

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE
Public Administration Leadership and Management Academy (PALAMA)

BID NUMBER: **08/2009**

CLOSING DATE: **12 February 2010**

CLOSING TIME: **11:00**

DESCRIPTION: **Second Phase Rollout of the Project Khaedu Programme**

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO:

**DIRECTOR: SUPPLY CHAIN MANAGEMENT, PUBLIC ADMINISTRATION LEADERSHIP AND MANAGEMENT ACADEMY,
 PRIVATE BAG X 759, PRETORIA, 0001**

OR

DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

**Public Administration Leadership and Management Academy (PALAMA), ZK Matthews Building,
 70 Meintje Street, Trevenna, Tshwane**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THE DEPARTMENT REQUIRES ONE ORIGINAL DOCUMENT ACCOMPANIED WITH SIX COPIES MADE FROM THE ORIGINAL DOCUMENT

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
 (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODENUMBER.....

VAT REGISTRATION NUMBER

HAS A TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD 2)? YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE
 IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU? YES/NO
 (IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED