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REQUEST FOR QUOTATION

RFQ NO: 109-2025 DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) HEAD OFFICE IN KEMPTON PARK FOR THE FURNISHING OF THE CEO'S OFFICE.

Compulsory Briefing Session: 27 February 2025 @ 11:00am Venue: Head Office in Kempton Park

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and on a spreadsheet submitted not later than 03 March 2025 @ 11h00 AM to email address: quotations@sadpmr.co.za

The following conditions will apply:

- 1) Price(s) quoted must be valid for thirty (30) from the closing date of the tender.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:

80 points for price

20 points for specific goals as follows:

- Entities owned by black women - 10 points
 - Entities owned by black people - 5 points
 - Enterprises owned by youth - 5 points.
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
 - 6) BBBEE certificate / BBBEE Sworn Affidavit
 - 7) Copies of ID's_& CIPC_& Latest downloaded CSD full registration report.
 - 8) Late responses will not be considered.

ISSUED BY:	CONTACT (SPECIFICATION)	PERSON	CONTACT (ADMINISTRATION)	PERSON
THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028 Tel: (011) 223 7000	Mr M Makume E-mail: mmolokim@sadpmr.co.za		Ms. S Mabunda E-mail: shalatinm@sadpmr.co.za	

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PART A**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR				
BID NUMBER:	RFQ 109-2025	CLOSING DATE & TIME:	03 March 2025 @11:00AM	
DESCRIPTION	APPOINTEMENT OF A SERVICE PROVIDER FOR THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) HEAD OFFICE IN KEMPTON PARK FOR THE FURNISHING OF THE CEO'S OFFICE.			
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE EMAIL ADDRESS PROVIDED BELOW				
Kindly furnish us with a written quotation as detailed in the enclosed schedule.				
The quotation must be submitted on the letterhead of your business and a excel spreadsheet submitted not later than 03 March 2025 @11h00 AM to email address: quotations@sadpmr.co.za				
BIDDING	PROCEDURE	ENQUIRIES	MAY	TECHNICAL ENQUIRIES MAY BE
	BEDIRECTED TO			DIRECTED TO:
CONTACT PERSON	Mr. M Makume		CONTACT PEOPLE	Ms. S Mabunda
TELEPHONE NUMBER	(011 223 7000		TELEPHONE NUMBER	(011) 223 7000
FACSIMILE NUMBER			FACSIMILE NUMBER	
E-MAIL ADDRESS	mmolokim@sadpmr.co.za		E-MAIL ADDRESS	shalatim@sadpmr.co.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	TAX		CENTRAL	

COMPLIANCE STATUS	COMPLIANCE SYSTEM PIN:	OR	SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes ☐ No ☐	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes ☐ 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?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 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. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 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. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 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. 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.”

NOTE: 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. Inline 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

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.

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:

.....
.....

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

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.

submit or not to submit the bid, bidding with the intention not to win the bid and conditions of delivery particulars of the products or services to which this bid invitation relates.

- 3.4 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.
- 3.5 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.
- 3.6 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

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

1. 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by black people.		5		
Entities owned by black women.		10		
Enterprises owned by youth.		5		

NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.

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*

- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- vii) 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;
- viii) 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:	



**SOUTH AFRICAN DIAMOND AND
PRECIOUS METALS REGULATOR**

Corner Bonaero Drive and Cote D Azur Avenue
Kempton Park 1622, South Africa

P. O. Box 16001, Doornfontein 2028 – South Africa
Tel (011) 223 7000 Fax (011) 334-8898
info@sadpmr.co.za

All correspondence to be addressed: The Chief Executive Officer

SPECIFICATIONS FOR THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) HEAD OFFICE IN KEMPTON PARK FOR THE FURNISHING THE CEO'S OFFICE.

1. BACKGROUND

The South African Diamond and Precious Metals Regulator (SADPMR) seeks to appoint a service provider at its Head Office in Kempton Park to supply, deliver, assemble/install, and commission furniture for the office of the Chief Executive Officer (CEO) according to the specifications below.

2. SCOPE OF SERVICE

The appointed service provider will be expected to supply, deliver, assemble/install and commission office furniture according to the following general specifications:

- 2.1 The quality and hardness of the wood must be solid wood, mahogany colour and should have a scratch resistance coating.
- 2.2 The colour of the furniture will be explained further at the onsite briefing session but should at the very least be compatible with the SADPMR brand and interior of the office spaces.
- 2.3 The service provider will have to provide a minimum two-year warranty desk and a minimum of five-year warranty chairs.
- 2.4 Chairs must be Executive visitor's chairs in a contemporary design with good mid- back support with chrome armrest material with a cushion.
- 2.5 Other chairs with a mix of 100% genuine leather and wood if specified.
- 2.6 All chairs must have arm rests with material cushion.
- 2.7 Couches must be 100% genuine leather.
- 2.8 Office desks must be equipped with holes and closing caps for computer cables.
- 2.9 Office desks must have three (3) drawers.
- 2.10 The measurements of office space will be done by the recommended bidders.

