**Availability of bid documents and submission of offers:** Documents may be downloaded from the e-tender portal [www.etenders.gov.za](http://www.etenders.gov.za) or alternatively sent on request by emailing the person on administrative enquiries. The documents must be printed as A4 size, one sided, and onus is on the bidder to ensure that all pages are printed. Bids offers are to be completed in accordance with the conditions and rules contained in the notice to bid, bid document or Terms of Reference and supporting documents must be placed in a sealed envelope and externally endorsed **WITH THE BID NUMBER, DESCRIPTION, REGION (*where applicable*) CLOSING DATE OF THE BID AND ADDRESSED TO THE SUPPLY CHAIN MANAGEMENT. THE NAME AND ADDRESS OF THE BIDDING COMPANY MUST BE ENDORSED AT THE BACK OF THE ENVELOPE.**

Bid offers must be deposited in the **Bid Box** at the office of the Department located at, Heritage House, 222 Jabu Ndlovu Street, Private Bag x 9140, Pietermaritzburg 3201 before the closing date and time; failure to submit on time shall lead to disqualification. Bid offers shall be opened and recorded immediately after closing.

The Department supports firms who comply with the national Initiatives for the advancement of HDI`s and Black Economic Empowerment.

*Bidders failing to adhere to the requirements as stipulated above and in the bid document shall be disqualified. The Department reserves the right not to make an award. The lowest, or any bid will not necessary be accepted and the Department reserves the right to accept any bid either in whole, or in part thereof. In addition, the Department reserves the right to re-open process of soliciting bid offers/ appointing a panel of suppliers at any time should it deemed necessary to do so.*