

**REQUEST FOR QUOTATION (RFQ)**

<b>RFQ NUMBER</b>	CO/207/01/2022
<b>DATE ISSUED</b>	27 January 2022
<b>PROJECT NAME</b>	Interior Fittings, Decor and Furniture for SANSa's Concurrent Design and Engineering Facility
<b>CLOSING DATE AND TIME</b>	07 February 2022
<b>NAME OF PROPOSER/TENDERER</b>	
<b>TELEPHONE NUMBER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

Full details of directors / trustees / members / shareholders.

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


### 1. DECLARATION OF INTEREST (SBD 4)

Any legal person, including persons employed by the state<sup>1</sup>, 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

<sup>1</sup>“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

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:.....	YES / NO
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? <b>(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of bid</b> If no, furnish reasons for non-submission of such proof:.....	YES / NO YES / NO
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:.....	YES / NO
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:.....	YES / NO
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:.....	YES / NO
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:.....	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? <b>(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).</b>	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)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b>	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 bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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:

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(Bid Number and Description)

in response to the invitation for the bid made by:

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(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 consortium<sup>3</sup> 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.

<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

- 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 OFFICE FURNITURE.

The South African National Space Agency requires a service provider to Interior Fittings, Decor and Furniture for SANSA's Concurrent Design and Engineering Facility.

##### 4.1 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.

The purpose of this RFQ is to provide SANSA Space Engineering with furniture and related services that will result in a comfortable and modern environment suitable for highly intensive work sessions that will take place in our new Concurrent Design and Engineering Facility (CDEF). The CDEF will be located at the SANSA Head Office, at the Innovation Hub in Pretoria.

The CDEF is a highly collaborative environment, leveraging of integrated ICT systems to enable rapid problem solving and feasibility studies for decision making. It will be used to house the Programme Management Office and Data Visualisation Centre, with the capability to be connected to other SANSA sites around the country.

The CDEF will be operational during working hours and shall comfortably accommodate personnel during studies and workshops. To ensure an environment that will be extensively utilised by numerous personnel, robustness and comfort is essential.

##### 4.2 SCOPE OF WORK

SANSA requires the services of a service provider to provide SANSA with the below specified requirements. The below request forms part of a local content production as per the DTI codes, please see below the applicable thresholds for each item: Service providers must submit their responses together with the attached SBD6.2 form.

##### SECTOR DESIGNATION (SBD 6.2)

The Stipulated minimum threshold percentage for local production and content for the different categories of furniture are as follows:

Category of Furniture	Stipulated Minimum Threshold
Office Furniture	85%

To ensure that local production and content is discharged on manufacturing activities, the following furniture products which have been designated must be included in bid invitations:

#### Office Furniture

No	Description	% Local Content
1	Melamine office desk with drawers	70%
2	Office desk (drawers) with timber top on steel frame	90%
3	Office desk (drawers) with supawood (MDF) top on steel frame	90%
4	Melamine/ Paper foil office desk with drawers	70%
5	Stacker upholstered chair – 4 legged without arms	100%
6	Side upholstered chair – sleigh base with arms	70%
7	High back upholstered chair with arms on 5 star base	65%
8	Steel stationery cupboard	100%
9	Steel drawer(s) filing cabinet	100%
10	Wood stationery cupboard	100%
11	Wood drawer(s) filing cabinet	100%

#### Description of the CDEF

The current space requires the Main Room to be equipped with furniture as shown in Figure 1.

The Main Room requires office furniture and equipment that can accommodate nine staff members (illustrated by blue chairs) with social distancing (illustrated by yellow chairs). Each station (blue chair) will be equipped with a desktop PC and monitor, and the Main room will house a video conferencing capability. The Main Room will be equipped with a VuWall (customer furnished), a projector and projector screen and a smart board (optional). An additional screen will be mounted on the dry wall to allow for remote participants to be seen. The Main Room will be equipped with a speaker system to allow for audio clarity of incoming media and voice from other remote sites.

A conceptual layout of the existing area can be seen below:

