

**HEAD OFFICE**  
 ETDP SETA House  
 2 - 6 New Street  
 Gandhi Square  
 South Marshalltown  
 Johannesburg CBD  
 Private Bag X105  
 Melville, 2109  
 Tel: (011) 372 3300

**EASTERN CAPE**  
 Waverley Office Park  
 3 - 33 Philip Frame Road  
 Chiselhurst  
 East London, 5200  
 Tel: (043) 726 8314  
 Fax: (043) 726 8302

**FREE STATE**  
 Sanlam Building  
 163 Nelson Mandela Dr  
 Bloemfontein, 9300  
 Tel: (051) 430 5072  
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**GAUTENG**  
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 Tel: (011) 403 1301/2/3/6  
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**KWAZULU-NATAL**  
 Durban Bay House  
 333 Anton Lembede Street  
 12th Floor, Suite 1203  
 Durban, 4001  
 Tel: (031) 304 5930  
 Fax: (031) 301 9313

**LIMPOPO**  
 Kwane Chambers  
 29 Hans van Rensburg Str  
 Office No: 01  
 Polokwane, 0700  
 Tel: (015) 295 9303  
 Fax: (015) 295 9301

**MPUMALANGA**  
 Streak Office Park  
 6 Streak Street  
 Block B, 1st Floor  
 Nelspruit, 1201  
 Tel: (087) 352 7108  
 Fax: (013) 752 2917

**NORTHERN CAPE**  
 Bobby's Walk Building  
 6A Long Street  
 Kimberley, 8300  
 Tel: (053) 832 0051/ 2  
 Fax: (053) 832 0047

**NORTH WEST**  
 Sparkling Office Park  
 78 Retief Cnr Peter  
 Mokaba Street  
 Potchefstroom, 2531  
 Tel: (018) 294 5280  
 Fax: (018) 294 5719

**WESTERN CAPE**  
 Sunbel Building  
 2 Old Paarl Road  
 Office 205, 2nd Floor  
 Belville, 7530  
 Tel: (021) 946 4022  
 Fax: (021) 946 4043

**BID NO: SCMU: 21 - 2023/24**

## REQUEST FOR BIDS

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLY ACCREDITED SERVICE PROVIDER TO PROVIDE OFFICE SPACE (LEASE) FOR ETDP SETA HEAD OFFICE.

#### 1. INTRODUCTION

The Education Training and Development Practices - Sector Education and Training Authority (ETDP SETA) is a public entity established in terms of Section 9(1) of the Skills Development Act, No. 97 of 1998 to advance skills levels in accordance with the National Skills Development Plan. The Mandate of the ETDP SETA is to promote and facilitate the development and improvement of the skills profile of the sector's workforce in order to benefit employers, workers, and employees in the ETD sector.

The ETDP SETA will host a ***Non-Compulsory*** virtual briefing session for **BID NO: SCMU: 21 - 2023/24** for the **Appointment of a service provider to provide office space (lease) for ETDP SETA head office on 23 February 2024 at 11h00**. Access details will be available on [www.etdpseta.org.za](http://www.etdpseta.org.za) as from **22 February 2024**. We thank you for your cooperation.

NB: THE MEETING ROOM FOR THE BRIEFING SESSION WILL CLOSE AT 11H15

#### 2. PURPOSE AND OBJECTIVES

The purpose of this proposal is to invite bidders to submit proposals for leased office space for the ETDP SETA Head Office from the **01<sup>st</sup> of July 2024 till the 31 March 2030**.

