



INDEPENDENT DEVELOPMENT TRUST

RFQ NO: IDT-LIM-REMOVAL-2024

TITLE: OFFICE FURNITURE REMOVAL – LIMPOPO REGION

CLOSING DATE: 13 AUGUST 2024 AT 12:00 PM

SCOPE: DISMANTLING OF WOODEN SHELVING FROM INFRASTRUTURE OFFICE, SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF ALL OFFICE FURNITURE. SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPLLED BOXES (APPROX 3000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE TO A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS

INFORMATION BELOW TO BE COMPLETED BY SUPPLIER:

BIDDER DETAILS

| | |
|----------------|--|
| BIDDER NAME | |
| CONTACT PERSON | |
| TEL/CELL NR | |
| EMAIL ADRESS | |
| CSD NUMBER | |
| TEL NO | |

| | |
|--|---|
| RFQ reference no. | IDT-LIM-REMOVAL-2024 |
| Closing Date & Time | 13 August 2024 12:00 PM |
| Submissions of quotation documents | <p>The Independent Development Trust (IDT)</p> <p>22 Hans van Rensburg Street Polokwane 0700</p> <p>Marked confidential Fee proposal and Indicate the Following:</p> <p>RFQ NO: IDT-LIM-REMOVAL-2024</p> <p>BID BOX IS LOCATED AT THE IDT'S MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ABOVE</p> |
| Enquiries | <p>Name: Lethula Tladi Tel: 015 295 0000 Email: LethulaT@idt.org.za</p> <p>Name: Kgotsfalo Malapane Tel: 015 295 0000 Email: KgotsfaloM@idt.org.za</p> |
| Evaluation Criteria | The 80/20 Specific Goals Evaluation system will be used (PPPFA and IDT SCM Policy) |
| Eligibility Criteria (Mandatory Returnable documents) | <ul style="list-style-type: none"> • Full Report CSD • Fully completed and signed SBD 1 • Fully completed and signed SBD 4 • Fully completed and signed SBD 6.1 • Fully completed and signed Pricing schedule • Fully completed and signed Form of Offer • Quotation on company letterhead • SARS Tax Certificate • Certified Directors' ID copies (not older than 6 months) • Valid COIDA certificate • Proof of Insurance • Programme Schedule / Time-lines |
| Pricing | <ul style="list-style-type: none"> • Pricing must be VAT inclusive applicable. • Only VAT registered vendor may charge VAT • All cost related to be service required must be included in the quotation • Quotation must be valid at least 90 days |

TERMS AND CONDITIONS

- Quotations must be delivered to the address stated above on or before the quotation closing date and closing time as indicated above. No late quotations will be considered.
- Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
- Only authorized representatives of the supplier may duly sign quotations. The IDT will not accept liability for quotations not duly signed.
- No services may be rendered without an official purchase order issued by IDT.
- The IDT reserves the right to award the quotations in whole or part or not to award at all.
- The IDT General conditions of contract are applicable for all questions unless otherwise specified.
- The appointed bidder must be available for service delivery between 19 August to 30 August 2024

SPECIAL CONDITIONS

- The procurement of goods and services to comply with Section 217 of the Constitution and other Legislation.

SCOPE OF SERVICES/TERMS OF REFERENCE

1. Quality and standard of service required: To the client's satisfaction.
2. Manpower required: Mainly unskilled labour.
3. Materials to be provided by the service provider for carrying out the service: As per the specifications / scope.
4. Other requirements: Any deemed necessary during the execution of work

PRICING SCHEDULE

DISMANTLING OF WOODEN SHELVING FROM INFRASTRUCTURE OFFICE AND SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF OFFICE FURNITURE AND WOODEN SHELVING, SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPPLIED BOXES (APPROX 3000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS

| SERVICE COST | QUANTITY | RATE | TOTAL |
|--|--------------------------------|------|-------|
| • Dismantling of wooden Shelving from Infrastructure office, Server Room. | | | |
| • Dismantling and re-assembling of office Furniture and wooden shelving | As per attached asset register | | |
| • Supply & Packaging of current files / documents into boxes | 3000 boxes | | |
| • The prices should include transport & Insurance for all items quoted as per above. | | | |
| Other | Sum | | |
| Sub-total | | | |
| VAT 15% | | | |
| Total Inc. | | | |

NB: ATTACH QUOTATION ON COMPANY LETTER HEAD OR COMPLETE TEMPLATE BELOW AND USE THE COMPANY STAMP

COMPANY STAMP

I / We, the undersigned, here by agree to provide all or any portion of the service at the price and under the terms and conditions shown above, subject to and in accordance with the terms of quotations shown in this invitation document.

