



OFFICE OF THE CHIEF REGISTRAR OF DEEDS

Directorate: Supply Chain and Facilities Management Services

Private Bag X918, PRETORIA, 0001; TEL: (012) 337 9339 WEB: www.dlrrd.gov.za

REQUEST FOR QUOTATION (RFQ)

See attached Terms of Reference / Specification

RFQ NO: CRD (026) 2026/27 CLOSING DATE & TIME: 29 October 2026 @ 11H00

1. The validity period of your quote is: (Tick applicable box)

60 days		90 days	
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2. Please indicate your delivery period: _____
3. Is the delivery period firm: Yes / No (delete which is not applicable)
4. Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)
5. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
6. Is the offer strictly to specifications: Yes / No (delete which is not applicable)
7. If not to specifications, state deviation(s): _____
8. Registration on Central Supplier Database (CSD) prior to submitting quotation is a mandatory requirement of this RFQ. Quotations received from none CSD suppliers will be disqualified. Please indicate your CSD Number below:

CSD No.		SARS Tax Status PIN.	
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9. You are required to submit hard copy of the company registration and Identity document copies of the Directors of the company in assisting of claiming specific goals/points. No price quotation may be awarded to persons who are not tax compliant.
10. The banking information (bank and account name and number) which correspond with that on CSD must also be submitted with the quotation as failure to do so may disqualify your quotation.
11. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
12. No Quotations received after the closing date and time will be accepted without prior arrangement with the sender. It is the responsibility of the tenderer to verify receipt of any faxes and emails forwarded to this office.
13. Table on paragraph 2.12 of SBD 6.1 must be fully completed
14. Attach full CSD report
15. This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.
16. This Request for Quotation must be completed and be accompanied by an official quotation and relevant SBD forms.
17. If you have not been contacted within 30 days after the closing date of this request, kindly accept that your quotation was unsuccessful.

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by Department of Rural Development and Land Reform during the validity period indicated and calculated from the closing date and time stated above.

Signature of Tenderer

Name and Capacity

Date





OFFICE OF THE CHIEF REGISTRAR OF DEEDS
Directorate: Supply Chain and Facilities Management Services
Private Bag X 918, PRETORIA, 0001; Tel: 012 – 337 9339; Fax: 012 338 7277; Website: www.dlrrd.gov.za

THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

1. SPECIFICATION

1.1 NETONE OR EQUIVALENT - HIGH BACK ERGONOMIC CHAIR (QUANTITY 2)



Features:

- 5-Star Base & Twin-Wheel Castors
- Pivot Lumbar Support
- Height Adjustable Headrest
- Gas Height Adjustment
- Seat Depth Adjustment
- **3D** Adjustable Armrests
- **140** kg Weight Limit
- Adjustable Seat, Armrest & Headrest
- Extended Recline Position for Non-Keyboard Posture
- Sustained Back Support
- Mesh Back & Leatherette Seat
- Delivered Fully Assembled

1.2 ERGOTHERAPY SIT-STAND DESK (QUANTITY 1)



THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE



Specifications:

Product Category: Electric Sit-Stand Desk

Rank: Standard

Material: Particle Board & Melamine, Steel, Plastic

Dimensions: 1180 x 600 x 720~1200mm

Frame Orientation : Rectangular

Tabletop Size: 1180 x 600mm

Tabletop Thickness: 12mm

Tabletop Color: Black

Weight Capacity: 60kg

Static Weight Capacity: 60kg

Height Range: 720~1200mm

Column Design: Standard Column

Column Segments: Two-Stage Column

Column Size: 70 x 40, 75 x 45mm

Leg Quantity: Two Legs

Frame Color: Matte Black, Matte White

Adjustable Feet Pad: Yes

Motor Quantity: 1

Power Input: 100~240V

Power Cord Length: 1.8m



Max. Speed: 25mm/s

Controller Type: Button Control Panel

Time Reminder: Yes

IP Grade: IP20

Controller Type: CT20

1.3 ADJUSTABLE ERGONOMIC LAPTOP STAND (QUANTITY 1)



Specification

- Supports laptops up to 17.3 inches, promoting versatile use.
- Aluminium alloy build offers robust, stable support for your device.
- Ergonomic design helps improve posture and reduce strain during use.
- Compact and foldable, allowing easy storage and portability.
- Silicone pads ensure your laptop stays securely in place and remains scratch-free.
- Maximum weight of the device: 5 kg
- Colour: Silver



THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

1.4 DESK FOOTREST - NON-SLIP, 3 ADJUSTABLE HEIGHTS, TILT FROM -30 TO +30 DEGREES - ERGONOMIC FOOTREST (QUANTITY 2)

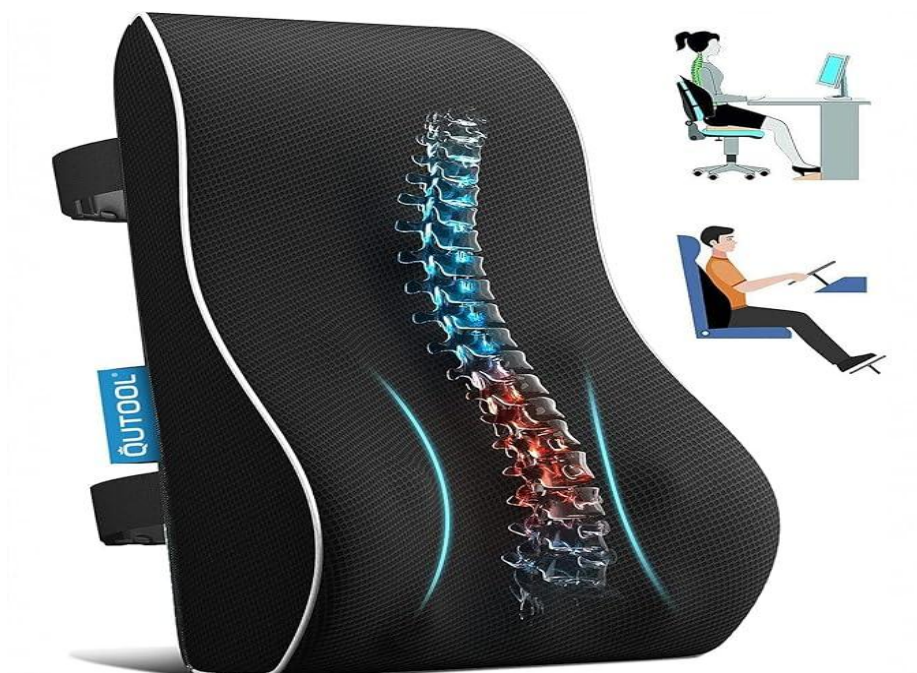


Specifications:

- Dimensions: **40 cm (W) x 25 cm (D) x 7 cm - 11 cm (H)**
- Easy tilt mechanism (0 to 30")
- Gentle rocking mechanism allows you to exercise your ankles while you sit
- Height adjusts from 3" to 5"
- Sole Massage Footrest's stimulating surface
- Invigorate your ankles and legs with the Sole Massage Footrest's exercising motion
- Optimise your comfort with 5 height adjustable settings and a tilt of 30 degrees
- Max height 18cm



1.5. LUMBAR SPINE SUPPORT (QUANTITY 2)



THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

- Colour Name: Black Mesh
- Special Feature Adjustable, Lightweight, Removable
- Colour: Black Mesh
- Size: **17,5 x 5,5 x 13,5 inches**
- Fill material: Memory Foam
- Shape: Semicircular
- Age range description: Adult
- Material Interior **100%** Polyester Urethane Memory Foam
- Material Exterior **100%** Polyester
- Shape Full Back Lumbar Support Pillow
- Special feature Adjustable, Compressible, Portable, Removable Cover, Stain Resistant

DESCRIPTION

- **Enjoy Pain-Free Life with Ultimate Comfort** – Our back support pillow is adjustable to the contours of your body, making it a great lumbar support pillow while driving or working long hours. The seat cushion for office chair is of utmost relief for coccyx/tailbone pain.
- **Best Orthopaedic Pillow – FORTEM chair cushion** has an ergonomic U-Shaped cutout. This sitting pad is highly recommended by orthopaedic Experts as it alleviates pressure on the sciatica nerve to reduce back, leg, and Butt pain. Enjoy it as an office chair cushion or as a car pillow.
- **Premium Quality and Easy Maintenance** – The seat cushion and lumbar support pillow for car are made from 100% pure memory foam. It helps maintain a healthy body posture by absorbing some of the pressure against your body. This half donut cushion seat and back cushion are encased in a removable, washable mesh covers.
- **Versatile and Lightweight** – Our lumbar support pillow for chair has adjustable elastic straps, it can also be used as a lumbar support pillow for car seat. Desk chair cushion can also work as a car seat cushion, or wheelchair cushion. Being portable, these memory foam seat cushions are your all-time travel companion.
- **One-year warranty** – Enjoy being driver of your favorite car, truck, or gaming on your computer to heart's content. **Your FORTEM chair pillow** and seat cushion for car come with a full year warranty.



2. MANDATORY REQUIREMENTS

Bidders must comply with all the requirements and submit the required documents indicated hereunder with the bid document at the closing date and time of bid. A bidder who fails to comply with all the mandatory requirements will be disqualified.

- 2.1 Bidders must provide a signed Guarantee letter or warranty plans for the table and chairs to be supplied for a minimum period of 3 (three) years.
- 2.2 Bidders must provide a warranty certificate/document for the lumbar spine support to be supplied for a minimum period of one (1) year.
- 2.3 Bidders are required to provide **clear pictures or a catalogue** of the proposed furniture and consumables. If a catalogue is submitted, bidders must clearly indicate where the proposed furniture items are located within the catalogue

3. PRODUCT INSPECTION AND COMPLIANCE

- 3.1 To verify compliance with specifications, the Department may request a physical inspection of the proposed furniture before final award or delivery.