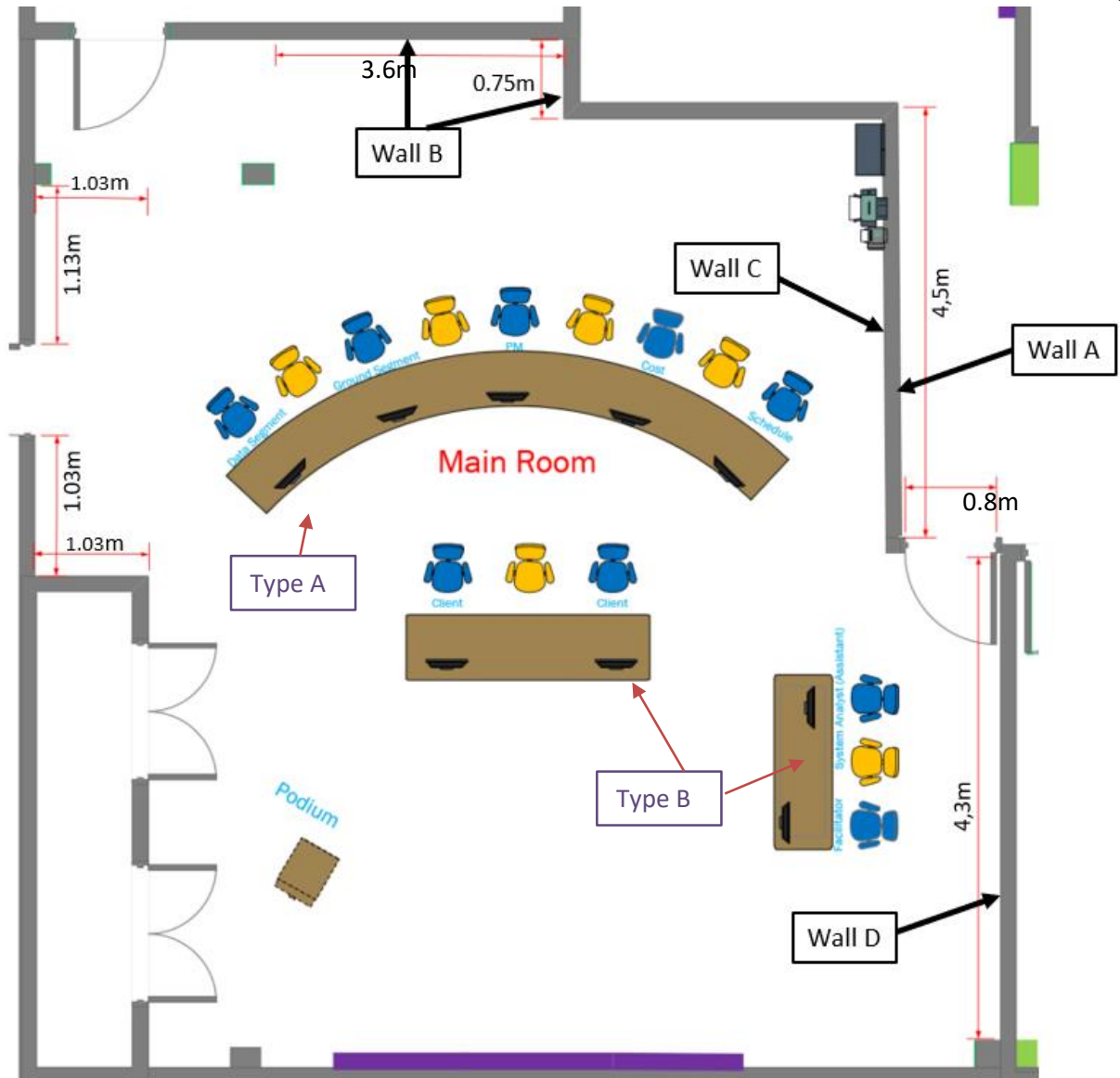


Figure 1: CEFD Layout (Pretoria Site)

## ToR

### 4.3 Furniture

Supplier shall provide SANSA with the office furniture as depicted in Figure 1 (for the Main Room):

- Desk specifications

All desks shall be equipped/prepared to safely house desktop pc's (the quantity of five (5) stations is marked out by the blue chairs in Figure 1) and monitors neatly with hidden cable connections:

- 1 x long curved table, minimum 800mm wide, inverted arc shape (for the desk Type A in Figure 1)
- Accommodate 9 people, with 5 stations for PC and monitor
- Type A desk needs to be able to be easily disassembled (i.e. of modular design)
- 2 x straight desks able to seat 3 people each (refer to desk Type B in Figure 1)
- All desks shall be able to accommodate desktop PC's securely
- All desks shall accommodate network and power cables, e.g. for PC monitors
- All desks shall include a modesty panel
- All desks shall be equipped with power points for each station integrated into the desk on top of the desk (pop up mechanism)
- All tables shall have a durable surface finish. Supplier to supply two quotations, one for a composite/plastic finish, a second quotation for wooden finishes and supply examples.





- 15 x Office Chairs to be supplied that are comfortable and robust for long periods of use, with the following specifications:
  - Ergonomic designed seat and backrest
  - Mid-back office chairs
  - Swivel mechanism
  - Height adjustable
  - Seat to be made of high-density foam, with waterfront seat front design
  - Colour: blue backrest and black seat
  - Material: Fabric
  - Reclinable
  - Nylon star base



- 1 x Podium:
  - Perspex/acrylic podium (of robust design) with SANSA branding (artwork will be supplied by SANSA), including frosting of the front panel, similar to the Figure below
  - Maximum Podium dimensions (volumetric envelope): 700mm x 600mm x 1200m





- Display Cabinet/s
  - o Two (2) x square glass and aluminium display cabinets of the following dimensions:  
L = W = 1.00m x H = 0.8m
  - o Display cabinets shall be lockable



#### **4.4 Artwork and branding:**

- The supplier shall provide designs of all artwork to SANSA for approval before proceeding to print.
- The supplier shall supply printed artwork and decals as stipulated by SANSA. Sizes and conceptual designs can be seen in Annexure A (tbd).