#### 3. PROJECT SCOPE AND REQUIREMENTS

3.1 The following details indicate specific and preferred Head office space requirements:

ETDP SETA HEAD OFFICE OFFICES	PREFERRED LOCATIONS	TOTAL LETTABLE AREA PER M <sup>2</sup>	TOTAL PARKING BAYS
Head Office	<ul style="list-style-type: none"> <li><b>Current office location:</b>            Gandhi Square            South Marshalltown            Johannesburg CBD</li> <li><b>Desired location:</b>            In Johannesburg CBD and/or</li> </ul>	- 3000m <sup>2</sup>	<ul style="list-style-type: none"> <li>- 97 basement and/or covered parking bays for ETDP SETA staff.</li> <li>- 15 overflow covered parking for visitors.</li> </ul>

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	<p>Midrand and/or Bedfordview And/or Parktown and/or Braamfontein.</p> <p>The space must be located within 1-3 KM radius from public transport (Taxi ranks, Bus stops and Gautrain).</p>		
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Detailed Head office space requirements are attached in **Annexure A (Inherent Requirements Checklist)**. Only the maximum sizes/(M<sup>2</sup>) requested to be provided, they must not be less or more than what has been requested in **Annexure A (Inherent Requirements Checklist)**.

**NB: If it is more, ETDP SETA reserves the right not to consider the bid or only pay for the space it has indicated in the event it favourably considers the bid proposal.**

**NB! Parking must be within the property.**

### **3.2 Location, amenities, and property information.**

The property must:

- Be in a secure area and easily accessible to public transport, and it must be between 1-3 kilometres from the nearest public transport (Taxi ranks, Bus stops and Gautrain).
- Have unimpeded entrance to public areas and must be easily located by stakeholders using GPS technologies.
- Be located near retail shops and other public amenities.
- Indicate correct zoning for commercial/office area and register property stand number and street address.
- Be registered under the potential service provider as the landlord and or lessor. Should the property be managed by a Leasing Agent, the representatives' details must be correctly provided.

### **3.3 Building classification:**

#### **3.3.1 Grade A or B building type**

- Grade A: As per South African Property Owners Association (SAPOA), a Grade A is a high-quality property providing good access and are professionally managed with continued above average maintenance. High quality modern finishes, air conditioning, adequate on-site parking. Clearly articulated entrance, lobby with clear circulation. High ceiling heights, flexible floorplates likely.
- Grade B: As per South African Property Owners Association (SAPOA), a Grade B is Generally older buildings, but accommodation and finishes are close to modern standards because of refurbishments and renovation from time to time. Airconditioning and on-site parking or bays dedicated to the building is essential. Minimum ceiling height, less flexible floorplates. Modest landscaping with minimal exterior space.

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#### **4. SCOPE OF WORK**

##### **4.1 Building technical services requirements: National Building Regulations and Buildings Standards Act 103 of 1997**

###### **4.1.1 Heating, ventilation, and air conditioning**

- The building must have provision for air conditioned.
- The building ventilation must comply with Occupational Health & Safety (OHS) Act 85 of 1993.
- The air conditioners must be well maintained and a preventative maintenance record and schedule to be provided when requested by ETDP SETA.
- All offices must have individual air conditioners. If the air conditioner is centralized, a provision must be made for individuals to control and or /adjust the temperature in their own demarcated areas.
- All air conditioners must be energy efficient, low vibrant, low noise, remote controlled and Modern.

###### **4.1.2 Escalators and lifts**

- If the building has more than one floor it must at least have one (1) lift to carry passengers to their leased floor(s).
- The lift must carry a maximum of 8 persons at a time.
- It must be able to carry a maximum of 1000 kg load.
- Must comply with SANS 10400.
- Compliance certificate and maintenance record to be provided when requested by ETDP SETA.

###### **4.1.3 Power supply and Electrical**

- The lettable space to ETDP SETA must have its own distribution boards.
- The power supply to ETDP SETA must be metered separately.
- Power factor correction and Auto Vault regulation to be installed, the installations should comply with all relevant laws.
- Each person/office should be allocated two (2) white plugs and one red plug.
- The building should be fitted with suitable lights and all offices and sections to have their independent control switches.
- Energy saving automatic lights switch (**occupancy sensor**) is compulsory and proof of such facilities must be provided during building handover.
- A Certificate of compliance (COC) for electrical compliance to be provided as part of the submission/proposal.
- A building should have a back-up power supply in case of power outages. Back-up power supply to have emergency meter reader.

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#### **4.1.4 Ablution**

- Male and female ablutions.
- It must accommodate persons living with disabilities.