Name

Authorized Signature:Date:

Company:

All queries relating to this Quotation may be addressed in writing to the IDT's Representatives in writing **Ms. Kgotsfalo Malapane** at KgotsfaloM@idt.org.za. Late Quotations **WILL NOT** be accepted.

All Service Providers must submit the original Quotation documentation issued by the IDT. All Service Providers must comply and must be found on the CSD registered report.

QUOTATION DATA

| Quote number | |
|--------------|--|
| | The Employer is IDT |
| | Contract period: Until work is complete |
| | Central Supplier Database (CSD) on Tax Compliance No contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service ("SARS") certifying the taxes of that person to be in order or that suitable arrangement have been made with SARS" |
| | Quotation Submissions 22 HANS VAN RENSBURG STREET POLOKWANE 0700 |
| | Evaluation of Quotation Offers The bidders will be evaluated further once they have successfully passed the CSD registering report. The evaluation will be based on Specific goals point scoring and the price as per the IDT score card. |

List of Mandatory Returnable Documents

List of mandatory returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, tender submission. Tick below if returnable document is attached or completed properly.

| ITEM | List of Mandatory Returnable Documents | TICK IF ATTACHED |
|-------------|---|-------------------------|
| 1. | CSD Full Report | |
| 2. | Copy of Tax Clearance Certificate with PIN | |
| 3. | Completed Invitation to Bid (SBD 1) | |
| 4. | Completed Declaration of Interest (SBD 4) | |
| 5. | Completed PPPFA (SBD 6.1) | |
| 6. | Valid COIDA certificate | |
| 7. | Fully completed and signed Form of Offer | |
| 8. | Programme Schedule / Time-lines | |
| 9. | Pricing schedule | |
| 10. | Proof of Insurance | |
| 11. | Quotation on company letterhead | |
| 12. | Directors' ID copies | |

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS | |
|--|------------|------------|
| PRICE | 90 | 80 |
| SPECIFIC GOALS | 10 | 20 |
| TARGETED GROUP | | |
| Women Ownership | 3 | 6 |
| Youth Ownership | 3 | 6 |
| People with Disabilities Ownership | 2 | 4 |
| Black Ownership | 2 | 4 |
| Total points for Price and SPECIFIC GOALS | 100 | 100 |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{\min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{\max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|---|
| Women Ownership | 6 | |
| Youth Ownership | 6 | |
| People with Disabilities Ownership | 4 | |
| Black Ownership | 4 | |

Source Documents to be submitted with the Bid or RFQ

- *CSD Document (Company Registration Document will be required for verification (CSD DOC))
- *Woman (Originally Certified ID Document)
- *Youth (Originally Certified ID Document)
- *People with Disability (Letter from the Dr. Confirming the Disability)
- *Black Ownership (Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

**PART A
INVITATION TO BID**

| | | | | | |
|---|--|---------------|---|--|---|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST (IDT) | | | | | |
| RFQ/BID NUMBER: | IDT-LIM-REMOVAL-2024 | CLOSING DATE: | 13 August 2024 | CLOSING TIME: | 12h00 |
| DESCRIPTION | SCOPE: DISMANTLING OF WOODEN SHELIVING FROM INFRASTRUTURE OFFICE, SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF ALL OFFICE FURNITURE. SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPPLIED BOXES (APPROX 2000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE TO A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| IDT Regional Offices | | | | | |
| 22 Hans van Rensburg Street | | | | | |
| Polokwane, 0700 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Kgotsfalo Malapane | | CONTACT PERSON | Lethula Tladi | |
| TELEPHONE NUMBER | 015 295 0000 | | TELEPHONE NUMBER | 015 295 0000 | |
| FACSIMILE NUMBER | N/A | | FACSIMILE NUMBER | N/A | |
| E-MAIL ADDRESS | KgotsfaloM@idt.org.za | | E-MAIL ADDRESS | LethulaT@idt.org.za | |
| SUPPLIER INFORMATION | | | | | |
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | NUMBER | | |
| CELLPHONE NUMBER | | | | | |
| FACSIMILE NUMBER | CODE | | NUMBER | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | OR | CENTRAL SUPPLIER DATABASE No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| IN LINE WITH THE CURRENT CHANGE OF SBD 6.1, THE BBEE PREFERENCE POINT AND CERTIFICATE SHALL NOT BE CONSIDERED OR EVALUATED .BIDDERS SHOULD NOT TICK OR ATTACH ANY BBEE INFORMATION | | | | | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

| |
|---|
| 1. BID SUBMISSION: |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p> |
| 2. TAX COMPLIANCE REQUIREMENTS |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p> |

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

| | |
|--------------------|-------------------------|
| Signature | Date |
| Position | Name of bidder |

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

.....
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1.....

