



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Private Bag X54315, DURBAN 4000 Int. Code: +27 31 Tel: 314 7000 website: www.publicworks.gov.za
Supply Chain Management: Miss S Mthiyane – 031 314 7310
Project Leader – Mr S Masuku

REQUEST FOR QUOTATION

You are hereby invited to submit a quotation for the supply and delivery of the following service to be rendered at Justice: Mahlabathini: DBNQ26/04/02 File No. 19/2/3/2/16/537

Bid response documents to be deposited in the bid box situated at: **National Department of Public Works and Infrastructure: 157 Monty Naicker Road (Bidders to note that entrance in Dr Pixley ka Seme is temporally closed)**

Item	Description	Quantity / Period
1	Provision of gardening service for the period for 36 months	84 Days

CLOSING DATE: 08/04/2026 : CLOSING TIME @ 11:00AM


NB: No late documents will be accepted.

Kindly submit your quotation by fully completing the attached bid document and bill of quantities or specifications attached in hereunder, and clearly indicate the delivery period and the validity period of your quotation, Kindly also clearly indicates if you price includes or excludes VAT. ***"You may claim VAT only if you are a VAT Vendor"***.

TERMS AND CONDITIONS

- If a supplier fails to deliver any or all goods or fails to deliver the required services within the specified period on the **order/ Contract or appointment letter** the Department of Public Works and Infrastructure may impose a penalty and further deduct from the order / contract a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Department of Public Works and Infrastructure quotation documents must be fully completed, signed by the bidder and bear the signature of witnesses and be forwarded to the aforementioned physical address or email, failure to comply with these requirements will result in the quotation being disregarded.

Yours Faithfully

N. MANBELE
SIGNATURE: 

DATE: 01/04/2026



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& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE DURBAN REGIONAL OFFICE

REFERENCE NUMBER – DBNQ26/04/02

SERVICE DESCRIPTION : JUSTICE: MAHLABATHINI: PROVISION OF GARDENING SERVICE FOR 36 MONTHS

SUBMITTED BY:

Company Name: _____

CSD registration: _____

CLOSING DATE: 08/04/2026 @11:00
Box Number 16 – 157 Monty Naicker Street (Public works)

TECHNICAL ENQUIRIES	OTHER ENQUIRIES
Name : Siphon Masuku Contact number : 071 365 6408 Email: siphon.masuku@dpw.gov.za	Name : Sthembela Mthiyane Tel no. : 031 314 7310 Email : Sthembela.mthiyane@dpw.gov.za

PART A PA 32: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

BID NUMBER: DBNQ26/04/02 CLOSING DATE: 08/04/2026 CLOSING TIME: 11:00

DESCRIPTION Justice : Mahlabathinit: Provision of Gardening services for the period for 36 months

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	CONTACT PERSON
TELEPHONE NUMBER	TELEPHONE NUMBER
FACSIMILE NUMBER	FACSIMILE NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of Bidder:	Bid number:
Closing Time : 11:00	Closing date:

OFFER TO BE VALID FOR **84** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO:	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** ALL APPLICABLE TAXES INCLUDED
.....

The price that appears on this form is the one that will be considered for acceptance as a **firm and final offer.**

No.	DESCRIPTION	TOTAL COSTS FOR 36 MONTHS
1.	LABOUR COSTS FOR 36 MONTHS	R.....
2.	GARDENING CONSUMABLES	R.....
3.	TOTAL HALF YEARLY CONSUMABLES	R.....
4.	GARDENING EQUIPMENT(ONCE OFF)	R.....
5.	OVERHEADS	R.....
5.	SUB TOTAL	R.....
6.	ADD PROFIT	R.....
7.	ADD VAT @ 15%	R.....
8.	SAFETY FILE	R.....
10.	GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)	R.....

- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
 *Delete if not applicable

Signature of Bidder _____ Date _____

PRICING SCHEDULE

1. PRICE STRUCTURE FOR LABOUR

- NB:** 1. THIS SECTION MUST BE COMPLETED IN FULL AND IS TO BE SUBMITTED TOGETHER WITH THE BID.
2. FAILURE TO COMPLETE THIS SECTION WILL RESULT IN DISQUALIFICATION FROM THE BIDDING PROCESS
3. FAILURE TO COMPLY WITH DEPT OF LABOUR WAGES RATES INCLUSIVE OF ALLOWANCES FOR EMPLOYEES IN THIS SECTION WILL RESULT IN DISQUALIFICATION DURING THE BIDDING PROCESS

SALARIES AND WAGES: BIDDER'S OWN PERSONNEL / MONTHLY

a. *This below rates includes the following:*

- Actual monthly wage, UIF, COIDA, Pro rata bonus, Absent, Sick, Maternity, Family responsibility leave & Uniforms/Overall.

DESCRIPTION	SALARIES / WAGES			
	LEGISLATIVE RATES	MONTHLY WAGE	NO. OF WORKERS	TOTAL FOR MONTHLY SALARY
General worker: July 2026 to Feb 2027 Actual Wage rate	R	R	01	R
UIF @ 1% of Monthly Wage	R	R		R
Provident Fund @ 6% of Monthly Wage	R	R		R
COIDA @ 0.83% of Monthly Wage	R	R		R
Bonus paid on the Month of December. Calculation: Basic x 1,03/12	R	R		R
Absent, Sick, Maternity, Family Resp. leave @ 7% of Monthly Basic Wage	R	R		R
Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE.	R	R		R
Annual Leave: The employer to pay 21 consecutive days annual	R	R		R

required to pay to SARS a 1% monthly levy				
Total Monthly Salary Inclusive of Allowances			01	R
Total for 08 Months Salaries Inclusive of Allowances			01	R
General Worker: March 2027 to February 2028 Actual Wage rate Actual Wage rate	R	R	01	R
UIF @ 1% of monthly wage	R	R		R
Provident Fund @ 6% of monthly wage	R	R		R
COIDA @ 0.83% of monthly wage	R	R		R
Annual Bonus paid on the month of December. Calculation: Basic x 1,03/12	R	R		R
Absent, Sick, Maternity, Family Resp. leave @ 7% of monthly basic wage	R	R		R
Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE.	R	R		R
Annual Leave: The employer to pay 21 consecutive days annual leave, which equates to 15 working days. Calculation: Hourly Rate x 8 Hours x 15 Days / 12 Months	R	R		R
Service SETA 23: If you are registered with SARS i.e an employer & annual turnover is in R 6 000 000 per year or payroll in excess of R 500 000 per year then you required to pay to SARS a 1% monthly levy	R	R		R
Total Monthly Salary Inclusive of Allowances			01	R
Total for 12 Months Salaries Inclusive of Allowances			01	R
General Worker: March 2028 to February 2029 Actual Wage rate Actual Wage rate	R	R	01	R
UIF @ 1% of monthly wage	R	R		R

Absent, Sick, Maternity, Family Resp. leave @ 7% of monthly basic wage	R	R		R
Uniforms/Overall: You are required in terms of Main Agreement to provide serviceable condition & free of charge any PPE.	R	R		R
Service SETA 23: If you are registered with SARS i.e an employer & annual turnover is in R 6 000 000 per year or payroll in excess of R 500 000 per year then you required to pay to SARS a 1% monthly levy	R	R		R
Total Monthly Salary Inclusive of Allowances			01	R
Total for 12 Months Salaries Inclusive of Allowances			01	R
General Worker: March 2029 to February 2029 Actual Wage rate Actual Wage rate	R	R	01	R
UIF @ 1% of monthly wage	R	R		R
Provident Fund @ 6% of monthly wage	R	R		R
COIDA @ 0.83% of monthly wage	R	R		R
Absent, Sick, Maternity, Family Resp. leave @ 7% of monthly basic wage	R	R		R
Annual Leave: The employer to pay 21 consecutive days annual leave, which equates to 15 working days. Calculation: Hourly Rate x 8 Hours x 15 Days / 12 Months	R	R		R
Service SETA 23: If you are registered with SARS i.e an employer & annual turnover is in R 6 000 000 per year or payroll in excess of R 500 000 per year then you required to pay to SARS a 1% monthly levy	R	R		R
Total Monthly Salary Inclusive of Allowances			01	R
Total for 04 Months Salaries Inclusive of Allowances			01	R

