



FSL EVENT MANAGEMENT SERVICES BID DOCUMENT – BID 01- 2026

CONFIRMATION OF CONTRACT

1. This document serves to confirm that a supplier (trading name) _____ with CSD number _____ was contracted/appointed by _____ (name of the government institution) _____ to provide and deliver (state scope of work) _____.

2. This supplier was contracted/appointed on the (date) _____ for the period of _____ months.

3. The value of a contract/work R_____

4. Contract number _____ and purchase order number _____

I _____ (name of the SCM head/CFO/HOD) hereby declare this above information to be true and accurate. I fully understand and accept that the Free State Legislature may act against me should this information prove to be false.

Signature: _____ Date: _____

Telephone (w) _____ Email: _____

Physical address _____

<p><u>Official stamp of the Institution</u></p>

Important notes

- 1. This confirmation shall be used in a specific the bid for which it was requested by the Free State Legislature.*
- 2. This document would only be acceptable if (a) it is signed by the senior official as indicated, (b) has an official stamp of the institution (c) there are no omissions in any of the questions and (d) the copy of purchase order relevant to this contract/appointment is attached.*
- 3. Use a single document for every contract/appointment made to a bidder.*
- 4. Legislature reserves the right to confirm the correctness of the information with the relevant institution during and after evaluation of bid.*