2.....

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned hereby confirm that I am the sole owner of the business trading as.....

.....

SIGNATURE..... DATE.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every Partner :

| Full name of partner | Residential address | Signature |
|----------------------|---------------------|-----------|
| | | |
| | | |
| | | |

We, the undersigned partners in the business trading ashereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

| | | |
|---------------------------|---------------------------|---------------------------|
| SIGNATURE | SIGNATURE | SIGNATURE |
|---------------------------|---------------------------|---------------------------|

| | | |
|----------------------|----------------------|----------------------|
| DATE | DATE | DATE |
|----------------------|----------------------|----------------------|

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20.....

at..... Mr/Mrs/Ms....., whose signature appears
below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION :

.....

(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1.....

2.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20.....
at.....

Mr/Mrs/Ms....., whose signature appears below, has been
authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1.....

2.....

F JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Ms.....,Mr/Mrs/Ms.....

Mr/Mrs/Ms.....and Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME).....

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE: DATE:

IN HIS/HER CAPACITY AS:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid

on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE: **DATE:**

FORM OF OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

DISMANTLING OF WOODEN SHELVING FROM INFRASTRUTURE OFFICE, SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF ALL OFFICE FURNITURE. SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPPLIED BOXES (APPROX 3000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE TO A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....

..... Rand (in words); R..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature Date

...

Name Identity number

..

Capacity

. for the tenderer

(Name and
address of organization)

.....

Name and signature of witness

.....

CIDB Registration number

| |
|---|
| NOTE: Failure of a Bidder to complete in full and sign this part of the tender form (offer) will invalidate the tender offer |
|---|

FORM OF OFFER AND ACCEPTANCE

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature Date

Name Identity number
.

Capacity

for the
Employer Independent Development Trust
22 HANS VAN RENSBURG
POLOKWANE
0700

Name and

Signature
of witness Date

Fixed Assets Register & Office Inventory

| | |
|---------------|---------|
| Region / Unit | LIMPOPO |
|---------------|---------|

| OFFICE NO. | DESCRIPTION ASSETS | BARCODE | ASSET ID | | SERIAL NO. | CUSTODIAN | ASSET CLASS |
|----------------------|--|-----------|----------|---|---------------|------------------------|-------------|
| BUILDING 1 BOARDROOM | HIGH BACK BLACK CHAIR | 269 | LIMA0131 | 4 | | | FURN & FITT |
| BUILDING 1 BOARDROOM | HIGH BACK BLACK CHAIR | 290 | LIMA0202 | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | HIGH BACK BLACK CHAIR | 403 | LIMA0206 | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | HIGH BACK BLACK CHAIR | 406 | LIMA0199 | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | HIGH BACK BLACK CHAIR | 412 | LIMA0225 | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | HIGH BACK BLACK CHAIR | 422 | | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | High back swivel and tilt leather chairs | 2625 | LIMA0137 | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | Boardroom Chair | 2632 | | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | Boardroom Chair | 2635 | | | | | FURN & FITT |
| BUILDING 1 BOARDROOM | VISITOR CHAIR | 2639 | | | | | FURN & FITT |
| BUILDING 1 KITCHEN | DEFY C300 FRIDGE | 1738 | LIMA0001 | | | | CANTEEN |
| BUILDING 1 KITCHEN | Microwave LOGIC | 7652 | | | | | CANTEEN |
| BUILDING 1 OFFICE 1 | Cabinet | 5192 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | Dell Vostro | 480 | | | | Netshinombelo Takalani | COMP EQUIP |
| BUILDING 1 OFFICE 10 | Desk Workstation | 1867 | LIMA0140 | 7 | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | Chair Highback | 2643 | LIMA0163 | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | Desk Workstation | 2692 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | HP Elitebook 8560p | 3905 | LIMA0095 | | 4ZC136082X | Getrude Lamola | COMP EQUIP |
| BUILDING 1 OFFICE 10 | Chair Highback | 7070 | LIMA0203 | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | Chair Highback | IDT000048 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | HP Compaq 6300 | IDT000050 | | | TRF23008Y9 | Brenda Makhubo | COMP EQUIP |
| BUILDING 1 OFFICE 10 | Chair Highback | 3167 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | Philips Screen 170B | 2393 | LIMA0033 | | AU4A068001679 | Brenda Makhubo | COMP EQUIP |
| BUILDING 1 OFFICE 10 | Chair Highback | 1833 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 10 | Dell Latitude 5430 | 30935 | | | J4BT0T3 | Josephina Nkanyane | COMP EQUIP |
| BUILDING 1 OFFICE 11 | Chair Highback | 289 | LIMA0131 | | | | FURN & FITT |
| BUILDING 1 OFFICE 11 | HP Probook 650 | 432 | | | 5CD05011PD | Rethabile Mokole | COMP EQUIP |
| BUILDING 1 OFFICE 11 | Dell Vostro | 441 | | | | Mpfumelo Magoro | COMP EQUIP |
| BUILDING 1 OFFICE 11 | HP Elitebook 840 | 509 | | | 5CG9507BDF | Glen Masipa | COMP EQUIP |
| BUILDING 1 OFFICE 11 | Chair Highback | 907 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 11 | Chair Highback | 5955 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 11 | Chair Highback | 2662 | LIMA0137 | 6 | | | FURN & FITT |
| BUILDING 1 OFFICE 11 | Chair Highback | 919 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 11 | HP Elitebook 8560p | 3904 | | | | Keitumetse Mathabegane | COMP EQUIP |
| BUILDING 1 OFFICE 11 | Visitors Chair | 2684 | LIMA0138 | | | | FURN & FITT |