- Wall A:

With reference to Figure 1, the supplier shall print and apply the artwork to Wall A with the following specifications:

- o Graphic gloss decal, of dimensions 4.3 x 2.5 m (Ceiling height from skirting is 2.5m)
- o Hi-res stock image will be provided by SANSA as below (supplier to specify format required).



- Wall B:

With reference to Figure 1, the supplier shall supply and apply the following:

- o White board paint-on solution for approximately 14m<sup>2</sup> of wall surfaces
- o Printing and application of artwork (to be provided by SANSA) to top section of Wall B

- Walls C & D:

With reference to Figure 1, the supplier shall supply and apply the following:

- Textured wallpaper (grey or off-white in colour) – see example below
- Wall C dimensions: 4.3 x 2.5 m
- Wall D dimensions: 4.3 x 2.5 m



or similar design

#### **4.5 Additional Requirements**

In addition to the above, the supplier shall:

- Provide a complete Project plan.
- Ensure compliance with applicable health and safety and quality standards.
- Options for furnishings and fittings should be made available and agreed upon with SANSA to ensure alignment with corporate brand guidelines, etc.

The quality and appearance should be consistent with international trends and standards

#### **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 R1000 000.00 (all applicable taxes included) and therefore the 80/20 system shall be applicable. 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 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

### 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) will be disqualified and therefore not evaluated further.**

**Table 2: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
Minimum threshold of 85% on Local content production		
Compliance with the ToR		

### Quality/Functionality:

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

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

**Table 3**

Criteria	Score
1. Provision of previous work performed of a similar nature	40
2. Company Experience	30
3. Preliminary Project plan	30
Total evaluation points for quality	100

### Evaluation criteria 1: Provision of previous work

The service provider must submit at least three (3) examples of similar work delivered on previous projects. The examples provided shall be aligned to the reference letters provided. Photographs of actual work completed can also constitute as evidence/proof of previous work. All evidence provided must be verifiable.

The scoring of the examples of previous work submitted will be as follows:

Provision of previous work	Score
No submission of previous work	0
Two or less poor-quality examples of previous work provided	15
Three examples of previous work submitted	30
Three or more examples submitted AND of high-quality	40

### Evaluation criteria 2: Company Experience

The respondent must have been in the business of providing the relevant services for at least 3 years and must present at least 3 valid reference letters (on client's letterhead) from companies for which they have provided similar services (i.e. furniture and branding / interior solutions design and implementation). Letters must indicate the periods in which such services were rendered. **Bidders are also requested to refer to the below table indicating their experience.**

The experience of the respondent (company) in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

The scoring of the company experience will be as follows:

Company Experience	Score
No references or reference letters of work on projects of a similar nature	0
Less than 3 years' experience and/or less than 3 references provided in similar nature to the scope of work	20
Three or more years' experience and at least 3 reference letters of work on projects of a similar nature	30

### Evaluation criteria 3: Project planning information

Due to the project constraints, a preliminary project plan will be required from the respondents for detailed planning purposes by the SANSA project lead. This will be needed to ensure alignment for successful completion within the project schedule.

The scoring of the Project planning information will be as follows:

Project Planning Information	Score
No project plan or project planning information provided	0
Minimal project planning information, including proposed milestones and timelines to completion. Level of detail does not appear to meet all requirements of the scope of work.	15
Comprehensive project plan that meets the scope of work, detailed tasking, interdependencies, milestones, logistical considerations	30

### SPECIAL CONDITIONS

- (i) Quotations to be returned to Azola Nodali [eo-scm@sansa.org.za](mailto:eo-scm@sansa.org.za) / 012 844 0500
- (ii) The lead expert shall have an excellent command of both spoken and written English
- (iii) The total cost should be inclusive of all expenses, including disbursements costs, separated from professional fees.
- (iv) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- (v) Payment will be done on deliverables achieved, with payments done within 30 days of receipt of invoice.
- (vi) 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.
- (vii) Supplier maybe required to come and take measurements of the office space to ensure that furniture will fit within the allocated space.

The offices of SANSA are situated at the following address:

**Mark Shuttleworth Street  
The Innovation Hub  
Lynnwood  
Pretoria  
0087**

### TIMELINES

The successful service provider should be in a position to deliver within 2 weeks after the PO has been issued.

### 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.

Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE):

- CSD Registration Summary with a tax compliance status must be provided with the bid document
- The quote must be valid for a period of 30 days
- Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision
- 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

### 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.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf> )

Signed

Date

Name

Position

Enterprise  
name

**Bid Conditions****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 proposals/quotations will be accepted. However, the onus is on the bidder to ensure that complete emailed 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**