Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Albertina Sisulu House, Beatrice Street, King William's Town – Private Bag X0039 – Bhisho – 5605 – REPUBLIC OF SOUTH AFRICA:
Email address: ncumisa.ngalwana@ecdsd.gov.za - Website: www.ecdsd.gov.za

RFQ-26/27-0044

REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ARRANGE AIR TRAVEL, ACCOMMODATION AND CAR HIRE FOR OFFICIAL ATTENDING CONFERENCE IN JOHANNESBURG

Issued by:
Province of the Eastern Cape
Department of Social Development

Contact Person for Bid Documents:
Ms. N. Ngalwana/ Mr M Vukubi
Tel: 071 886 2748/082 779 9347

Contact Person for Specification:
Ms B. Ngceshe 060 574 0089

Private Bag X0039
Bisho

5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA_____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

COMPLETED RFQ DOCUMENTS (INCLUDING THE QUOTATION) IN A SEALED ENVELOPE WITH THE RELEVANT RFQ NUMBER AND NATURE OF THE SERVICE REQUIRED MUST BE DEPOSITED INTO THE TENDER BOX ON OR BEFORE THE CLOSING DATE AT THE OFFICES OF THE DEPARTMENT OF SOCIAL DEVELOPMENT, ALBERTINA SISULU HOUSE, 7 BEATRICE STREET, KING WILLIAM'S TOWN.

Closing Date:11th November 2026 **Closing Time: 11H00**

Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

HEAD OFFICE – Supply Chain Management
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SPECIFICATION TO ARRANGE AIR TRAVEL, ACCOMMODATION AND CAR HIRE FOR DELEGATES ATTENDING THE 29TH SOUTH AFRICAN INTERNAL AUDIT CONFERENCE IN JOHANNESBURG ON THE 22-25 NOVEMBER 2026.

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1. BACKGROUND

The Globa Internal Audit Standards (GIAS) requires internal auditors to maintain and continually develop their competencies to improve effectiveness and quality of internal audit services.
The Department is looking for a service provider to arrange air travel, accommodation and car hire as indicated in the scope of work below.

2. SCOPE OF WORK

TRAVEL DETAILS

DATE OF DEPARTURE	OFFICIALS	DESTINATION & CLASS	PREFERED TIME OF DEPARTURE	ACCOMODATION	CAR HIRE
22 November 2026	Ms V Qobosha	East London to Johannesburg Airport Economy class Flexible flight ticket	17h10 -18h40	Accommodation for three nights Dinner, Bed and Breakfast Check in – 22 November 2026 Check out – 25 November 2026. Minimum 3 Star	Car hire for Ms V Qobosha from the Johannesburg airport on 22 November – 25 November 2026.
22 November 2026	Ms N. Mrwetyana	East London to Johannesburg Airport Economy class Flexible flight ticket	17h10 -18h40	Accommodation for three nights Dinner, Bed and Breakfast Check in – 22 November 2026 Check out – 25 November 2026. Minimum 3 Star	n/a
22 November 2026	Mr P. Manzingana	East London to Johannesburg Airport Economy class Flexible flight ticket	17h10 -18h40	Accommodation for three nights Dinner, Bed and Breakfast Check in – 22 November 2026 Check out – 25 November 2026	n/a

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DATE OF DEPARTURE	OFFICIALS	DESTINATION & CLASS	PREFERED TIME OF DEPARTURE	ACCOMODATION	CAR HIRE
25 November 2026	Ms V Qobosha	Johannesburg to East London Airport Economy class Flexible flight ticket	15h00-16h35	Checking out of the Hotel	From Hotel to the Airport for departure.
25 November 2026	Ms N. Mrwetyana	Johannesburg to East London Airport Economy class Flexible flight ticket	15h00-16h35	Checking out of the Hotel	
25 November 2026	Mr P. Manzingana	Johannesburg East London Airport Economy class Flexible flight ticket	15h00-16h35	Checking out of the Hotel	

3. PRICING

3.1 Bidders must submit quotations which include all the costs for the completion of the service.

3.2 Quotations must include a contingency amount for taxes if any resort fees. Only the actual cost will be paid.

3.3 Prices must be inclusive of VAT. If not confirmed, the Department will assume that Price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered with SARS as VAT vendors. Bidders must take note of the prescribed threshold for compulsory registration for VAT collection. The department will not be liable for VAT payment which was not included in the original quotation.

3.4 Bidders must ensure that there are no errors in the prices quoted.

3.5 The quotations should include all activities/services that will be required for the required services as no variations will be accepted unless mutually agreed to by the Department and the appointed service provider prior to contract acceptance.

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3.6 Service providers will carry the responsibility of ensuring that the proposals submitted have been signed by a duly authorized person. Should it be established after the submission of proposals that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.