| | | | | | | | | |
|----------------------|---|---------------|-------|----------|--|----------------|---------------------|--------------|
| BUILDING 1 OFFICE 11 | Chair Highback | | 3145 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 11 | HP LaserJet M276n | | 5635 | | | | | COMP EQUIP |
| BUILDING 1 OFFICE 11 | Desk Workstation | | 20383 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 12 | HIGH BACK BLACK CHAIR | | 409 | LIMA0224 | | | | FURN & FITT |
| BUILDING 1 OFFICE 12 | Floor Cleaning Machine | | 7645 | | | | | OFFICE EQUIP |
| BUILDING 1 OFFICE 12 | FILING CABINET | | 5245 | LIMA0138 | | 2 | | FURN & FITT |
| BUILDING 1 OFFICE 13 | GLASS DOOR CABINET | | 1801 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | LG 42" TV | | 1813 | LIMA0258 | | | | OFFICE EQUIP |
| BUILDING 1 OFFICE 13 | HINGE DOOR SYSTEM CABINETS | | 1884 | LIMA0168 | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | 1801 * 800 desk in cherry melamine | | 1890 | LIMA0136 | | 5 | | FURN & FITT |
| BUILDING 1 OFFICE 13 | ALPHA VISITORS CHAIR IN LEATHER | | 2628 | LIMA0162 | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | Salvador High Back Leather Chair CL6 PU | | 2674 | LIMA0155 | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | PURPLE HIGH BACK CHAIR | | 3123 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | 2 SEATER COUCH | | 5731 | LIMA0128 | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | 4 Drawer Cabinet | | 7670 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 13 | Kelvinator Bar Fridge | | 7672 | | | | | CANTEEN |
| BUILDING 1 OFFICE 13 | Glass top | | 20334 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 14 | Desk | | 7180 | LIMA0124 | | | | FURN & FITT |
| BUILDING 1 OFFICE 14 | DESK | | 8612 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 14 | Hp ProBook i5 | | 30553 | | | | Bruce Mmowa | COMP EQUIP |
| BUILDING 1 OFFICE 14 | HP ProOne 400 | | 30828 | | | CZC4143FHD | Vonani Mzamane | COMP EQUIP |
| BUILDING 1 OFFICE 15 | Hp Printer | | 964 | | | | | OFFICE EQUIP |
| BUILDING 1 OFFICE 15 | Domain Open Plan 4 Way | | 2667 | LIMA0140 | | 12 | | FURN & FITT |
| BUILDING 1 OFFICE 15 | FILING CABINET | | 5730 | LIMA0137 | | 4 | | FURN & FITT |
| BUILDING 1 OFFICE 15 | FILING CABINET | | 5732 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 15 | HP 650 G2 Intel Core Notebook | | 6907 | LIMA0307 | | 5CG638KKP | Londie Ramashia | COMP EQUIP |
| BUILDING 1 OFFICE 15 | Salvador High Back Leather Chair CL6 PU | | 7069 | LIMA0204 | | | | FURN & FITT |
| BUILDING 1 OFFICE 15 | Salvador High Back Leather Chair CL6 PU | | 7094 | LIMA0231 | | | | FURN & FITT |
| BUILDING 1 OFFICE 15 | Hp Probook | | 7174 | LIMA0295 | | 5CG4331RX3 | Bernice Rabali | COMP EQUIP |
| BUILDING 1 OFFICE 15 | Chair | | 7683 | LIMA0235 | | | | FURN & FITT |
| BUILDING 1 OFFICE 15 | SCREEN AND BUILD IN DESKTOP | | 30824 | | | | Ndialivhuwa Mukhuba | COMP EQUIP |
| BUILDING 1 OFFICE 16 | SMART UPS | | 1723 | LIMA0013 | | | | COMP EQUIP |
| BUILDING 1 OFFICE 16 | Philips 17" Monitor | | 1882 | LIMA0028 | | AU4A0648001667 | | COMP EQUIP |
| BUILDING 1 OFFICE 16 | Philips Monitor | | 3542 | | | AU2A0726000724 | | COMP EQUIP |
| BUILDING 1 OFFICE 16 | SMART UPS | | 8888 | | | | | COMP EQUIP |
| BUILDING 1 OFFICE 3 | Shredder | | 1840 | | | | | OFF EQUIP |
| BUILDING 1 OFFICE 3 | Visitors Chair | | 922 | LIMA0136 | | 2 | | FURN & FITT |
| BUILDING 1 OFFICE 3 | Chair Highback | | 1829 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 3 | Konika Minolta C558 | A79K021017997 | | | | A79K021017997 | | OFF EQUIP |
| BUILDING 1 OFFICE 3 | Konika Minolta 450i | AC76021002180 | | | | AC76021002180 | | LEASED EQUIP |
| BUILDING 1 OFFICE 4 | Cabinet | | 941 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 4 | Chair Highback | | 974 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 4 | Double Seater Couch | | 1828 | LIMA0179 | | | | FURN & FITT |
| BUILDING 1 OFFICE 4 | Single Seater Couch | | 1897 | LIMA0180 | | | | FURN & FITT |
| BUILDING 1 OFFICE 4 | Reception Desk | | 2630 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 4 | Round Table | | 6261 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 4 | HP ProOne | | 6993 | | | CZC6199V64 | Phomolo Hlahla | COMP EQUIP |

