



REQUEST FOR QUOTATION

You are hereby invited to submit quotation to South African Post Office Limited for **WELKOM POST OFFICE - CLEANING SERVICES PERIOD OF ONE [1] YEAR** as outlined in the Bill of Quantity attached from Properties and Pricing Schedule [page 13]

SECTION 1 [to be completed by Bidder]

SAPO Vendor No:

[if available]

CSD Vendor No:

MAAA

Bidder [Company] Name:

Bidder Contact Person:

Bidder Contact Details:

Cell Phone
Number:

E-mail Address:

SECTION 2 [to be completed by Supply Chain Management]

Request for Quotation No:

RFQ/24/25/75/B

Issue date:

2024-07-26Compulsory Site
Inspections Date & Time**THURSDAY, AUGUST 01, 2024 @ 11H00**Physical Address for
Service or Goods only:**3 BOK STREET, WELKOM**

Validity Period:

120 DAYS [from date of RFQ closure]

Closing Date & Time:

WEDNESDAY, AUGUST 7, 2024 @ 11h00Submission of Tender
Documents:**SAPORFQ@POSTOFFICE.CO.ZA**

SCOPE OF SUPPLY AND SPECIFIC INSTRUCTIONS

RE: RFQ/24/25/75/B - WELKOM POST OFFICE - CLEANING SERVICES PERIOD OF ONE [1] YEAR

1. OBJECTIVE OF BID

To appoint a Service Provider to be responsible for the provision of Cleaning Services in accordance with these specification guideline and client requirements, applicable all legislation and regulations and industry standards.

[refer to attached Bill of Quantity for work required]

2. POINT OF DELIVERY OF SERVICES

#	BUILDING	PHYSICAL ADDRESS
2.1	WELKOM POST OFFICE	3 BOK STREET, WELKOM

3. PRICE BASIS

- 3.1 Bidders shall take into account that the Post Office's total requirements may not be allocated to only one bidder.
- 3.2 Bidders shall quote prices in South African Rand and Value Added Tax shall be excluded and shown separately.
- 3.3 Bidders shall quote on the basis indicated in the Pricing Schedule attached and sub-total per branch on the RFQ submission page 13
- 3.4 SAPO requires an all-inclusive and fully transparent cost structure.
- 3.5 Pricing of goods and services must be linked to the Specification.
- 3.6 Bidders must indicate what portion of the total price will be allocated to each member of the JV or Consortium where a Bidder is constituted of more than one member.
- 3.7 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 3.8 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the currency of the relationship.
- 3.9 Bidders must warrant to the South African Post Office and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver on the contract on the prices quoted.

4. Bidders shall, as requested in clause 2 of the Proposal Questionnaire, submit payment terms and details.

5. DISCOUNT

Bidders shall, as requested in clause 2 of the Proposal Questionnaire, indicate whether they offer any discounts.

6. PROPOSAL DOCUMENTS

- 6.1 Bidders responding to this RFQ are deemed to do so, on the basis that they acknowledge and accept all the Terms and Conditions of this RFQ.
- 6.2 **No bids submitted by Facsimile, telegram will be considered.** It is the bidder's sole responsibility to ensure that the complete bid has been received by the **2024/08/07 @ 11H00.**
- 6.3 Proposal documents must be completed in ink and any amendments to the proposal documents, whether erasures or by means of correction fluid (e.g. Tippex), must be initialled by the bidder.
- 6.4 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.

- 6.5 Proposals must be compiled in the following manner:
- 6.5.1 RFQ submission in the format supplied and completed in full
 - 6.5.2 The detailed Pricing Schedules attached to this request is outlined per Branch need to be completed in the format provided by SAPO attached to this bid document. Bidders can either quote on all branches/sites or choose which branches/sites they can service.
 - 6.5.3 All supporting documents attached
 - QOIDA – letter of good standing
 - Certificate of Cleaning Association
 - Public Liability of R5 million
 - BEE Certificate
 - SARS Tax Clearance Certificate
 - CSD Report
 - 6.5.4 If the proposal is submitted by a consortium / JV, each company forming part of the consortium / JV must complete Annexures 'I' and 'J' individually and submit it as part of the proposal;

7. CONSULTATION PRIOR TO SUBMISSION OF A PROPOSAL

Bidders shall consult, **in writing**, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

