



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	RFQ CO 279-08-2023
DATE ISSUED	07 August 2023
PROJECT NAME	Corporate Transfer Due Diligence
CLOSING DATE AND TIME	17 August 2023 at 16:00
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	



Full details of directors / trustees / members / shareholders

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

A. BIDDER'S DISCLOSURE (SBD 4)

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.

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.



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

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.

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.



- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

B. REQUEST FOR QUOTATION FOR CORPORATE DUE DILIGENCE PROJECT

1. BACKGROUND TO SANSA

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

As part of consolidation of South African space industry assets a project involving transfer of assets from one government entity to another (SANSA) is in process. Details of the transfer transaction need to be validated by a 3rd party to ensure adequate level of governance is applied to the project.

2. SCOPE OF WORK (TERMS OF REFERENCE)

The tenderer shall perform a due diligence investigation, information collection, analysis and reporting on a tailored version of the aspects/topics listed below. It can be assumed that all parties to this project will cooperate (adhering to the necessary information safeguarding policies and practices).

The consultant/tenderer shall as part of execution of this tender, tailor (in cooperation with SANSA) the detail items of each aspect/topic below to focus on the core necessary and maximum risk reducing items. Specifically, the tenderer shall confirm the existence and estimated market values of involved assets, as well as legality of proposed transaction with regards to applicable corporate laws and regulations, asset movement laws and regulation, ownership confirmations, impacting contracts, general risk to SANSA assessment and furthermore analyse the content of the proposed transaction, proposing/contributing best practice clauses to minimize contingent risk to SANSA.

The following due diligence framework aspects shall be cover:

1. Organizational Structure and Standing
2. Company (business unit) Financial Data
3. Physical Assets and Equipment
4. Employees and Employee Benefits
5. Professional Engagements
6. Real Estate Assets and Interests
7. Licenses and Permits
8. Intellectual Property Rights
9. Products and Service Lines



10. Environmental impact
11. Material Contracts and Agreements
12. Tax Information
13. Litigation and Legal Issues
14. Insurance Coverage
15. Press, Articles, and Publicity

Note: A next level detail breakdown is available in **APPENDIX A** (Page 15 of this document) and shall be the departure point of tailoring the eventual scope of the contract.

The due diligence execution shall follow the following sequence of work packages over a minimum total duration of 6-8 weeks.

Work Package #	Work	Responsible Party	Deliverable
B.2.1	Project Initiation Duration: 5 days	DD Supplier	Project plan; Project meeting minutes;
B.2.2	Collection of Information and supporting evidence Duration: 20 days	DD Supplier in cooperation with Denel Group and SANSA.	Structured data pack containing all information and evidence collected. (Bound paper hard copy + digitized version of same)
B.2.3	Assessment of Information Duration: 10 days	DD Supplier;	Work session notes; Minutes of meetings.
B.2.4	Audit of all financial aspects Duration: 10 days	DD Supplier;	Spreadsheets containing assumptions, financial models used for audit and assessments; trade-off models;
B.2.5	Draft report writing Duration: 5 days	DD Supplier	n/a
B.2.6	Draft report review with SANSA Duration: 5 days	DD Supplier; SANSA	Draft Due Diligence report (Word document); Review feedback in report;

			Minutes of review meeting;
B.2.7	Final report writing Duration: 10 days	DD Supplier;	n/a
B.2.8	Final Report review by SANSA Duration: 10 days	DD Supplier; SANSA	Final Due Diligence report (Word document); Review feedback in report; Minutes of feedback meeting.
B.2.9	Update of final report. Duration: 5 days	DD Supplier;	n/a
B.2.10	Delivery and presentation of Final Report to SANSA EXCO. Duration: 5 days	DD Supplier; SANSA EXCO	Final Due Diligence Report (Word and PDF); Formal presentation material; Recording of presentation meeting. Minutes of EXCO presentation meeting.

C. EVALUATION CRITERIA

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.

The procedure for the evaluation of responsive tenders is **Price** and **Preference** method.

Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price only and the 20 points will be awarded to a bidder for attaining the specific goals in accordance with the Table below.

1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

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

Table 1: Specific Goals and points

The specific goals allocated points in terms of this RFQ (B-BBEE Status Level of Contributor)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

2. Eligibility Criteria

To be eligible for the price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3)

working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to be assessed on their financial offer (Price) and preference (specific goals) score.

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Corporate due diligence experience (track record)	40
Specialist resources availability	30
Quality of project plan	30
Total evaluation points for quality	100

Evaluation criteria 1: Corporate due diligence experience (track record)

Description: The relevant corporate due diligence project experience and track record of the tenderer shall be evaluated based on the number of due diligence projects/contracts that the tenderer has completed successfully over the last 3 years. The referenced customers of the projects/contracts shall be validated through telephonic interactions and written confirmations.