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|----------------------|---------------------------------|-----------|-------|----------|----|----------------|---------------------|-------------|
| BUILDING 1 OFFICE 4 | Tender Box | | 7640 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 6 | 1600X800 DESK IN MAHOGAMY | | 1769 | LIMA0167 | | | | FURN & FITT |
| BUILDING 1 OFFICE 6 | 1800mmx800mmx350mm 5tier bookca | | 7691 | LIMA0215 | | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | Chair Highback | | 585 | LIMA0236 | | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | HP Probook 650 | | 928 | | | 5CD116Q4PK | Joel Fako | COMP EQUIP |
| BUILDING 1 OFFICE 7 | Cupboard | | 1778 | LIMA0136 | 8 | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | HP Printer LaserJet P4015n | | 2327 | LIMA0074 | | | | COMP EQUIP |
| BUILDING 1 OFFICE 7 | Visitors Chair | | 2642 | LIMA0192 | | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | Visitors Chair | | 2656 | LIMA0136 | 12 | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | Cabinet | | 2659 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | Desk Workstation | | 5902 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 7 | Couch Single Seater | | 5978 | LIMA0140 | 2 | | | FURN & FITT |
| BUILDING 1 OFFICE 8 | Cupboard | IDT000047 | | | | | | FURN & FITT |
| BUILDING 1 OFFICE 9 | Visitors Chair | | 1757 | LIMA0175 | | | | FURN & FITT |
| BUILDING 1 OFFICE 9 | Cupboard | | 1788 | LIMA0186 | | | | FURN & FITT |
| BUILDING 1 OFFICE 9 | Cupboard | | 2664 | LIMA0169 | | | | FURN & FITT |
| BUILDING 1 OFFICE 9 | HP Elitebook 820 | | 6284 | LIMA0299 | | 5CG4331RZH | Shalati Makhubela | COMP EQUIP |
| BUILDING 1 OFFICE 9 | Desk Workstation | | 6402 | | | | | FURN & FITT |
| BUILDING 1 OFFICE 9 | Chair Highback | | 7693 | LIMA0220 | | | | FURN & FITT |
| BUILDING 1 OFFICE 9 | Cabinet | IDT000046 | | | | | | FURN & FITT |
| BUILDING 1 SCM 1 | HIGH BACK CHAIR SWIVEL | | 1849 | LIMA0132 | | | | FURN & FITT |
| BUILDING 1 SCM 1 | CHAIR | | 7636 | | | | | FURN & FITT |
| BUILDING 1 SCM 1 | HIGH BACK BLACK CHAIR | | 424 | LIMA0218 | | | | FURN & FITT |
| BUILDING 1 SCM 1 | Hp Elitebook i7 | | 501 | | | 5CD9010F7F | Kgotsofalo Malapane | COMP EQUIP |
| BUILDING 1 SCM 1 | Domain Open Plan 4 Way | | 5158 | | | | | FURN & FITT |
| BUILDING 1 SCM 1 | SCREEN AND BUILD IN DESKTOP | | 30825 | | | | Carnation Mojapelo | COMP EQUIP |
| BUILDING 1 SCM 2 | Visitors Chair | | 2603 | LIMA0198 | | | | FURN & FITT |
| BUILDING 1 SCM 2 | CABINET | | 1845 | LIMA0187 | | | | FURN & FITT |
| BUILDING 1 SCM 2 | Desk | | 6282 | LIMA0123 | | | | FURN & FITT |
| BUILDING 1 SCM 2 | Visitors Chair | | 2650 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 1 | Philips Screen 170B | | 1718 | LIMA0027 | | AU4A0648001669 | Portia | COMP EQUIP |
| BUILDING 2 OFFICE 1 | Visitors Chair | | 2624 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 1 | Visitors Chair | | 2668 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 1 | Desk | | 2675 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 1 | HP Pro Tower | | 7088 | LIMA0106 | | TRF30703FW | Portia | COMP EQUIP |
| BUILDING 2 OFFICE 1 | Cupboard | | 7692 | LIMA0214 | | | | FURN & FITT |
| BUILDING 2 OFFICE 1 | Cupboard | | 7695 | LIMA0210 | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | HP Probook 650 | | 455 | LIMA0326 | | 5CD05011MB | Mcebisi Mazikwana | COMP EQUIP |
| BUILDING 2 OFFICE 10 | HP Probook 650 | | 492 | LIMA0325 | | 5CD05011RH | Mohapi Sheea | COMP EQUIP |
| BUILDING 2 OFFICE 10 | HP Probook 650 | | 498 | LIMA0327 | | 5CD05011LJ | Mpho Sebeka | COMP EQUIP |
| BUILDING 2 OFFICE 10 | Visitors Chair | | 926 | LIMA0159 | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Philips 170B Screen | | 1708 | LIMA0039 | | AU2A0726000726 | | COMP EQUIP |
| BUILDING 2 OFFICE 10 | Cabinet | | 1825 | LIMA0140 | 11 | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Shelves | | 1864 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Desk Workstation | | 2649 | LIMA0140 | 5 | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Desk Workstation | | 2663 | LIMA0140 | 4 | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Cupboard | | 2672 | LIMA0136 | 9 | | | FURN & FITT |