OFFICIALS	LOCATION	CONTACT DETAILS
Bernadette van Zyl [Procurement Officer]	South African Post Office Limited SCM SILVERTON Cnr James Drive and Moreleta street, Silverton, Pretoria	012-845-2452 Bernadette.vanzyl@postoffice.co.za

8. CLARIFICATION

- 8.1 Bidders are encouraged to submit clarification questions in writing to South African Post Office Officials mentioned above not later than **2024/08/05 @10H00**.
No further questions will be entertained after this period.
- 8.2 The SAPO will respond in writing to queries, and distribute to all bidders who attended the briefing session after receipt of questions.
- 8.3 Oral communication or instruction by SAPO or its representative shall have no standing in this RFQ unless and until they have been confirmed in writing.
- 8.4 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFQ.

9. VALIDITY PERIOD OF PROPOSAL

The period during which the Post Office shall have the right to accept a proposal without any right of withdrawal on the part of the bidder shall be **hundred and twenty days (120)** from the date on which proposals are due. After such period a bidder may withdraw his proposal if he has not been notified of its acceptance.

10. COST OF THE BID

Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

11. BIDDING CONDITIONS

- 11.1 The South African Post Office reserves the right to reject and /or disqualify any proposal:
 - 11.1.1 Received without all the data and information requested.
 - 11.1.2 That fails the Gate Keeping Criteria and Bid Conditions as stipulated on page 7
 - 11.1.3 That fails to comply with the specification.
 - 11.1.4 That contains any information that is found to be incorrect or misleading in anyway.
 - 11.1.5 That fails to submit in the correct format.
 - 11.1.6 Such non-compliant bids shall be rejected without further evaluation, provided that SAPO believes, in its own discretion, that the non-compliance is minor then SAPO may continue with the evaluation, or seek clarification thereon or reject the bid.
- 11.2 The South African Post Office reserves the right
 - 11.2.1 Not to award or cancel this RFQ at any time and shall not be bound to accept the lowest or any bid.
 - 11.2.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.
 - 11.2.3 To accept part of a bid rather than the whole bid.
 - 11.2.4 To benchmark prices of items that are contracted and should these items be available at a competitive price than the contracted price, SAPO will request the current bidder to reduce their price to be inline failing which these will be purchase out of contract.
 - 11.2.5 To split the award of the bid between two or more Bidders.
 - 11.2.6 To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the Preferred Bidders and Reserved Bidders have been notified of their status as such.
 - 11.2.7 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the Services bided for, whether before or after adjudication of the bid.
 - 11.2.8 To award the contract to a Bidder whose bid was not the lowest in price
 - 11.2.9 To award the bid to a Bidder who is not the highest scoring Bidder.
 - 11.2.10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
- 11.3 No attempts may be made, whether directly or indirectly, to canvass any member of SAPO staff before the award of the contract. Any enquiries must be referred, in writing, to the specified persons.

12. SAMPLES (Where applicable)

SAPO shall not pay for samples provided and damaged / destroyed samples as a result of destruction testing.

13. CONDITIONS OF PURCHASE

The terms and conditions applicable to any order / contract that may result from this bid are stated in the Contractual Terms and Conditions (Annexure 'C').

PART A

INVITTION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN POST OFFICE							
Bid Number:	RFQ/24/25/75/B		Closing Date:	2024/08/07	Closing Time: 11H00		
Description:	WELKOM POST /OFFICE - CLEANING SERVICES PERIOD OF ONE [1] YEAR						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT							
SAPORFQ@POSTOFFICE.CO.ZA							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:							
Contact Person:	BERNADETTE						
Telephone No:	012-845-2452						
E-mail Address:	Bernadette.vanzyl@postoffice.co.za						
SUPPLIER INFORMATION							
Name of Bidder							
Postal Address							
Street Address							
Telephone No:	Code:		Number:				
Cellphone No:							
Facsimile No:	Code:		Number:				
E-mail Address:							
VAT Registration No:							
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?	☐ YES ☐ NO [if YES, enclose proof]		Are you a foreign based supplier for the goods /services offered?	☐ YES ☐ NO [If YES, answer the questionnaire below]			
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
Is the entity a resident of the Republic of South Africa [RSA]?				☐	YES	☐	NO
Does the entity have a branch in the RSA?				☐	YES	☐	NO
Does the entity have a permanent establishment in the RSA?				☐	YES	☐	NO
Does the entity have any source of income in the RSA?				☐	YES	☐	NO
Is the entity liable in the RSA for any form of taxation?				☐	YES	☐	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 (SDB7).
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 SARSs 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 member persons in the service of the state."