2. GARDENING CONSUMABLES

3. CONSUMABLE TO BE SUPPLIED QUATELY BASIS

MATERIAL	QUATERLY CONSUMABLES	COST PER ITEM	COST PER 6 MONTHS
Nylon (3.5mm x 2kg)	01	R	R
Weed Killer 1Lt	01	R	R
Total Cost Half Yearly Consumables			R
Total Cost for 36 Month Period			R

4. EQUIPMENTS : ONCE OFF

Equipment	QTY	Unit Price	Total
Petrol Brush Cutter (equivalent to Stihl: FS 160)	01	R	R
Petrol Leaf Blower Machine	01	R	R
Wheel barrow	01	R	R
Hose pipe (30m)	01	R	R
Garden Spade	01	R	R
Garden Fork	01	R	R
Plastic Rake	01	R	R
Total Cost			R

PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

Quotation description:	JUSTICE: MAHLABATHINI MAGISTRATE COURT: GARDENING MAINTENANCE FOR 36 MONTHS		
Quote no:	DBNQ	Closing date:	
Closing time:	11h00	Validity period:	84 days

1. RESPONSIVENESS CRITERIA

1.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder **shall** result in the tender offer being disqualified from further consideration:

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input type="checkbox"/>	Submission of PA-32: Invitation to Bid
6	<input type="checkbox"/>	Submission of record of attending compulsory briefing session.
7	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
8	<input checked="" type="checkbox"/>	Submission of fully completed SBD 3.1 (Pricing Schedule with firm prices).
9	<input checked="" type="checkbox"/>	Submission of original certified copy of registration with the Department of Agriculture and Forestry as Industrial in vegetation & noxious weeds.
10	<input type="checkbox"/>	
11	<input type="checkbox"/>	
12	<input type="checkbox"/>	

1.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.

4	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
5	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD) or insert the Supplier Registration Number on the form of offer
6	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
7	<input checked="" type="checkbox"/>	Submission of Letter of Good Standing for Workmans Compensation (COIDA).
8	<input checked="" type="checkbox"/>	The Department may not appoint you, if you have been awarded more than 2 gardening contracts that are running concurrently.
9	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation To Bid
10	<input type="checkbox"/>	Specify other responsiveness criteria

1.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

2. 80/20 POINTS SCORING SYSTEM WILL BE APPLICABLE FOR THIS BID

3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

3.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p>

			<ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

4. COLLECTION OF QUOTATION DOCUMENTS:

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

Quotation documents may be collected during working hours on **insert date** at the following address **insert physical address insert postal code**.

A **select** pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**.

5. ENQUIRIES

5.1. Technical enquiries may be addressed to:

DPWI Project Manager	Sipho D. Masuku	Telephone no:	031 - 314 7312
Cellular phone no	071 365 6408	Fax no:	086 695 1857
E-mail	sipho.masuku@dpw.gov.za		

5.2. SCM enquiries may be addressed to:

SCM Official		Telephone no:	
Cellular phone no		Fax no:	
E-mail			

6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11h00** on **insert date**.

Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

<p>QUOTATION DOCUMENTS MAY BE DROPPED AT:</p> <p><i>Department of Public Works & Infrastructure 157 Monthy Naicker Road, by Securities (Bidders to note that entrance in Dr. Pixley KaSeme Street is closed) Box 16</i></p> <p>OR</p> <p>QUOTATION DOCUMENTS MAY BE POSTED TO : <i>Department Of Public Works & Infrastructure Private Bag X54315 Durban 4000</i></p>	OR	<p>QUOTATION DOCUMENT MAY BE EMAILED TO:</p> <p><i>insert e-mail address</i></p>
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