#### **4.1.5 Fire equipment**

- The building fire safety and control systems should be compliant in accordance with the OHS Act 85 of 1993
- The building should be equipped with fire panel system and other fire equipment such as fire extinguishers, horse reels, smoke detectors and sprinklers, etc.

#### **4.1.6 Water supply**

- ETDP SETA will require a separate meter for supply of water to its leased space/premises.
- Building must have a back-up water supply (From a minimum of 5000 litres)
- Building must have a geyser.

#### **4.1.7 OHS requirements**

- The building should be friendly to persons living with disabilities and must cater for their needs.
- It must have facilities which include but not limited to access such as ramp(s), lift(s) and designated and well-equipped ablution for persons living with disabilities.
- The building should comply with the OHS Act 85 of 1993 in terms of emergency/escape routes.
- All relevant OHS signages to be fully installed.

#### **4.1.8 IT infrastructure**

The proposed building must have the following IT Infrastructure in place:

- The must have fibre network infrastructure.
- Server room with raised access flooring, environmental temperature control, and fire extinguisher.
- The server room must have restricted biometric access control.
- The environmental control equipment must be serviced annually by the landlord.
- It must have LAN cabling for all offices and open plan workstations with two network points each.
- The potential service provider/and or landlord/and or lessor must provide switching room with patch and brush panels installed to accommodate 48 ports (ETDP SETA will provide network switch).
- Two network points for boardroom table.
- Network and power points for wall mount boardroom screen.
- Dedicated network point for printing.

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#### 4.1.9 Security management and systems

- The proposed lease space to have two ETDP SETA dedicated security guards.
  - One (day shift)
  - One (night shift)
- Building should have fully functioning security systems internally and externally such as perimeter fencing, access control system (Biometric) to the property and lettable area, CCTV cameras, armed response).
- Security guards and systems to comply with the security regulations and standards.
- Installations and maintenance at the service provider's cost.
- If a building is a stand-alone property, provision must be made for an intercom system.

#### 4.1.10 Beneficial occupancy

- The building must be readily available from the last signing of the SLA till the official handover date to enable ETDP SETA to fit and install necessary equipment' according to their requirements.
- The lease commencement date will be on the 01<sup>st</sup> of July 2024.
- This provision (**beneficial occupancy**) should be rent free as it enables ETDP SETA to prepare the building to their desired state before lease commencement date.

#### 4.1.11 Tenant installation

- Bidders must include the cost of tenant installation in the costing model.
- Bidders must ensure that the cost of tenant installation provided covers all the ETDP SETA office modification as per the requirements in Annexure A inherent checklist.
- Tenant installation project to be completed in two (2) months after signing of the Service Level Agreement (SLA).
- The tenant installation must include the following:
  - Power plugs
  - Carpet/tile installation
  - Painting
  - Installation of air-conditions
  - Dry wall partition
  - Ceiling
  - Renovation or alteration of office space
  - Office blinds
  - Lights
  - Lights fittings
  - Fire equipment
  - IT installation/network cabling

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#### **4.1.12 Building maintenance, rates and security charges**

To keep the building operational the service provider must include all future maintenance charges for the leased period and annual adjustments. Operational rate charges should include, but not be limited to the following preventative maintenances:

- Heating, ventilation, and air conditioning (HVAC) (quarterly)
- Plumbing (annual)
- Electrical supply (distribution boards annual maintenance)
- Fire system and equipment' (annually)
- Server room environmental control equipment (Bi-annual)
- Washing external windows and facades (quarterly)
- Repair and maintenance of electricals, plumbing, and HVAC (as and when needed)
- Security operating costs as outlined in 4.1.9

#### **4.1.13 Interior designer and space planning**

- A floor plan depicting workable space/office layout and common area is required.
- A soft copy of Computer-Aided Design (CAD) format must be submitted with the proposal. Floor plans are to clearly indicate escape routes.
- Building to allow for the branding of the office as per ETDP SETA's guidelines.
- Visible signage of the ETDP SETA brand to be provided for at the main entrance to the property.