4. DELIVERY ADDRESS

Furniture to be delivered at the following address:

600 LILIAN NGOYI, BEREA PARK
LAND REFORM AND RURAL DEVELOPMENT
PRETORIA
0002.

FOR ENQUIRIES PLEASE CONTACT:

BUTI MATJILA

CONTACT NUMBERS – 082 385 4570

EMAIL ADDRESS: Buti.Matjila@deeds.gov.za

NB: Quotations must be submitted on this email address: Quotations@deeds.gov.za





THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

PRICING SCHEDULE

(PURCHASES)

THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

NAME OF SERVICE PROVIDER:

RFQ No: CRD (026) 2026/27

CLOSING DATE: 29 OCTOBER 2026

CLOSING TIME:11H00

The quotation must be valid for 60 days

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

Initials

Date:

THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

MY QUOTATION IS AS FOLLOWS:

NO.	DESCRIPTION OF GOODS	UNIT PRICE	QUANTITY	TOTAL
1.1	<u>NETONE HIGH BACK ERGONOMIC CHAIR</u> As per the detailed specification	R	2	R
1.2	<u>ERGOTHERAPY SIT-STAND DESK</u> As per the detailed specification	R	1	R
1.3	<u>ADJUSTABLE ERGONOMIC LAPTOP STAND</u> As per the detailed specification	R	1	R
1.4	<u>DESK FOOTREST-NON-SLIP, 3 ADJUSTABLE HEIGHTS, TILT FROM -30 TO +30 DEGREES - ERGONOMIC FOOTREST</u> As per the detailed specification	R	2	R
1.5	<u>LUMBAR SPINE SUPPORT</u> As per the detailed specification	R	2	R
	SUB TOTAL PRICE			R

Initials

Date:

THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

NO.	DESCRIPTION OF GOODS	UNIT PRICE	QUANTITY	TOTAL
	VAT (INCLUSIVE)			R
	TOTAL PRICE			R

DELIVERY ADDRESS: 600 LILIAN NGOYI, BEREA PARK , LAND REFORM AND RURAL DEVELOPMENT, PRETORIA, 0002.

BANK DETAILS:

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

DELIVERY PERIOD: _____ DAYS

QUOTATION EXPIRY DATE: _____

Initials

Date:

THE SUPPLY, DELIVERY AND INSTALLATION OF ERGONOMIC OFFICE FURNITURE

SIGNATURE OF AUTHORISED PERSON: _____

NAME: _____

DESIGNATION: _____

DATE: _____

Initials

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 are 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**

- 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 Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... 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.
- 3.4 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

² 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.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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

1. 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 tender invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 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

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 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.

2.4 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

2.5 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.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 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.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** $\times 10 \div 100 =$ number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** $\times 5 \div 100 =$ number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** $\times 2 \div 100 =$ number of points claimed.
- (IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** $\times 3 \div 100 =$ number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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 the table in paragraph 2.12 above 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.
- 4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.
- 4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.
- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?
(Tick **applicable box**)

YES		NO	
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5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm:

6.2. Company registration number:

6.3. 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]

6.4. 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:	



BAS

☐

LOGIS

☐

Office

System User Only

Captured By:

Captured Date:

Authorized By:

Date Authorized:

Safety Web Verification

☐ YES

☐ NO

The Director General: Department of Land Reform and Rural Development

I/We hereby request and authorize you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Names (as per id)	
Surname	

Address Detail

Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

☐ New Supplier Information		☐ Update Supplier Information	
Supplier Type	☐ Individual	☐ Department	Department Number
	☐ Company	☐ Trust	
	☐ CC	☐ Other	Other Specify
	☐ Partnership		

Supplier Account Details	
(This field is compulsory and should be completed by a bank official from the relevant bank).	
Account Name	
Account Number	
Branch Name Branch Number	
Account Type	☐ ☐ ☐ ☐ ☐ Cheque/Current Account Savings Account Transmission Account Bond Account Other (Please Specify)
ID Number	
Passport Number	
Company Registration Number	
*CC Registration	
* Please include CC/CK where applicable	
Practise Number	
<b style="color: red;">When the bank stamps this entity maintenance form they confirm that all the information completed by the entity is correct.	Bank stamp It is hereby confirmed that this detail have been verified against the following screens ABSA-CIF screen FNB-Hogan's system on the CIS4 STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab

Contact Details			
Business			
Home Fax	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Cell	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
	<i>Area Code</i>	<i>Telephone Number</i>	
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			
Contact Person			

	Supplier details	Departmental sender details	
Signature			Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:
Print Name			
Rank			
Date (dd/mm/yyyy)			