



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER	SS/153/03/19
DATE ISSUED	14/03/2019
PROJECT NAME	Supply and Deliver Promotional Goods
CLOSING DATE AND TIME	22 March 2019 @ 16h30
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

1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state¹, SANSA Board members or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state;
- SANSA Board member; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament

<p>Are you or any person connected with the bidder presently employed by the state? If so, furnish the following particulars: Name of person / director / trustee / shareholder/ member:..... Name of state institution at which you or the person connected to the bidder is employed..... Position occupied in the state institution:..... Any other particulars:.....</p>	YES / NO
<p>If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid If no, furnish reasons for non-submission of such proof:.....</p>	YES / NO
<p>Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? If so furnish particulars:.....</p>	YES / NO
<p>Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....</p>	YES / NO
<p>Are you, or any person connected with the bidder aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? If so, furnish particulars:.....</p>	YES / NO
<p>Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? If so, furnish particulars:.....</p>	YES / NO

2. Declaration of Bidder's past supply chain management practices (SBD 8)

2.1 This Standard Bidding Document must form part of all bids invited.

2.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system

2.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-

2.3.1 Abused the institution's supply chain management system

2.3.2 Committed fraud or any other improper conduct in relation to such system; or

2.3.3 Failed to perform on any previous contract.

2.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1.1	If so, furnish particulars:		
2.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.2.1	If so, furnish particulars:		
2.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.3.1	If so, furnish particulars:		
2.4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.4.1	If so, furnish particulars:		

3. Certificate of Independent Bid Determination (SBD 9)

- 3.1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 3.2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 3.4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 3.5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

_____ (Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

- A. I have read and I understand the contents of this Certificate;
- B. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- C. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- D. Each person whose signature appears on the accompanying bid has been authorized by the bidder to

determine the terms of, and to sign the bid, on behalf of the bidder;

- E. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
- (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- F. 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 consortium³ will not be construed as collusive bidding.
- G. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (i) prices;
 - (ii) geographical area where product or service will be rendered (market allocation)
 - (iii) methods, factors or formulas used to calculate prices;
 - (iv) the intention or decision to submit or not to submit, a bid;
 - (v) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (vi) bidding with the intention not to win the bid.
- H. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- I. 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 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.

- J. 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.

4 REQUEST FOR QUOTATION FOR PROMOTIONAL GOODS

4.1 The South African National Space Agency (SANSA) requires a service provider to supply and deliver promotional goods to be branded according to SANSA's requirements for the Hermanus division of SANSA located in Hermanus, Western Cape.

4.2 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

4.3 SCOPE OF WORK (TERMS OF REFERENCE)

SANSA requires the following items, which should be included in the proposal and quotation. These items need to be delivered to the SANSA Hermanus location.

Item 1- Navy draw string bags with large white SANSA logo. Qty 1000



Item 2 - Navy 6 panel caps with white SANSA logo embroidered on the front. Qty 500



Item 3 - Navy blue round neck T-shirt +- 160 g with white SANSA logo (digitally / screen printed) on the left breast. Artwork to include "I Love Space" to be printed on the back of T-shirt. Shirt sizes will range from XXS (kids sizes) – XXL. Qty 500



Item 4 - Navy blue round neck T-shirt +- 160 g with white SANSA logo (digitally / screen printed) on the left breast. Artwork to include "SANSA Space Club" printed on the back of T-shirt. Sizes XXS (kids sizes) -XXL. Qty 100

Item 5 - Silicone wrist bands with SANSA logo. Qty 2000 (1000 white bands with navy logo and 1000 navy bands with white logo)



Item 6 - Navy water bottles with white SANSO logo. Qty 300. Supplier to source bottle which is low in PBA.

Item 7 - 8GB USB stick in a plastic gift box with SANSO logo. Qty 150



Item 8 - Black ink pens with SANSO logo. Qty 2000. Supplier to source a new design which looks cool and is of good quality (pens must write properly).



Item 9 - Podium USB Hub and Card Reader with SANSO logo. Qty 100



Item 10 – Navy blue tablecloths (min size of 152cm x 264cm) with 4 x large white SANSO logo along each of the 4 sides. Logo must be durable and be able to withstand washing and ironing. Qty 8



Item 11 - Travel wallets (Size: +- 14cm x 24cm) with laser engraved SANSO logo on bottom right hand corner. Qty 40