Maximum Points	Criteria
40	Eight (8) or more due diligence projects/contracts completed.
30	Five (5) to seven (7) due diligence projects/contracts completed.
20	One (1) to four (4) due diligence projects/contracts completed.
0	Less than one (1) due diligence projects/contracts completed.

Evaluation criteria 2: Specialist resources availability

Description: Relevantly specialized human resources available to execute the statement of work is critical to efficiency and quality of the outputs. A combination of speciality and number of contributors to the due diligence will be evaluated as follows based on the tender offer.

Maximum Points	Criteria
30	Financial audit specialist, corporate lawyer, and another value-adding specialist named/identified in the tender offer.
20	Financial audit specialist, and another value-adding specialist named/identified in the tender offer.
10	Financial audit specialist named/identified in tender offer.
0	No specialist named/identified in tender offer.

Evaluation criteria 3: Quality of project plan

Description: A logical execution plan with sufficiently detailed actions identified in a viable order and duration is regarded as an indicator of the tenderer's experience and ability to control the planned outcome of the tender. The project plan also provides a logical framework for payment milestones.

Maximum Points	Criteria
30	Detailed project plan that seems logical and viable to execute within the offered timeline. The work breakdown indicates the deliverables, resource usage, payment milestone value added, and stakeholder interactions.
20	Barely detailed viable project plan that substantially lacks in identification of deliverables, resource usage and stakeholder interactions.
10	Project plan tendered that lacks viability (for any reason).
0	No project plan tendered.

D. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items/work packages defined in scope section.
2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

DESCRIPTION	AMOUNT (EXCL VAT)
TOTAL AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

- a) Quotations to be returned to Leonard Moloele: lmoloele@sansa.org.za
- b) Contract will not be awarded unless the supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD) before the closing date of the bid.
- c) This RFQ is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign an SDP agreement for shorter payment periods for EMEs.
- d) The offices of SANSA are situated at the following address:

**Enterprise Building
Mark Shuttleworth Street
Innovation Hub
Pretoria
0087**

F. TIMELINES

The successful service provider must be in the position to provide/initiate the goods/service within 2 weeks after the purchase order has been issued by SANSA.

G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- b. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- c. All pages of quotation must be signed by the authorised person.
- d. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANSA reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

H. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest.
- iv) confirms that the contents of this questionnaire/forms (SBD 49) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)



Signed

Date

Name

Position

Enterprise
name

BID CONDITIONS

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/sent after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.

2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.



- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used; you can contact SANSA's Information Officer: Mr Humbulani Mudau on popi.paia@sansa.org.za.

8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSA will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSA takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

APPENDIX A: Scope of Work Details Framework

The following aspects³ shall be considered as part of the due diligence investigation by the service provider.

1 Organizational Structure and Standing

When buying a company, a first look at its basic foundations is advised. Is the business entity filed correctly and defined appropriately with all the proper licensing and good standing to operate? If the transaction does not involve a company or running concern, as is the case for this project, a subset would be appropriate. The proposed due diligence items in this category are:

1. Articles of Incorporation with amendments (or equivalent documentation of the entities involved in this transaction).
2. Bylaws including any amendments.
3. Organizational chart and current staff list.
4. List of all shareholders and the shares they own.
5. List of all active stakeholders.
6. List of all the company's assumed names and brand registrations.

2 Company Financial Data

Since in this transaction the physical assets are the primary subject of the purchase, to determine their value, the proposed due diligence items in this category are:

1. Financial statements of the entities from the past 3 years.
2. Asset evaluations of relevant assets of the entities from the past 3 years.
3. Summary of all debts and contingent liabilities of the entities.
4. Summary of inventory, accounts receivable, and accounts payable of the entities.
5. Depreciation, amortization, and accounting methods of the entities.

3 Physical Assets and Equipment

Since the physical assets of the entities involved in this transaction are the primary subject of the transaction the following shall be part of the due diligence:

1. The entities' relevant fixed assets, their locations and last audited value.
2. The entities' leases for office and operating equipment over the past 3 years.
3. The entities' capital equipment sales and purchases over the past 3 years.
4. All liens or security interest against the relevant assets.

4 Employees and Employee Benefits

To assess the experience and knowledgeable employees typically required to make the entities' operational processes succeed as well as their cost to company, the following aspects shall be assessed:

1. Resumes of relevant key employees who are still actively employed.
2. A list of all actively employed employees, including their positions, total years of service, and salaries and bonuses paid over the past 3 years.

³ Credit to [Holmes Business Law \(phillysmallbusinesslawyer.com\)](http://Holmes Business Law (phillysmallbusinesslawyer.com)) used as starting point for this checklist.