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|----------------------|---------------------------------|-------|----------|---|---------------|-----------------|-------------|
| BUILDING 2 OFFICE 10 | Chair Highback | 2766 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Philips 170B Screen | 2788 | LIMA0024 | | AU4A068001647 | | COMP EQUIP |
| BUILDING 2 OFFICE 10 | Philips 170B Screen | 3506 | LIMA0034 | | AU4A068001659 | | COMP EQUIP |
| BUILDING 2 OFFICE 10 | Shelves | 5421 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Cupboard | 5740 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Shelves | 5782 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Shelves | 5878 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Chair Highback | 5938 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Desk Workstation | 6222 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | HP Probook | 479 | | | 5CD05011LQ | Matshipa Mohale | COMP EQUIP |
| BUILDING 2 OFFICE 10 | HP Probook | 6904 | | | | Shane | COMP EQUIP |
| BUILDING 2 OFFICE 10 | HP Pro Tower | 7001 | LIMA0107 | | TRF32205GN | | COMP EQUIP |
| BUILDING 2 OFFICE 10 | Chair Highback | 7058 | LIMA0136 | 7 | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Chair Highback | 7059 | LIMA0200 | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | HP Pro Tower | 7376 | LIMA0119 | | TRF32205CJ | | COMP EQUIP |
| BUILDING 2 OFFICE 10 | Chair Highback | 7641 | LIMA0226 | | | | FURN & FITT |
| BUILDING 2 OFFICE 10 | Chair Highback | 8813 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 11 | Desk Workstation | 4047 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 11 | Cupboard | 5822 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 11 | Cupboard | 5898 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 11 | Credenza | 6707 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 11 | Cupboard | 20307 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 12 | Fridge Defy | 942 | LIMA0002 | | | | CANTEEN |
| BUILDING 2 OFFICE 12 | Chair Highback | 1727 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 12 | Desk Workstation | 1745 | LIMA0166 | | | | FURN & FITT |
| BUILDING 2 OFFICE 12 | Cupboard | 1878 | LIMA0182 | | | | FURN & FITT |
| BUILDING 2 OFFICE 12 | Cabinet | 2767 | LIMA0170 | | | | FURN & FITT |
| BUILDING 2 OFFICE 12 | Dell Vostro | 30918 | | | CTG2YH3 | | COMP EQUIP |
| BUILDING 2 OFFICE 12 | Chair | 1708 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | HP Probook 650 | 453 | LIMA0328 | | 5CD050115H | Kate Mabotja | COMP EQUIP |
| BUILDING 2 OFFICE 14 | Shelves | 910 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Cabinet | 917 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Chair Highback | 987 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Cabinet | 1802 | LIMA0171 | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Shelves | 1862 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Shelves | 1863 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Desk Workstation | 1889 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Desk Workstation | 5648 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Desk Workstation | 5649 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | HP Probook 650 G5 Intel Core i5 | 431 | | | | | COMP EQUIP |
| BUILDING 2 OFFICE 14 | HP Elitebook | 6199 | | | | | COMP EQUIP |
| BUILDING 2 OFFICE 14 | Desk Workstation | 5686 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Shelves | 5923 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | HP Probook 650 | 6755 | LIMA0306 | | 5CG6387KKV | Nelson Ramatswi | COMP EQUIP |
| BUILDING 2 OFFICE 14 | Chair Highback | 7007 | LIMA0205 | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Chair Highback | 7026 | LIMA0233 | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Chair Highback | 7029 | LIMA0201 | | | | FURN & FITT |

