		
9	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> <li>• Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed?</li> <li>✓ Certified copies of shareholders certificates</li> <li>✓ Certified copy of Company Registration documents</li> <li>✓ Certified copy of ID documents of the Directors or Members</li> </ul>	<b>Yes</b>		

**Service Provider's Name:**.....

**Completed by:**.....

**Signature:**.....



**Non-Compulsory Virtual Briefing Session  
(Declaration of Attendance)**

**Section 2**

**BID NUMBER: RFQ10063982**

**BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER, INSTALL, CONFIGURE AND SUPPORT AND MAINTAIN THE ACCREDITATION EQUIPMENT FOR THE GPL FOR A PERIOD OF 3 MONTHS**

**BID CLOSING DATE : 02 OCTOBER 2024**

**CLOSING TIME : 11H00am**

**NON-COMPULSORY BRIEFING SESSION : YES**

**Venue: Microsoft Teams**

**Date: 27 SEPTEMBER 2024**

**Time: 11h00am**

I/We hereby declare that I/we attended the non-compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY BRIEFING SESSION WAS UNDERSTOOD.

<p><b>SIGNATURE OF BIDDER OR ASSIGNEE(S)</b></p>           <p>.....</p>	<p><b>DATE:</b> .....</p>
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Position .....

Name Bidder .....

Name of Company.....

SIGNATURE OF GPL OFFICIAL \_\_\_\_\_ DATE: \_\_\_\_\_

**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 interest<sup>1</sup> 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

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**

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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 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

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<sup>2</sup> 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.

**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 applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 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.

1.3 The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.4 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.

1.5 The Gauteng Provincial Legislature 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:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

- P<sub>s</sub> = Points scored for price of tender under consideration
- P<sub>t</sub> = Price of tender under consideration
- P<sub>min</sub> = 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:

$$Ps = 80 \left( 1 + \frac{80/20 (Pt - P_{max})}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{90/10 (Pt - P_{max})}{P_{max}} \right)$$

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 tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councillor or Tribal Authority or Affidavit or Lease Agreement</b>
	TOTAL	20	

**5. DECLARATION WITH REGARD TO COMPANY/FIRM**

5.1 Name of company/firm.....

5.2 Company registration number: .....

**5.3 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]

5.4 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

## **1. PURPOSE**

The purpose of this Terms of Reference document is to outline the requirements, specifications, and procedures for the procurement of the accreditation equipment. In addition, the ToRs seek to select and acquire the services of a qualified and experienced supplier to deliver, install, configure, and support and maintain the required accreditation equipment and applicable software.

## **2. INTRODUCTION AND BACKGROUND**

1.1. The Gauteng Provincial Legislature is a National Key Point and it is obligated to follow all protocols for the safety of its assets, Members, Staff and all its invitees at all its event. In the past and to its recent Flagship event, has been assisted by State Security Agency (SSA) to produce and issue accreditation to all stakeholders for major functions like the Official Opening of the GPL or State of the Provincial Address. GPL is an event driven institution and hence cannot rely to SSA for accreditation for all events throughout the year.

1.2. To this end the Gauteng Provincial Legislature (GPL) is seeking to procure accreditation equipment to streamline the process of issuing accreditation for events attended by stakeholders. This equipment will play a vital role in enhancing security measures and ensuring efficient access control during GPL events.

## **3. OBJECTIVES**

3.1 The objectives of procuring accreditation system/software are as follows:

- 3.1.1 To improve the event security in all Legislature major events
- 3.1.2 To be able to do accurate identification and verification of guests.
- 3.1.3 To improve the security of MPLs, dignitaries and guest of Legislature.
- 3.1.4 To be able conduct security screening of all other parties that require access.
- 3.1.5 To prevent unauthorized people and uninvited guest from attending Legislature event
- 3.1.6 To be able to gather and store personal information about each attendee in line with POPI act consideration.
- 3.1.7 To be able to grant appropriate access rights and privileges.
- 3.1.8 To allocate entry for limited number for capacity reasons.
- 3.1.9 To conform to the current international events security standards.

## **4. SCOPE OF WORK**

4.1 The successful service provider is expected to supply, deliver and install the following:

- 4.1.1 Two Data Card ID work Standard Software Production V6.5 (Designer)
- 4.1.2 Microsoft office package
- 4.1.3 Data manipulation signature or footprint
- 4.1.4 Two laser jet printers (400 colour) with the built-in functionality to scale down to A6 and pre-cut to A6.
- 4.1.5 Three GBC A3 Fusion Laminators or similar

- 4.1.6 Five workstations monitors
- 4.1.7 Five Lamination duplex card printer
- 4.1.8 Lamination duplex security paper with security features
- 4.1.9 Five Signature pad capture
- 4.1.10 Five Logitech or similar HD webcam or an equivalent, to capture still images with 2GB ram and 200mb hard drive space.
- 4.1.11 Bar coded online counting and evidence based with any mobile phone.

## 5. ROLES AND RESPONSIBILITIES

### 5.1 The GPL reserves the right not to appoint or to appoint one or more service providers for this project and will perform the following to ensure the success implementation of this project:

- 5.1.1 **Defining Requirements:** The role of the legislature role involves clearly defining the requirements and specifications of the accreditation equipment needed, including features, functionalities, and any integration with existing systems.
- 5.1.2 **Compliance and Oversight:** Once the equipment is procured and installed, the legislature shall ensure that all processes related to accreditation complies with relevant regulations and security protocols.
- 5.1.3 **Feedback and Evaluation:** The legislature shall provide feedback to the service provider regarding the performance of the equipment and the quality of services provided. This will include conducting periodic evaluations to assess the effectiveness of the accreditation system.