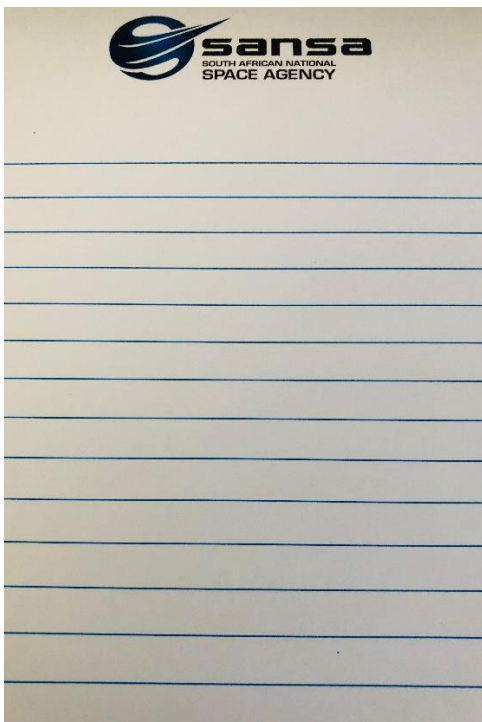


Item 12 - Business card holder/pen and key holder gift set with laser engraved SANS logo on each item. Qty 20



Item 14 – High quality pen set in leather pouch. Qty 20. These will be used as high end gifts so high quality is essential.

Item 15 – SANS logo A5 thin note pads with writing lines. Qty 500



Item 16 – Sky blue formal winter shirts for men and ladies with SANSA logo embroidered on left breast (must have small collar). Qty 20



Item 17 – Sky blue formal summer shirts for men and ladies with SANSA logo embroidered on left breast (must have small collar). Qty 20



Item 18 – SANSA pins with SANSA logo and SA flag. Pins must not damage or fall off clothing when wearing them. Qty 1000



Item 19 - White gift bags with full colour SANSA logo in centre on both sides of the bag and navy rope handles, Qty 100 small (+- A5 size)



Item 20 - SANSA branded license disc stickers and permanent plastic license disc holders. Stickers to be cut and packed as individual stickers and not in sheets. Qty 2000



Item 21- SANSA branded HB pencils. Normal pencils not clutch pencil. Qty 500

Item 22 - SANSA branded Button badges white background with full colour SANSA logo size of badge 37mm circumference. Qty 500



Item 23 - SANSA branded Button badges white background with full colour SANSA logo size of badge 56mm circumference. Qty 500

Item 24 - SANSA Space Weather design Button badges with full colour design, size of badge 37mm circumference. Qty 500

Item 25 - SANSA Space Weather design Button badges with full colour design, size of badge 56mm circumference. Qty 500

Item 26 – Good quality SANSA branded kids pen & pencil & ruler set in case. A shade of blue or navy. Qty 500



Item 27 – White ruler 30cm with SANSA branding on front and back of ruler. Qty 200

Item 28 – White SANSA branded golf shirts. Logo to be embroidered on left breast. Sizes S – XXL. Qty 20



Item 29 – Navy blue jacket in style as per below image with white SANSA logo embroidered on left breast. Sizes S – XXL. Qty 10



Item 30 – SANSA branded lanyards with plastic pocket for name tags. Qty 1000

Please note;

Suppliers are requested to provide good quality branded samples of each item requested as per this RFQ for evaluation purpose. Please also include several other physical examples of similar branded items of previous work done for other clients for SANSA to be able to evaluate the quality of the suppliers branding. Supplier to arrange delivery and collection of samples submitted with this RFQ. Delivery address is Hospital Street, Hermanus, Western Cape.

The successful bidder will then be requested to provide SANSA branded samples of each item requested for quality assurance. All costs for the branded samples must be included in the quotation.

Please note that the SANSA division requiring the promotional goods is located in Hermanus in the Western Cape.

Cost proposal

The service provider must submit comprehensive cost including VAT, unbranded and branded samples and other related costs including delivery of samples and final delivery of order to Hermanus in the Western Cape. SANSA reserves a right to change quantities or select certain items indicated in this RFQ on the final order based on the available budget.

5 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 R500 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

Please Note: the above amount (R500 000) is not the Budget Amount for this Project but is the Treasury threshold for request for quotation (RFQ).

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 1) and the minimum threshold of 80 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

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

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

Quality/Functionality:

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

The allocation of points for the evaluation of quality/functionality is set out in Table1 below:

Table 1:

Criteria	Maximum Points
Company Experience	10
Quality of samples provided	80
Timeline	10
Total evaluation points for quality	100

Evaluation criteria 1: Company Experience

Description: Bidders experience in similar projects or similar areas and conditions in relation to the scope of work.

Bidder should indicate years of experience and briefly describe his/her experience relating to the scope work and provide client recommendation letters

Criteria	Maximum Points
Poor(Score= 0)	Bidder has 0-1 years' experience and has not provided recommendation letters
Satisfactory (Score= 5)	Bidder has 1-3 years' experience and has provided at least 3 recommendation letters
Good (Score= 10)	Bidder has 3-5 years' experience and has provided at least 5 recommendation letters

The description should be put in tabular form as per the below table, and include the following:

Recent Client	Contact number and contact person	Description of project	Year

Evaluation criteria 2: Quality of samples provided

Description: Supplier to submit with the RFQ examples of previously branded items showing embroidery, screen printing and laser engraving etc. and examples of all items requested in this RFQ. Quality of previous branded material should be of good standard and samples of each item requested by SANSA as specified in the RFQ must be submitted.