Corner Bonaero Drive and Cote D Azur Avenue
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3. CEO'S OFFICE

Desk x 1: Pedenza desk with roller door and three drawers with quality of wood must be equivalent to solid wood Mahogany colour (dark red/brown) with scratch resistant material. The top desk, sides and front should be wood finish (Mahogany colour to match the desk). The desk must be L- Shaped with the sizing of 2.2mX 1350mm(length) and 750mm(height) Top part table to be 50 mm thick and detailed with MFC Brushed Aluminium and office desk must be equipped with holes and closing caps for computer cables.

Chairs x 2: Executive visitor's chairs Contemporarily design with good mid-back support with chrome armrest with material cushion seat.

Seat couch 1x2 seater and 1X1 seater: couch in upholstery in genuine leather (colour "Mopane Saddle" or equivalent)

Executive Cabinet for books x 1: Cabinet in solid wood mahogany colour and should have a scratch resistance coating; the doors of the cabinets on the sides (L and R) to be in a clear glass, doors in centre below the centre top cabinet to be solid wood doors, and the doors in the centre top to be in clear glass. Cabinet to measure 3 metres in length and hight to be in line with the door frame of the adjacent room. The measurements of office space will be done by the recommended bidders get the accurate design of the cabinetry. Size to be 3000mm (length)x2100mm(h)x450 (depth)

4. CEO BOARDROOM

Table x 1. Table 32 mm thick, with two charging points with push to open design. Table with solid wood Mahogany colour (dark red/brown). Top part table detailed with MFC Brushed Aluminium. Size: standard industry size (10-seater)

Chairs x 10: Contemporarily MFC black Charleston and material with good mid- back support.

Catering cabinet x1: A cabinet for cutlery and serving purposes. Desk with quality of wood must be equivalent to solid wood Mahogany colour (dark red/brown) with scratch resistant material. Cabinet catering for a bar fridge in between. Cabinet with Solid Premium dark wood front and aluminium scattting. Cabinet must be equipped with holes and closing caps for cables from the fridge, microwave and coffee machine. Size: 900mm (h) x 600mm (w) x 2500mm (L).

5. DELIVERABLES

The service provider must be able to deliver upon agreed timeframes once appointed.

The expected delivery of the goods it must be after a month or agreed phases (phases according to the SLA) once appointed.

10. WARRANTY OF SERVICE

Minimum two-years warranty desks

Minimum five-year warranty chairs

11. FUNCTIONALITY CRITERIA

Description of item	Requirements	Weighting
Company experience	Company experience (Minimum 5-year experience in design, supplying, commissioning, assembling, delivering in similar projects 1-4 years= 5 points; 5-10 years= 15 points; 11-20 years = 25 points more than 20 years =35 Track record in performing similar projects. The service provider should submit three (3) reference letters/award letters to whom the previous similar projects they have undertaken. The Reference Letters or award letter from the clients must include: • Company Letter Head • Signed by authorised person	35
Technician experience/Team Leader	The team leader should have experience in furniture manufacturing or supply and installation. (Attach CV) Less than a year= 5 points; 1-3 years=10 points; 4-6 years= 20 points; 7-10= 25 points	25
Project plan	Submit comprehensive project management plan with timeframes that are clearly outlined. Not submitted=0; Submitted without times frames = 15; Submitted with time frames=25	25

Description of item	Requirements	Weighting
Infrastructure	Proof of address (Municipality bill not less than 3months or Existing Lease agreement or similar proof with contacts and address) = 5; non submission =0 points	5
Financial Capabilities	The company must have financial record. Provide copies of audited or approved financial statements and/or 3months bank statements. Incomplete or non-Submission= 0 points; Bank statements or financial statements=10 points	10

NB: BIDDERS OBTAINING 70 points OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.

11. PHASE TWO EVALUATION: The 80/20 Principle is based on Price and special goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

11.1A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of highest acceptable bid

11.2 A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by black women. (51% shareholding)	10	BBEE certificate / Sworn Affidavit
Entities that are small, medium, and micro enterprises.	5	BBBEE certificate / Sworn Affidavit
Entities owned by black people. (51% shareholding)	5	BBEE certificate / Sworn Affidavit

12. OTHER CONDITIONS

- SADPMR reserves the right not to appoint any bidder.
- SADPMR reserves the right to award the contract to a Bidder whose bid was not the lowest in price.
- SADPMR reserves the right to award the bid to a Bidder who is not the highest scoring Bidder.
- Any enquiries must be referred, in writing, to the specified persons.