### 5.2 The role of the service provider

- 5.2.1 **Supplying Accreditation Equipment:** The primary role of the service provider is to supply the accreditation equipment as per the specifications provided by the Gauteng Provincial Legislature.
- 5.2.2 **Installation and configuration:** The service provider should be responsible for installing and configuring the accreditation equipment at designated locations within the legislature premises.
- 5.2.3 **Training:** The service provider should conduct training sessions for the legislature staff responsible for using the accreditation equipment, ensuring they are proficient in its operation.
- 5.2.4 **Maintenance and Support:** It is crucial that the service provider offers maintenance services to ensure the smooth functioning of the equipment. Additionally, they should provide technical support in case of any issues or queries.

## 6. REQUIRED COMPETENCIES

- 6.1 The potential service provide must have extensive knowledge and experience on integrated electronic security services, access control system and accreditation systems and network with:
  - 6.1.1 A minimum of 5 years' experience with proven service records.
  - 6.1.2 Skills and expertise in accreditation systems and network management as well as ICT capabilities.

## **7. KEY ASSUMPTIONS**

- 7.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations and provided it is available and accessible.
- 7.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 7.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform the work assigned to them.
- 7.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.

## **8. PERIOD OF THE ASSIGNMENT**

The service provider should deliver and configure, maintain, and support for a period three (3) months from date of award.

## **9. EVALUATION CRITERIA**

- 9.1 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process. For the purposes of this tender, the 80/20 Preference Point system will be applied to evaluate the received proposals, the process of which shall be done in the following phases:

### **9.1.1 Phase 1: Administrative Compliance (Preliminary Evaluation)**

This is the evaluation criteria that measures compliance of service providers with the administrative requirements of this request and mandatory functional requirements as listed in the Terms of Reference. Service providers who fail to meet all requirements will be disqualified from further evaluation.

### **9.1.2 Phase 2: Functionality Evaluation Criteria (100)**

**9.1.2.1** This phase measures the capability and capacity of the service provider to deliver on the assignment.

**9.1.2.2** The evaluation criteria for measuring functionality, and the weighting attached to each criterion is listed in the table below. Service Providers who score 70 (average) points and above will be considered for phase three (3) of the evaluation.

**9.1.2.3** Failure to meet the minimum threshold of 70 points will result in automatic disqualification. The below criterion will be applied to score the proposals from which a service provider must score a minimum of 70 points to be considered for

### **9.1.3Phase 3 of the evaluation, i.e., Price and Specific Goals**

**FUNCTIONALITY EVALUATION CRITERIA**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT				
1	<p><b>Service Provider Experience in similar projects</b></p> <p>Provide a Project List and supporting cumulative reference letter(s) from previous clients demonstrating years of experience in executing projects of a similar nature.</p> <p><b>The Project List must be in the below table format</b></p> <table border="1"> <tr> <td>Project Description</td> <td>Value</td> <td>Period</td> <td>Client Name</td> </tr> </table> <p>The <b>reference letters</b> must be signed by the referee, contain implementation details for the project, and the duration of the contract. GPL reserves the right to verify the testimonials.</p>	Project Description	Value	Period	Client Name	A minimum of 5 years' experience in implementing similar projects with a project list and reference letter (s) of projects completed in the past 5 years		30
		Project Description	Value	Period	Client Name			
		3 reference letters	3					
		4 reference letters	4					
5 reference letters	5							
2	<p><b>Specifications</b></p> <p>Full compliance to the scope of work outlined in section 4.</p>	The service provider must provide a quotation as per scope of work (section 4)		40				
		Partial compliance to scope of work	0					
		Fully compliance to scope of work	5					

**FUNCTIONALITY EVALUATION CRITERIA**

#	CRITERION	DESCRIPTION	SCORE	WEIGHT
3	<b>Presentation</b> The service provider is required to deliver a comprehensive presentation aligned with the defined scope of work. The delivery method for this presentation may involve either physical submission via USB or electronic submission through a provided link.	Visualization and presentation of the operational features of the equipment.		30
		No presentation provided	0	
		Presentation demonstrating the accreditation process and the functionalities of the equipment.	5	
			<b>TOTAL POINTS</b>	<b>100</b>
			<b>CUT OFF POINTS</b>	<b>70</b>

### 9.1.3 Phase 3: Price and Specific Goals (100)

9.1.3.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: <b>Criteria</b>	<b>Points</b>
Price Evaluation $Ps$ <b>80</b> $\left(1 - \frac{Pt - P \min}{P \min}\right)$	80
<b>Specific Goals</b>	20
<b>TOTAL</b>	100

Where,

Ps = Points scored for comparative price of bid under consideration  
 Pt = Comparative price of bid under consideration  
 Pmin = Comparative price of lowest acceptable bid

9.1.3.2 The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
<b>1</b>	<b>HDI</b>	<b>12</b>	
1.1	Black owned	6	Registration Documents and ID Copy
1.2	Women	3	Registration Documents and ID Copy
1.3	PWDs	3	Letter from the Doctor
<b>2</b>	<b>Youth</b>	<b>4</b>	<b>ID Copy</b>
<b>3</b>	<b>Locality</b>	<b>4</b>	<b>Letter from Ward Councilor or Tribal Authority or Affidavit or Lease Agreement</b>
	<b>TOTAL</b>	<b>20</b>	



**THE END**