

**Annexure 3: Company authorized representative's details.**

[Company letter head]

[Date]

**To:**

Procurement Manager,  
29 De Beer Street,  
Legal Aid House  
Braamfontein,  
2017

**Ref: Supply and implementation services for ERP at Legal Aid South Africa**

Dear Sir\Madam,

This is to notify you that the following persons will be the authorised representatives of the company for all future correspondence, until the completion of the bidding process, between Legal Aid SA and our organisation:

	Primary Contact	Secondary Contact
<b>Name:</b>		
<b>Title:</b>		
<b>Company Name:</b>		
<b>Address:</b>		
<b>Phone:</b>		
<b>Mobile:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		

We understand that it will be the responsibility of our organization to keep Legal Aid SA posted of any changes in this list of authorized persons and we fully understand that Legal Aid SA shall not be responsible for non-receipt or non-delivery of any communication and/or any missing communication in the event reasonable prior notice of any change in the authorized person(s) of the company is not provided to Legal Aid SA.

Information in the RFP, clarifications and any other processes concerning the RFP and selection shall not be disclosed to any persons not officially concerned with such process. We understand that misuse of confidential information related to the process by us may result in rejection of our proposal.

Sincerely,

<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	
<b>Date</b>	