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|----------------------|--------------------------------|-----------|----------|----|----------------|----------------|-------------|
| BUILDING 2 OFFICE 14 | Chair Highback | 7651 | LIMA0232 | | | | FURN & FITT |
| BUILDING 2 OFFICE 14 | Visitors Chair | IDT000049 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Chair Highback | 7027 | LIMA0207 | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | HP Elitebook 8570p | 947 | | | | | COMP EQUIP |
| BUILDING 2 OFFICE 15 | Round Table | 1856 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Visitors Chair | 1870 | LIMA0136 | 4 | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Chair Highback | 1876 | LIMA0125 | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Credenza | 1895 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Cabinet | 7682 | LIMA0213 | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Credenza | 7684 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Desk | 7690 | LIMA0209 | | | | FURN & FITT |
| BUILDING 2 OFFICE 15 | Visitors Chair | 5441 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | HP Probook 650 | 468 | LIMA0324 | | 5CD05011RD | Thabang Moekoa | COMP EQUIP |
| BUILDING 2 OFFICE 2 | Chair Highback | 1790 | LIMA0229 | | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Fridge Defy | 2329 | LIMA0003 | | | | CANTEEN |
| BUILDING 2 OFFICE 2 | Couch Double Seater | 2627 | LIMA0197 | | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Desk workstation with Credenza | 2645 | LIMA0137 | 2 | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Cupboard | 2685 | LIMA0137 | 3 | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Coat Hanger | 6262 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Shelves | 7688 | LIMA0211 | | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Visitors Chair | 8809 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 2 | Chair Highback | 451 | LIMA0222 | | | | FURN & FITT |
| BUILDING 2 OFFICE 3 | Credenza | 943 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 3 | Desk Workstation | 1761 | LIMA0150 | | | | FURN & FITT |
| BUILDING 2 OFFICE 3 | Chair Highback | 7681 | LIMA0219 | | | | FURN & FITT |
| BUILDING 2 OFFICE 4 | Visitors Chair | 20302 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 4 | Philips 170B Screen | 1729 | LIMA0025 | | AU4A0648001650 | Sipho Mraba | COMP EQUIP |
| BUILDING 2 OFFICE 4 | Shelves | 1809 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 4 | Desk Workstation | 1848 | LIMA0140 | 13 | | | FURN & FITT |
| BUILDING 2 OFFICE 4 | HP Elitebook 820 | 6999 | | | 5CG6285RQ3 | Sipho Mraba | COMP EQUIP |
| BUILDING 2 OFFICE 4 | Chair Highback | 7697 | LIMA0228 | | | | FURN & FITT |
| BUILDING 2 OFFICE 4 | Shelves | 1812 | | | | | |
| BUILDING 2 OFFICE 5 | Dell Latitude 5420 | 952 | | | | Irene | COMP EQUIP |
| BUILDING 2 OFFICE 5 | Shredder | 1742 | LIMA0247 | 2 | | | OFF EQUIP |
| BUILDING 2 OFFICE 5 | Cupboard | 1823 | LIMA0126 | | | | FURN & FITT |
| BUILDING 2 OFFICE 5 | Visitors Chair | 1857 | LIMA0137 | 9 | | | FURN & FITT |
| BUILDING 2 OFFICE 5 | Desk Workstation | 2778 | LIMA0140 | 3 | | | FURN & FITT |
| BUILDING 2 OFFICE 5 | Visitors Chair | 3505 | LIMA0194 | | | | FURN & FITT |
| BUILDING 2 OFFICE 5 | Round Table | 7665 | LIMA0212 | | | | FURN & FITT |
| BUILDING 2 OFFICE 5 | Chair Highback | 7678 | LIMA0223 | | | | FURN & FITT |
| BUILDING 2 OFFICE 5 | Fridge Kelvinator | 7679 | | | | | CANTEEN |
| BUILDING 2 OFFICE 6 | Cupboard | 957 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Cupboard | 983 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Cabinet | 1744 | LIMA0138 | 5 | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Visitors Chair | 2686 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Visitors Chair | 2606 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Fridge | 2601 | | | | | CANTEEN |