#### **4.1.14 Property Insurance**

- The property must be fully insured by the service provider.
- A valid proof of coverage for the proposed building to be submitted with the proposal.

FFICE  
TA House  
w Street  
Square  
Marshalltown  
nsburg CBD  
Bag X105  
, 2109  
372 3300

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) 832 0047

## 5. COSTING MODEL (PRICE SCHEDULE) AND PROJECT REQUIREMENTS

### COST COMPARISON FOR THE EVALUATION OF THE PROCUREMENT OF OFFICE SPACE (LEASE) FOR THE ETDP SETA HEAD OFFICE.

**THIS COSTING MODEL MUST NOT BE MODIFIED AT ALL, AND IF RETYPED ALL LINE ITEMS IN ORDER AS STATED BELOW TO BE INCLUDED.**

**\*THE TOTAL COST SHOULD BE INCLUSIVE OF BUILDING INSTALLATION, DEINSTALLATION AND RESTORATION**

- Bidders to include annual escalation percentage for lettable area, parking bays and operational costs.*

Name of Organisation:							
ITEM DESCRIPTION	YEAR 1 (1 July 2024 – 30 June 2025)	YEAR 2 (1 July 2025 – 30 June 2026)	YEAR 3 (1 July 2026 – 30 June 2027)	YEAR 4 (1 July 2027 – 30 June 2028)	YEAR 5 (1 July 2028 – 30 June 2029)	YEAR 6 (1 July 2029 to 31 March 2030)	TOTAL
Monthly Rental Rate per m <sup>2</sup>							
Monthly Rate per parking bay							
Monthly Operational costs (including security guards)							

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Annual escalation percentage							
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ITEM DESCRIPTION	YEAR 1 (1 July 2024 – 30 June 2025)	YEAR 2 (1 July 2025 – 30 June 2026)	YEAR 3 (1 July 2026 – 30 June 2027)	YEAR 4 (1 July 2027 – 30 June 2028)	YEAR 5 (1 July 2028 – 30 June 2029)	YEAR 6 (1 July 2029 to 31 March 2030)	TOTAL
Monthly gross rental							
Monthly gross parking bays							
Monthly gross Operational costs (including security guards)							
*Tenant Installation cost							
<b>SUB-TOTAL</b>							
VAT @ 15% (If applicable)							
<b>TOTAL COSTS VAT INCL</b>							

<b>NAME OF BIDDER</b>	
<b>POSITION/ ROLE</b>	
<b>SIGNATURE</b>	

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**All pricing shall be in South African Rand (ZAR). All project milestones with costing should be listed on the pricing schedule.**

## 6. DURATION OF THE PROJECT

- The duration of the lease agreement for the ETDP SETA Head office is from 01<sup>st</sup> of July 2024 till the 31<sup>st</sup> of March 2030.
- Successful bidder will sign the ETDP SETA Service level Agreement (SLA).

## 7. EVALUATION CRITERIA

**THE ETDP SETA applies the provisions of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, ACT NO 5 OF 2000 and Preferential Procurement Regulations, 2022. The evaluation will be guided by ETDP SETA procurement policy.**

**Folder A (USB) must have documents for Stage 1 and Stage 2**

### 7.1. STAGE 1 [Folder A (USB)]

**Bidders will be evaluated on the submission of the requested mandatory documents. Failure to submit will lead to a disqualification.**

#### 7.1.1. MANDATORY DOCUMENTS TO BE SUBMITTED IN ORDER TO BE ELIGIBLE FOR EVALUATION

1. Municipal confirmation of the building physical address (**utility bills**).
2. Floor plans, depicting workable space/office layout and common area is required. The floor plan must be in Computer-Aided Design (CAD) in 3D depicting ETDP SETA office requirements as per the **Annexure A: Inherent Requirements Checklist**.
3. **Occupancy certificate from Municipality.**
4. **Zoning certificate from Municipality.**
5. Bidders are required to complete in full, all line items, sign and submit the **Annexure A: Inherent Requirements Checklist which is legally binding and in line with bid condition no: 13.**
6. **Valid Electrical Certificate of Compliance (COC).**
7. Valid Occupational Health and Safety (**OHS**) compliance certificates for the following:
  - Fire equipment
  - Lift (If building has more than one floor).
8. **Beneficial Occupancy confirmation signed letter. As outlined on the scope of work.**

