

PROPOSAL QUESTIONNAIRE

RFP No: 23/24/03 Supply and delivery of Photocopy Paper /ML

1. PRICE BASIS

Bidders shall indicate whether the prices quoted

1.1 are fixed (Please note that SAPO prefers fixed prices).

☐ Yes ☐ No

If no specify:

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1.2 VAT Inclusive;

☐ Yes ☐ No

1.3 exclude the discounts offered as per paragraph 4 of this Annexure;

☐ Yes ☐ No

If no specify:

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1.4 include all costs applicable

☐ Yes ☐ No

If no specify:

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2. PAYMENT

Bidders shall indicate whether they accept the terms of payment of the Post Office as stipulated in clause 9 of the Contractual Terms and Conditions (Annexure 'C').

☐ Yes ☐ No

If 'no', please specify alternative terms of payment required.

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Payment will be made at the end of the month following the date of statement.

However, should we decide to make an earlier payment, state the settlement discount offered:

% Discount:

Days :

From:

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3. DELIVERY/EXECUTION

3.1 It is required that delivery / execution shall commence immediately after contract award. Please, indicate whether this target can be achieved.

☐ Yes ☐ No

3.2 If 'no', please specify alternative delivery date(s).

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3.3 Should it become apparent to the successful Bidder at any time during the course of the execution of the order that the guaranteed completion date may not be reached, the successful Bidder shall immediately notify the SAPO representative in writing of this fact, stating the reasons for the delay as well as the actions being taken to rectify the situation

4. VALIDITY PERIOD OF PROPOSAL

- Please note that the Post Office requires that the bid be valid for a period of hundred and eighty **(180) days** from closing date of the RFP without any right of withdrawal from the bidder. The Bidder accepts the validity period.

☐ Yes ☐ No

5. CONDITIONS OF PURCHASE

Bidders shall indicate whether they accept the Contractual Terms and Conditions (Annexure 'C').

☐ Yes ☐ No

If 'No', please specify amendments for consideration (attach additional pages if required).

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6. MANUFACTURING FACILITIES (if applicable)

6.1 Physical address where the manufacturing process will take place.

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6.2 Name of company who will do the manufacturing.

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7. SUPPLIER CREDENTIAL FORM

Annexure 'I' refers.

Bidders shall complete and return the credential form, which will be considered part of the proposal.

8. QUALITY ASSURANCE

Bidders shall indicate what Quality Assurance System is being used by their company and, if applicable, by their sub-contractors.

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Note : Accreditation to ISO standards would be imperative. Please submit full details in this regard and submit a copy of the relevant certificate if applicable (attach additional pages if required).

9. COMPLIANCE TO SPECIFICATION

Bidders shall indicate whether the goods/services offered comply with the specifications listed in Annexure 'D'.

☐ Yes ☐ No

If 'No' please specify the deviations (attach additional pages if required).

SIGNATURE :

NAME OF DELEGATED SIGNATORY :
(PRINT) in his capacity of

DESIGNATION OF SIGNATORY :
(PRINT) who warrants his authority to sign on behalf of

NAME OF BIDDER (COMPANY) :

DATE :