3.7 Bidder must have successfully performed at least two projects of this nature.

3.8 All prices submitted should be written in black ink. No proposals written in pencil will be accepted or evaluated.

4. PAYMENT

4.1 The successful bidder will bill the Department after services have been completely rendered.

4.2 Payment will be made within 30 days of submission of a properly completed invoice.

5. SPECIAL CONDITIONS

5.1 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za

5.2 The Department will not award a contract to a bidder that is not registered on the CSD.

5.3 The successful bidder will ensure compliance with all the applicable regulations in the performance of this service.

5.4 Bidder must have successfully performed at least two projects of this nature. (Complete Annexure B).

5.5 Bidders must complete declaration of interest form SBD4.

5.6 The preferred hotels must be around Midrand. (Close to Gallagher Convention Centre)

03/11/2026

MS V MXOSA **DATE**
DIRECTOR: INTERNAL AUDIT

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6. EVALUATION

7.1 Pre Evaluation Criteria:

7.1.1 Copy of signed agreement in the case of Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 9.1

7.1.2 Bidders must have previously completed at least two projects of this nature. (Complete Annexure B).

7.1.3 Fully completed and signed annexure A.

7.1.4 Bidders must complete declaration of interest form SBD4.

7.1.5 Correction fluid of any kind MUST NOT be used. In cases where corrections are necessary; these can be made by drawing a line across the incorrect statement, writing in the correct details above the same, and subsequently endorsing the entry with the bidder's signature.

7.2 Evaluation AS PER PPPFA

Quotation will be evaluated on the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Quotations will be evaluated on price and Specific Goals

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	**Price**	**80**
2.	**Specific Goals**	**20**
3.	**Specific Goal**	**NUMBER OF POINTS**
4.	▪ **Gender (women ownership)**	**6**
5.	▪ **No franchise (black ownership)**	**2**
6	▪ **Disability**	**3**
7	▪ **Locality (EASTERN CAPE)**	**6**
8	▪ **Youth**	**3**
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	**100**

7.2.1 In order to obtain preference points for specific goals, bidders must complete SBD 6.1

7.2.2 Locality will be confirmed as follows:

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(a) The preferred address on CSD is the only address to be considered provided the address was updated on CSD on a date prior to the invitation to bid was published.

(b) If the preferred address on CSD is not a local address, was updated on a date after publication of the invitation to bid or there is no preferred address at all, then the company's physical address registered on CIPC will be used as the only address to consider for awarding of locality points.

(c) In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV,

7.2.3 To be awarded points for disability, a doctor's confirmation must be submitted together with this bid.

7.2.4 In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitution

8 BID POLICIES, PROCEDURES AND CONDITIONS:

8.1 Quotations are valid for 60 days.

8.2 Bidder must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.

8.3 Service Providers must complete the preferential points claim forms in order to claim preference points.

8.4 The Department reserves the right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider having not made suitable arrangements with SARS to settle outstanding tax obligations.

8.5 The Department may, if necessary, negotiate a market-related price.

8.6 The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.

8.7 This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of

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Contract (GCC) and, if applicable, any other legislation or special conditions of contract.

8.8 Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company.

9 CONSORTIUM /JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services.
A bid, in response to this invitation to bid, by a consortium, must comply with the following requirements: -

9.1 Copy of the agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of all the members of the Consortium.

9.2 A copy of the Central Supplier Database (CSD) registration report must be submitted by all parties.

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10 DISCLAIMER

10.1 Whilst all due care has been taken in connection with the preparation of this RFQ, the Department makes no representations or warranties that the content in this RFQ or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

10.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary .

MR M. VUKUBI
ACTING DIRECTOR: SCM

03/11/2026
DATE

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ANNEXURE A

PRICE SCHEDULE-

ITEM	QUANTITY	PRICE
AIR TRAVEL	03	
CAR HIRE	01	
ACCOMMODATION	03	
Total price including VAT		
Service fee		
Grand Total		

GRAND TOTAL **= R**_____

SUPPLIER NAME : _____

CONTACT PERSON : _____

SIGNATURE : _____

DATE : _____

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Building a caring Society Together

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ANNEXURE B: LIST OF REFERENCES

STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Each Bidder has to submit written references in respect of services successfully performed by them for verification by Department. The information must be supplied by accurately completing the table set out below, which the Bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

Bidders must fully complete the table provided below.

For whom done	Description	Date completed	Contact Person	Contact Details

Bidder's Name (Company): _____

CSD Number: _____

Name of representative: _____

Signature: _____

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**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	RFQ Number: RFQ-26/27-0044
Closing Time 11:00	Closing date: **11th November 2026**

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

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

- Required by: .....
- At: .....
  .....
- Brand and model .....
- Country of origin .....
- 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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

---

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.

2.3.1 If so, furnish particulars:

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

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	Name of bidder

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

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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

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

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1.7 A tendered must submit, together with its tender, the a copy of CIPC Registration document. In the case of sole propriety, copy of the applicable legal registration documentation must be submitted.

1.8 The annexure detailing names of all directors and the percentage share in the enterprise must be completed and submitted together with this claim form.

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) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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 specific goals allocated points in terms of this tender	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)	Percentage owned
Gender (Women Ownership)	6		
No Franchise (Black owned enterprise)	2		
Disabled person ownership	3		
Locality (Eastern Cape)	6		
Youth	3		
Total	**20**		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

19

ANNEXURE TO DSD 80/20 SBD 6.1 FORM

List all Shareholders by Name, Position, Identity Number, Citizenship, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in Table 1.

	Name	Date/Position occupied in Enterprise	ID Number	Date that South African Citizenship was obtained	* HDI Status			% of business / enterprise owned
					No franchise prior to elections	Women	Disabled	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Indicate YES or NO

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid
   - Tax clearance certificate
   - Pricing schedule(s)
   - Filled in task directive/proposal
   - Preference Certificates in terms of the Preferential Procurement Regulations 2001
   - Declaration of interest
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR HDIs	PREF POINTS CLAIMED FOR RDP GOALS

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....