



**REFERENCE: RFX 6000017116
Copy of RFX 6000016937**

REQUEST FOR QUOTATIONS

DESCRIPTION:

**REQUEST FOR QUOTATIONS FROM SUITABLY QUALIFIED
SERVICE PROVIDERS TO PROVIDE STORAGE FACILITY FOR
SARS ON A MONTH TO MONTH BASIS.**

DATE ISSUED: 23 NOVEMBER 2021

**CLOSING DATE: 2 DECEMBER 2021, 11H00
EXTENDED DATE: 13 DECEMBER 2021, 11H00**

SUBMISSION DETAILS:

EMAIL ADDRESS: Proc.Responses@sars.gov.za

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE SOUTH AFRICAN REVENUESERVICES		
RFQ NUMBER	RFX 6000017116	
DESCRIPTION OF GOODS/ SERVICES	To Provide A Storage Facility for SARS on a Month-to-month basis.	
COMPULSORY REQUIREMENTS		Tick Applicable box
	Acceptance of SARS conditions as well as submission of a quotation.	☐
	Valid and original Tax Clearance Certificate (SBD 2)	☐
	Valid and original or certified copy of BEE Certificate or Approval letter from an Independent Regulatory Board for Auditors (IRBA) registered auditor.	☐
	Proof of registration with the National Treasury Central Supplier Database	☐
	Complete SBD 1	☐
	Complete SBD 4	☐
	Complete SBD 6.1	☐
	Complete SBD 6.2	☐
	Complete SBD 8	☐
	Complete SBD 9	☐
	Complete Oath of Secrecy	☐
	Mandatory registrations (i.e. statutory bodies registrations)	☐
	CIDB Registered (if applicable)	☐
COMPULSORY BRIEFING SESSION/ SITE MEETING DETAILS	N/A	
ENQUIRIES	Enquiries must be addressed to: Proc.Responses@sars.gov.za	
QUOTATION VALIDITY	60 Days (commencing from the RFQ closing date)	
DELIVERY ADDRESS WHERE GOODS/ SERVICES/ WORKS ARE REQUIRED	SARS Office	

1. INTRODUCTION AND SPECIFICATIONS

1.1 Purpose

The purpose of this RFQ is to invite service providers (hereinafter referred to as "Bidders") to submit a response for the items/products/solutions as detailed herein under point number 1.3.

1.2 Objective

Based on the RFQ's submitted and the outcome of the evaluation process according to the set evaluation criteria, SARS intends to select a preferred Bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful Bidder. The RFQ shall be evaluated in terms of the PPPFA (80/20 principle).

1.3 Scope of works/ goods/ services required

Provide Storage Facility for SARS on a month to month basis.

Request to source a storage facility with the guidance of the following specifications-

Summary of the need:

Storage unit required to stored bales of worn clothing detained in terms of the provisions of the Customs and Excise Act 91 of 1964 as the Gauteng State Warehouses do not have sufficient storage capacity available. It is estimated that the bales weigh between 150 to 200 tons.

Storage space required until the goods can either be removed to one of the state warehouses or they can be lawfully seized and destroyed.

Alternatively the service provider may pack the goods into intermodal (shipping) containers and stored at their premises.

Business Unit (Customs); Physical Security and Facilities Management will inspect the premises before award to ensure that it is fit for purpose

Estimated size of the storage facility required:

- 250 to 300 square meters

Period required:

- Three months with option to extend

Preferred location of the storage facility:

- Gosforth Park, Germiston / City Deep / Kaserne or surrounding areas

Security requirements:

- Secure lockable facility with roller shutter door and easy frontal access for trucks to deliver and collect goods / security controlled container storage facility
- On site guarding by landlord with proper access control.

Fire prevention and firefighting equipment compliant to SANS to be provided:

- Fire detection system
- Portable Fire extinguishers, hose reels etc.
- Fire sprinkler and a fire suppression system that's approved

Other compliance requirements

- Occupancy Certificate
- COC for electrical works etc.
- Building Insurance (assuming SARS will insure the goods)

Any other specs that are required to enable Procurement source the suitable facility:

- Permanent electrical point for SARS portable alarm to be installed (SARS Physical Security have an alarm running on batteries where the goods currently are and we can ask them to place it at the new premises). We can ask physical security to run batteries so the requirement for electricity may not be needed.
- Preferably onsite forklift for use during offloading and loading of goods but not essential
- No liability to SARS (thinking of the insurance issues re damages due to break ins and fire, etc)
- Service provider may view the goods , by arrangement, to determine number of containers required.

1.4 Queries

- 1.4.1 For a Bidder to obtain clarity on any matter arising from or referred to in this document, please refer queries, in writing, to the contact details provided above. Under no circumstances may any other employee within SARS be approached for any information. Any such action might result in a disqualification of a response submitted in competition to this RFQ.
- 1.4.2 All enquiries regarding this RFQ must be forwarded only to the person above as per the contact details provided above.
- 1.4.3 Under no circumstances will we allow enquiries from Bidders one (1) day prior the closing date of this RFQ and during the subsequent evaluation processes.