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

DECLARATION

I, the undersigned [name] _____ certify that I have read and understand the terms and conditions for bidding.

SIGNATURE : _____

NAME OF DELEGATED SIGNATORY : _____
[print in full] In his/her capacity of

DESIGNATION OF SIGNATURE : _____
[print in full] Who warrants his/her authority to sign on behalf of

NAME OF BIDDER : _____
[company name]

DATE : _____

GATEKEEPING CRITERIA

1. Attendance of compulsory - Site Inspection.
2. Bidders must submit a completed pricing schedule in the format provided by SAPO attached to this bid document.
 - 2.1 RFQ Pricing Schedule page 13 of this document is for all branch. You only insert the price [incl. VAT] quoted in the format provided by SAPO attached to this bid document.
 - 2.2 The detailed Pricing Schedules attached to this request is outlined per Branch need to be completed in the format provided by SAPO attached to this bid document.
3. Bidders must submit the following mandatory documents.
 - 3.1 Letter of Good Standing [COIDA] Act No 130 of 1993
The Bidder must submit proof that their company is registered for Compensation for Occupational Injuries which may be sustained to ensure that the medical expenses incurred will be covered and must be valid on the Date of bid closing and reflect the bidding companies' COIDA Registration number.
 - 3.2 The bidder must provide proof of a comprehensive Public Liability Cover/ Insurance to the minimum of Five Million Rand (R5 million). If the bidder does not have this currently, the bidder must **submit a letter** from the bidder's insurance company confirming that they will insure the bidder for this amount upon contract appointment/award. **Note:** A quote from insurance will not be accepted
 - 3.3 The Bidder to provide Certificate that they are a member of a Cleaning Association.

SPECIFIC GOALS

1. Tenderers are required to submit proof of Specific goals [The Preferential Point System]
 - 1.1 The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are at least [minimum] 51% Black ownership or more.
 - 1.2
 - Bidder must submit the below proof that the bidder is at least [minimum] 51% Black ownership or more.
 - Valid BBEE Certificate or Sworn Affidavit
 - Only SANAS accredited BBEE certificates are acceptable. In the event that this requirement changed by the DTI, the amendment shall apply.
 - Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
 - 1.3 20 Points will be scored for the proof that the bidder is at least [minimum] 51% Black ownership or more.
 - 1.4 The Preferential Point System that will be used for this tender are -20/80 (20 Preferential point and 80 Pricing)

BID CONDITIONS

Should the bidder fail to submit the below bid condition/s requirements at the time of closing of the bid, the bidder will be requested to submit the outstanding bid condition/s document(s) within two (2) working days, this excludes statutory requirements that being tax compliancy. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

1. Bidders are required to submit the following documents;
 - 1.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit full CSD report.
 - 1.2 Bidders must submit their unique personal identification number (pin) issued by SARS to enable the SAPO to view the bidder's profile and tax status. The unique personal identification number (pin) must be of the bidding company.
SAPO will not do business with a supplier who is not tax complaint.

BID EVALUATION CRITERIA [as per Specification]

The bid will be evaluated as follows:

THE RFQ EVALUATION REQUIREMENTS

1. **Phase 1: Gatekeeping Criteria**
Only Bidders that have complied with the Gatekeeping Criteria will be evaluated for Bid Conditions.
2. **Phase 2: Specific Goals**
Only Bidders that have complied with the Specific Goals will be evaluated for Bid Conditions.
3. **Phase 3: Bid Conditions**
Only Bidders that have complied with the Bid Conditions will be evaluated for Commercial
4. **Phase 4: Commercial**
Price [80/100] and Preferential Point [20/100] according to threshold

The RFQ will be evaluated on the 80/20 preference point system

The following formula will be used to calculate the points for price in respect of Bids/Procurement with a Rand value up to R50 000 000.00 [Inc. VAT]

Formula: $PS = 80 \left\{ 1 - \frac{PT - P_{min}}{P_{min}} \right\}$

Commercial [Price [80] and Specific Goals [20]

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to Specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goals table below:
Criteria	Sub-criteria	
Bidder must submit the below proof that the bidder is at least [minimum] 51% Black ownership or more.	20	
Bidding Company is not 51% Black Owned or more	0	

DECLARATION

I, the undersigned [name] _____ certify that I have read and understand the conditions of this Request for Quotation.