Please refer to attached Annexure A for list of samples required

Criteria	Maximum Points
Poor (Score = 0)	Bidder has not provided any samples or any indication of the quality of the work offered
Satisfactory(Score= 10)	Bidder has not provided all samples requested and/or the samples submitted are of poor quality
Good (Score= 40)	Bidder has provided sufficient branded samples of previous work satisfactory quality samples of the SANSA requested items
Excellent (Score= 80)	All samples of previous work are of excellent quality and branding is clear and well done indicating the suppliers good quality branding

	abilities and has provided excellent quality samples of the SANSA requested items
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Evaluation criteria 3: Timeline

Description: Bidder's ability to meet deadline for productivity and delivery

Criteria	Maximum Points
Poor (Score= 0)	Bidder cannot deliver within 30 days after artwork has been approved
Good (Score= 10)	Bidder can deliver all goods within 30 days after artwork has been approved

6. PRICING SCHEDULE

Schedule A: Deliverable based activity and cost schedule

Total Cost including VAT	
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Items requested as per Scope of Work	Quantity	Lead time	Cost per item (incl VAT)	Total Cost (incl VAT)	Samples required for evaluation	SANSA branded Samples required before full production
Navy draw string bags	100				Yes	
Navy 6 panel caps	500				Yes	Yes
T-shirt +- 160 gram. sizes XXS – XXL	500				Yes	Yes
T-shirt +- 160 g with white SANSA website address / SANSA Space Club printed on the back of T-shirt. Sizes XXS-XXL	100				Yes	Yes
Silicone wrist bands	2000				Yes	
Navy water bottles	300				Yes	
8GB USB sticks	150				Yes	
Black ink pens	2000				Yes	
Podium USB Hub and Card Reader	100					
Navy tablecloths	8					
Travel wallets (Size: +- 14cm x 24cm)	40				Yes	Yes

Business card holder/pen and key holder gift set	20				Yes	Yes
High quality pen set in leather pouch	20				Yes	Yes
SANSA branded A5 note pads	500					
Sky blue formal winter shirts for men and ladies	20				Yes	Yes
Sky blue formal summer shirts for men and ladies	20				Yes	Yes
SANSA pins with SANSA logo and SA flag	1000				Yes	Yes
White gift bags	50					
SANSA branded stickers license disc size	2000					
SANSA branded HB pencils	500					
SANSA Button badges 37mm.	500					
SANSA Button badges 56mm.	500					
Space Weather button badges 37mm	500					
Kids' pen, ruler & pencil set	200				Yes	
Ruler	200					
White SANSA branded golf shirts	20				Yes	Yes
Navy blue SANSA branded jacket	10				Yes	Yes
SANSA branded lanyards with plastic pocket	1000					Yes
Delivery to Hermanus, Western Cape						
Any other costs such as artwork design, courier/delivery of all samples etc (please specify)						

**Quotation to include all costs (artwork and setup, SANSA branded samples as indicated by "yes" above, delivery of these samples and delivery of the full order, etc)
Quotation must include full spec, images and type of branding to be used of all items quoted.**

7. SPECIAL CONDITIONS

- a) Quotations to be returned to: Zimkhitha Matshebelele Supply Chain Management
spacesci-scm@sansa.org.za/ 028 312 1196
- b) The lead expert shall have an excellent command of both spoken and written English.
- c) The service provider shall commit to post support where and when required by SANSA.
- d) **All bidders to submit samples as requested in annexure A, failure will result in disqualification. Samples to be submitted prior to RFQ closing date. Bidder to be responsible for delivery and collection of samples.**
- e) **Artwork must be approved by SANSA prior to production of goods.**
- f) **Quotation to include all costs including delivery to Hermanus, Western Cape.**

- g) **Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.**
- h) Contract will not be awarded unless 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)
- i) The offices of SANSA are situated at the following address:
Hospital Street
Hermanus
7200

8. TIMELINES

The successful service provider must be in the position to provide the goods within 30 days after artwork has been signed off by SANSA.

9. 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. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- b. Client references letters including organisation name, contact person and contact numbers;
- c. **CSD Registration Summary with a tax compliance status must be provided with the bid document**
- d. The quote must be valid for a period of 30 days
- e. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- f. All pages of quotation must be signed by the responsible person
- g. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- h. **SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision**
- i. **SANSA will not award the contract to any bidder who does not comply with the terms and conditions of the bid document and will at its own discretion appoint next highest scoring bidder**
- j. **SANSA reserves the right to select all or some of the indicated items based on available budget.**

10. 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; and ;

- iv) confirms that the contents of this questionnaire/forms (SBD 4, 8 & 9) 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 SANSA website (<http://www.sansa.org.za/images/Procurement/GCC/GCC.pdf>)

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/send 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

Faxed and emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete faxed or 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.

END