9. Tenant Installation Allowance (TIA) confirmation letter. As outlined on Annexure B (Commitment form).
10. Property insurance coverage proof.
11. In the event that a bid is submitted by an Estate Agent or third party or submitted together with an Estate Agent or third party (in co-operation, partnership or joint venture etc.) or is made with the assistance of an Estate Agent or third party then that bid must include proof of that Estate Agent or third party's:
  - Registration with the Property Practitioners Regulatory Authority (PPRA)

**NB: Service provider must fully complete, sign and submit all the above-mentioned document(s).**

## 7.2. STAGE 2 – SITE INSPECTION (BIDDERS ARE NOT TO COMPLETE THIS SECTION)

### 7.2.1 MANDATORY REQUIREMENTS

**Bidders must comply with all the below site inspection mandatory requirements, failure to comply will lead to elimination.**

NO	ITEMS	COMPLIANT/NON-COMPLIANT	REMARKS
1.	<b>Parking requirements:</b> <ul style="list-style-type: none"> <li>• The parking bays are as requested.</li> <li>• The secured parking is on site.</li> </ul>		
2.	<b>Location, amenities, and property information</b> <ul style="list-style-type: none"> <li>• The building is 1-3 kilometres from the nearest public transport such as:           <ul style="list-style-type: none"> <li>○ Taxi ranks</li> <li>○ Bus stops</li> <li>○ Gautrain</li> </ul> </li> <li>• The building is located near retail shops and other public amenities.</li> </ul>		

### 7.2.2 EVALUATION CRITERIA

The minimum qualifying score for site inspection will be 70 points and bids that fail to achieve the minimum qualifying score will be eliminated.

NO	ITEMS	SCORE	BEC	EVALUATION SCORE	REMARKS
1	<b>Heating, ventilation, and air conditioning:</b> <ul style="list-style-type: none"> <li>The building has provision for air conditioning facility.</li> </ul>	25			
2	<b>Back-up power supply:</b> <ul style="list-style-type: none"> <li>Renewable energy (green energy) = 25</li> <li>Generator = 15</li> </ul>	25			
2	<b>Water supply:</b> <ul style="list-style-type: none"> <li>Building has a back-up water supply (From a minimum of 5000 litres)</li> </ul>	25			
3	<b>OHS requirements:</b> <ul style="list-style-type: none"> <li>The building is accessible and friendly to persons living with disabilities and cater for their needs. = 5</li> <li>The building has emergency/escape routes. = 5</li> <li>The building is equipped with fire extinguishers and horse reels. = 5</li> </ul>	15			
4	<b>Security management and systems:</b> <ul style="list-style-type: none"> <li>Building has the following security measures: <ul style="list-style-type: none"> <li>access control system = 3</li> <li>CCTV cameras = 3</li> <li>armed response with neighbourhood coverage within 1-3 KM radius to the public transport (Taxi ranks, Bus stops and Gautrain). = 4</li> </ul> </li> </ul> <p><b>NB: Bidders to provide the scope of work of their appointed armed response service provider during site inspection.</b></p>	10			
<b>Total</b>		100			

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### 7.3 STAGE 3 [Folder B (USB)]

#### PRICING SCHEDULE DOCUMENTS

- a. Costing Model (**Price must be final, include VAT and signed**)
- b. Submit a "Unique security personal identification number (PIN) issued by SARS" **which the SETA will use to verify the bidder's tax matters prior to the award**
- c. Invitation to Bid - **SBD1**
- d. Declaration of Interest – **SBD 4 (New)**
- e. Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 - **SBD 6.1 (If claiming preferential points) - this will be used to verify points to be allocated for specific goals**
- f. B-BBEE certificate or sworn affidavit (**If claiming preferential points**) – **this will be used to verify points to be allocated for specific goals.**

**80/20** preference point system shall be applicable as follows:

✓	Price	80
✓	<b>Allocation of specific goals</b>	<b>20</b>

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, the ETDP SETA will adhere to its policy on the appointment of service providers.