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| BUILDING 2 OFFICE 6 | Couch Double Seater | 2648 | LIMA0140 | | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Desk workstation with Credenza | 2652 | LIMA0138 | | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | Chair Highback | 2680 | LIMA0138 | 3 | | | FURN & FITT |
| BUILDING 2 OFFICE 6 | HP Probook 650 | 30982 | | | 5CD2025YC6 | Lucas | COMP EQUIP |
| BUILDING 2 OFFICE 7 | Table | 906 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Couch Single Seater | 916 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Table | 929 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 1735 | LIMA0158 | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Credenza | 1872 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 1894 | LIMA0176 | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2605 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2626 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2629 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2631 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2647 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Cupboard | 2670 | LIMA0129 | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2687 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2690 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2693 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Hisense Television | 2695 | LIMA0259 | | | | OFF EQUIP |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2696 | LIMA0193 | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2617 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Leather Chair | 2671 | LIMA0136 | 13 | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2669 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Leather Chair | 2676 | LIMA0157 | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Leather Chair | 2608 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 1881 | LIMA0161 | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Table | 960 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2609 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2697 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2700 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Visitors Chair | 2720 | LIMA0136 | 11 | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Projector Sony | 3552 | LIMA0262 | | | | COMP EQUIP |
| BUILDING 2 OFFICE 7 | Table | 5408 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Chair Highback | 5641 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Table | 5821 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Table | 5925 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Table | 5990 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Table | 20389 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 7 | Projector Screen | 20400 | LIMA0264 | | | | OFF EQUIP |
| BUILDING 2 OFFICE 8 | Microwave Russell Hobbs | 5162 | | | | | CANTEEN |

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| BUILDING 2 OFFICE 8 | Fridge Hisense | 5922 | | | | | CANTEEN |
| BUILDING 2 OFFICE 9 | Shelves | 5176 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 9 | Shelves | 5470 | | | | | FURN & FITT |
| BUILDING 2 OFFICE 9 | Chair Highback | 7033 | LIMA0221 | | | | FURN & FITT |
| BUILDING 2 OFFICE 9 | Konika Minolta 450i Printer | AC76021002212 | | | AC76021002212 | | LEASED EQUIP |

COMMENT / NOTE: _____

Prepared by:

Sign: *kgolansk*

Date: *31/01/2024*

Reviewed by:

Sign: *[Signature]*

Date: *16/02/2024*

LI Matlala

Custodian:.....

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Date: *06/03/2024*