

## INVITATION TO BID

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

BID NUMBER: **06/2009**

CLOSING DATE: **12 February 2010**

CLOSING TIME: **11:00**

DESCRIPTION: **Design and Printing of the Palama Strategic Plan and Annual Report for a period of three (3) years**

**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 FIVE 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 CODE .....NUMBER.....

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 .....