## 8. BID CONDITIONS

The ETDP SETA Supply Chain Management Policy will apply:

1. ETDP SETA does not bind itself to appoint a bidder with the highest points.
2. ETDP SETA reserves the right to negotiate the bidder's price.
3. ETDP SETA reserve the right to cancel the bid and not award the bid to any of the bidders.
4. Bids which are late, incomplete, unsigned **will NOT** be accepted.
5. Bidders must submit a valid certified B-BBEE Certificate from SANAS Accredited Verification Agency or issued by Companies and Intellectual Property Commission (CIPC) or a signed Sworn Affidavit for allocation of points for specific goals.
6. Specific goals shall not be allocated where supportive documents, as stated in the bid documents, are not provided as stated in the bid document.
7. Bids submitted are to hold good for a period of **90 days**.
8. Companies who bid as a joint venture must submit a **consolidated B-BBEE Verification certificate prepared for this bid only**, from **SANAS Accredited Verification Agency** in order to be eligible for empowerment points. Companies who form part of this joint venture **MUST** provide an accreditation certificate with relevant authority as stated in Mandatory documents.
9. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor, Sworn Affidavit or a B-BBEE Certificate, together with the bid, will be interpreted to mean that points for specific goals for B-BBEE status level of contribution are not claimed.
10. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
11. All suppliers must be registered on the Central Supplier Database. No bid shall be awarded to any supplier that is not registered on the Central Supplier Database.
12. Companies that are in the process of de-registration in the CIPC will not be considered.
13. Signature of the **Annexure A (inherent checklist)** is legally binding, and the requirements should be met accordingly.

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## 9. BID DOCUMENTS/PROPOSAL PACKS

Bid documents for participation **must** be downloaded from the ETDP SETA website: [www.etdpseta.org.za](http://www.etdpseta.org.za), Main Menu > Supply Chain Management > Open Tenders as from **12h00 on 12 February 2024**.

Bidders must submit technical and financial proposals in **one (1) USB** clearly marked "**Folder A-Technical Proposal**" and "**Folder B- Financial Proposal**".

**Folder B - (Financial Proposal)** Costing Model (**Price must be final, include VAT and signed**), Submit a "*Unique security personal identification number (PIN) issued by SARS*" which the SETA will use to verify the bidder's tax matters prior to the award, Invitation to Bid - SBD1, Declaration of Interest – SBD 4 (New), Preferential Points Claim Form in terms of the Preferential Procurement Regulations, 2022 -SBD 6.1 (*If claiming preferential points*) - this will be used to verify points to be allocated for specific goals and B-BBEE certificate or sworn affidavit (*If claiming preferential points*) – this will be used to verify points to be allocated for specific goals.

*The financial proposal will only be opened when the tender is responsive in Stage 2 or at the discretion of the ETDP SETA.*

All Bids/Proposals (**completed in [one (1) USB]**) must be courier or hand delivered to:

**The ETDP SETA – Head Office**

**ETDP SETA House**

**2-6 New Street**

**Ghandi Square**

**Johannesburg South - CBD**

**2091**

Submissions can be delivered into the tender box between **08h00 and 16h30 Monday to Friday BEFORE** the closing date and time of **11h00 on 05 March 2024**.

***No late submission will be accepted!***

## 10. CLOSING DATE

All Proposals should reach the ETDP SETA Offices on or before **11h00 on 05 March 2024**.

## 11. CONTACT PERSON

**NO telephonic or any other form of communication relating to this bid will be permitted with any other ETDPSETA member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below. ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID. All enquiries regarding this bid must be in writing only and be directed to:**

The information in this communication is confidential and may be legally privileged.

It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful.



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Supply Chain Manager: Email: [Tenderers@etdpseta.org.za](mailto:Tenderers@etdpseta.org.za)

**Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.**

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