3. Copies of all the entities' employment, consulting, non-disclosure, non-solicitation, or non-competition agreements with employees and contractors.
4. The entities' personnel handbook.
5. A summary of all employee benefits such as holiday, vacation, and sick time.
6. Descriptions of entities' health insurance and retirement plans.
7. A full report of all employee complaints within the past 3 years such as alleged harassment, discrimination, or wrongful termination.
8. A summary of any labour disputes, arbitration requests, or grievance procedures at the entities' presently or in the past 3 years.
9. A summary of workers' compensation and unemployment insurance claims.
10. Summaries of all employee stock purchase plans and options.

5 Professional Engagements

A company needs good professionals to help it operate. The due diligence should include:

1. A list of any law, accounting, or consulting firms retained by the entities.
2. Any other similar professionals hired by the entities over the past 5 years.

6 Real Estate Assets and Interests

Real estate is a major business asset with significant value. The assessment shall include:

1. A list of all the places the entities did business at over the last 3 years.
2. Copies of entities' real estate documents such as mortgages, deeds, leases, easements, title policies, land surveys, zoning approvals, variances, or use permits.

7 Necessary Licenses and Permits

Local, city, provincial, and national laws and regulations can make a huge difference to an entity's risk profile. The following aspects needs to be considered:

1. Any government licenses, permits, or consents.
2. Records of regulatory agency proceedings.

8 Intellectual Property Rights

Part of the transaction involves the entities' intellectual property (registered and non-registered). Relevant brand, trademark, patent, and copyright items should also be identified and valued. The following relevant documents needs to be obtained:

1. The entities' trademark and patent filings both foreign and domestic.
2. A catalogue of the entities' copyrighted work.
3. A list of any legal claims or actions against the entities for IP infringements over the past 5 years.

9 All Products and Service Lines

The entities' product or service lines should be evaluated to estimate what it would take to continue producing or supplying it. The following should be review:

1. A summary of the company's accounts receivable.
2. Quarterly and annual financial reports for the past 3 years.
3. Data of sales, gross profits, and rates of return by all product or service.
4. A breakdown of inventory management and operations.

10 Environmental Protection Agency

Environmental issues can cause tremendous damage and liability even decades after the purchase of a business. To assess the related risks and impact on transaction, the following documents shall be required:

1. Environmental audits for any of the entities' properties for the past 5 years.
2. A list of all the hazardous materials the entities used.
3. A summary of the entities' waste disposal policies.
4. Copies of the entities' environmental permits and licenses.
5. Copies of all documents related to relevant local, provincial, or national regulatory agencies.
6. A summary of any environmental investigations or legal cases involving the company
7. A description of any environmental protection related exposure the company knows of.
8. A summary of any environmental liabilities that may fall onto you after the transaction.

11 Material Contracts and Agreements

The entities' material active contracts can introduce risk elements into the transaction. The following aspects shall be assessed:

1. All of the entities' active loan or financing agreements, lines of credit, or promissory notes.
2. All mortgages, indentures, collateral pledges, and similar security agreements.
3. Any and all guarantees made by the entities.
4. Any instalment sales agreements currently in place.
5. Any distribution, sales representation, marketing, and supplier agreements.
6. Letters of intent, contracts, and closing documentation related to any mergers, acquisitions, or divestitures in the past 5 years.
7. Any stock option or purchase agreements for interests in other companies.
8. Copies of the quote, purchase order, invoice, and warranty forms used by the entities.
9. Description of the entities' purchase and credit policies.
10. All of the entities' non-disclosure or non-competition agreements.
11. All other material contracts or agreements with contractors.

12 Tax Information

The entities' relevant tax record and tax practices shall be assessed towards defining and quantifying financial risks following the transaction:

1. National and foreign income tax returns covering the past 3 years.
2. Any tax settlement documents from the past 3 years.
3. Excise and employee tax filings covering the past 3 years.
4. A list of any tax liens on relevant properties.

13 Litigation and Legal Issues

To understand the extent of any legal action and the amount of risk involved, the following aspects shall be assessed:

1. A summary of all pending litigation where the entities are a party.
2. A description of any litigation that has been threatened against the entities.
3. Copies of any of the entities' insurance policies that offer litigation coverage.
4. Any legal injunctions, consent decrees, or settlements involving the entities.
5. A list of the entities' unsatisfied judgments, if any.

14 Insurance Coverage

Insurance needs depend on the value and risk of the transaction's assets. To assess the entities' premiums and exactly what is covered, the following aspects shall be covered:

1. Copies of the entities' general liability insurance, personal insurance, real property insurance, product liability insurance, errors and omissions insurance, workers' compensation insurance, and any other applicable insurance coverage.
2. A summary of the company's insurance claims filed over the past 3 years.

15 Press, Articles, and Publicity

The entities' brand recognition and reputation reach and its impact on SANSA operations needs to be assess. The following shall be assessed:

1. All articles and press releases related to the entities within the past 3 years.

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