SIGNATURE :

NAME OF DELEGATED SIGNATORY :
[print in full] In his/her capacity of

DESIGNATION OF SIGNATURE :
[print in full] Who warrants his/her authority to sign on behalf of

NAME OF BIDDER : _____
[company name]

DATE : _____

BIDDER'S DECLARATION OF INTEREST

1. Any legal person or persons having a kinship with persons employed by the South African Post Office Limited may make an offer or offers in terms of this invitation to bid. In view of the possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to a South African Post Office employee, it is required that the Bidder or his/her authorized Representative declare his/her position in relation to the evaluation/adjudication authority declaring his/her interest where –
 - The legal person on whose behalf the bidding document is signed, has a relationship with person/ a person who are/is involved in the evaluation/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.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

	QUESTIONS	ANSWER: YES/NO	IF, YES, STATE PARTICULARS
2.1	Are you or any person connected with the Bidder, employed by the South African Post Office?		
2.2	Do you or any person connected with this Bidder, have any relationship [family, friends, other] with a person employed by the South African Post Office and who may be involved with the evaluation and/or adjudication of this bid?		
2.3	Are you or any person connected with the Bidder, aware of any relationship [family, friends, other] with a person who may be involved with the evaluation and/or adjudication of this bid?		
2.4	Were you or any person in your company involved or assisted SAPO employees in the development and/or drafting of the specification for this bid?		
	INITIALS AND SURNAME	IDENTITY NUMBER [ID]	
2.5	Shareholders of this Company		
2.6	Directors		
2.7	Trustees		

2.8 Director/Trustee must declare as follows:

INITIALS AND SURNAME	IDENTITY NUMBER [ID]	EMPLOYEE NUMBER

3. Non-disclosures shall constitute a serious offence and shall entitle the South African Post Office to take the necessary legal action, which may include applying for an interdict and/or claiming for damages, to enforce this Agreement.
4. The Bidder acknowledge that the stipulation of this Agreement is fair and that all costs incurred by the South African Post Office to enforce this contract or to curb any breach or to claim damages resulting for a breach by the Bidder shall be payable by the Bidder should he/she be proven guilty.

DECLARATION

I, the undersigned [FULL NAMES] _____
Certify that the information furnished in paragraph 2.1 to 2.8 above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

SIGNATURE : _____
NAME OF DELEGATED SIGNATORY : _____
[PRINT IN FULL] : _____
DESIGNATION OF SIGNATORY : In his/her capacity of _____
[PRINT IN FULL] : _____
NAME OF BIDDER : Who warrants his/her authority to sign on behalf of _____
[COMPANY] : _____
DATE : _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s 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. BIDDER'S DECLARATION

2.1 Is the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES		NO	
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2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Names	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES		NO	
-----	--	----	--

2.2.1 If so, furnish particulars:

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** 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	
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2.3.1 If so, furnish particulars:

3. DECLARATION

I, the undersigned, (FULL NAMES) _____
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1** I have read and I understand the contents of this disclosure;
- 3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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.
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
- 3.5** 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.
- 3.6** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature

Date

Position

Name of Bidder

²Joint 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.

PRICE SCHEDULE

Request for Quotation No: [RFQ]

RFQ/24/25/75/B

Name of Bidder:

Closing Date and Time:

2024/08/07@ 11H00

ITEM NO	DESCRIPTION	TOTAL [Incl. VAT]
1	WELKOM POST OFFICE Price Incl. VAT from pricing schedule attached	
TOTAL [incl. VAT]		

- The Bidder warrants that the pricing quoted is free of any errors and that the pricing is in compliance to the specification.
- **NOTE:** If you have not been contacted within 120 days of the closing date of this RFQ, please accept that your quotation was unsuccessful.
- Delivery of goods will be made no later than 5 days from Official Purchase Order date.

DECLARATION

I, the undersigned [name] _____ certify that price quote is correct and free of any errors and that pricing is in compliance to the specification.

Signature : _____

Name of Delegated Signatory : _____

[Print in full] In his/her capacity of _____

Designation of Signatory : _____

[Print in full] Who warrants his/her authority to sign on behalf of _____

Name of Bidder [company] : _____

Date : _____