2. GENERAL CONDITIONS AND REQUIREMENTS

ALL QUOTATION CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING WHICH THE BID MAY BE REJECTED OR DECLARED NON-RESPONSIVE

2.1 Pre-qualification Criteria

- 2.1.1 SARS will not make an award to any Bidder who is not registered on the National Treasury Central Supplier Database ("CSD").
- 2.1.2 The Bidder must be fully tax compliant in order for an award to be made to the Bidder.
- 2.1.3 The Bidder should submit their CSD Registration Report indicating the compliancy of the Bidders' Tax Clearance Status together with their Proposal/Quotation.
- 2.1.4 Bidders should note that non-submission of a CSD Registration Report will not serve as a disqualification criterion prior to the evaluation phase; it remains a mandatory requirement for an award to be made to the Bidder.

2.2 We reserves the right to; cancel or reject any quote and not to award the RFQ to the lowest Bidder or award parts of the RFQ to different Bidders, or not to award the RFQ at all.

2.3 SARS reserves the right in its sole discretion to:

- withdraw, suspend or cancel this RFQ or the RFQ process at any time and without providing reasons;
- not provide reasons for its rejection or the failure of any Bidder or Proposal;
- change any of its requirements as set out in this RFQ;
- change any condition, procedure or rule of the RFQ;
- amend, vary, or supplement any of the information, terms or requirements contained in this RFQ, any information or requirements delivered pursuant to this RFQ, or the structure of the RFQ process;
- re-advertise for RFQ responses; and
- provide further information in respect of, and modify the provisions of, this RFQ at any time prior to the Closing Date by notice to all prospective Bidders.
- cancel this RFQ without notifying the prospective Bidders.
- to disqualify any person who is a provider (Bidder) or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of, who directly or indirectly influence or interfere with the work of any of our officials involved in the procurement process in order, inter alia, to:
 - influence the process and/or outcome of the RFQ;
 - incite breach of confidentiality and/or the offering of bribes
 - cause over- or under-invoicing;
 - influence the choice of procurement method or technical standards
 - influence any of our officials in any way which may secure an unfair advantage during or at any stage of the procurement process.

2.4 Ensure that all relevant documentation is completed in full and submitted:

- Standard Bidding Documents (SBD's), namely: SBD 4, SBD 6.1, BEE Certificate, SBD 8 and SBD 9
 - BEE requirements – preferably the BBEE certificate from an accredited institution e.g. Independent Regulatory Board for Auditors (IRBA) registered auditor.
- 2.7 Bidders must ensure that the methodologies comply with latest Generally Recognised Accounting Practice (GRAP) defined standards (where applicable).
- 2.8 SARS B-BBEE Requirements

The checklist below indicates the BEE documents that must be submitted for RFQs, failure to submit will result in scoring zero for BEE

Adjudication Criteria	Points
A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1) and a B-BBEE Certificate	20

CLASSIFICATION	Codes	SUBMISSION REQUIREMENT
Exempted Micro Enterprise (EME)	Below R10 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by the Independent Regulatory Board for Auditors ("IRBA") or a letter from an Accounting Officer as contemplated in the CCA.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.
Large Entity (LE)	Above R50 million p.a.	Certified Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency or a Registered Auditor approved by IRBA.

- <http://www.thedti.gov.za/bee/notice32467.pdf> Notice from the Minister of Trade & Industry on the accredited verification agencies
- http://www.sanas.co.za/directory/bbee_default.php List of SANAS Accredited Verification Agencies on behalf of the DTI

2.9 SARS may at its sole discretion disqualify:

- Bidders who is not fully tax compliant on the date of award of the RFQ. (please see par 2.1);
- Bidders who submitted incomplete information and documentation according to the requirements of this RFQ;
- Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, mandatory information, etc.;

- Bidders who received information not available to other vendors through fraudulent means; and/or
- Bidders who do not comply with any other requirements as stipulated in this document;
- Bidders who did not submit the duly completed SBD forms
- Bidders who do not meet any of the mandatory requirements.

3. DEMONSTRATION /PRESENTATION

SARS reserves the right to invite Bidders who submit a response to this RFQ to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their bid. This is an optional fact finding processes which provides an opportunity for the Bidder to clarify or elaborate on their bid. SARS shall schedule the time and location of these presentations as and when necessary.

Please take note that all costs involved to set up these sessions will be borne by the Bidder

4. PRICING

The Bidder must take the following into consideration when pricing:

- Detailed deliverables as per specifications under point 1.3 above.
- Price must be based on a fixed price basis for the duration of the contract. Rates are to include for labour, material, overheads, profit, etc.
- To ensure that all rates include for all costs deemed necessary as no additional costs will be admitted later.
- All rates and extended prices must include Value Added Tax (VAT).
- We may require breakdown of rates on any of the items priced and the Service Provider is to provide same without any additional cost.

5. EVALUATION CRITERIA

5.1 Stage 1 – Technical/Functional Evaluation

Not required

5.2 Stage 2 – Price and BEE Evaluation

The evaluation of the quotation shall be based on the 80/20 PPPFA principle and the points for evaluation criteria are as follows:

- The 80/20 system for requirements with a Rand value of up to R1 000 000.00;

Adjudication Criteria	Points Allocation
Price Evaluation	80 points
BEE Evaluation	20 points
TOTAL	100 points

- 5.2.1 An 80/20 price/preference points system will be applied to the evaluation of responsive Proposals, whereby the order(s) will be placed with the vendor(s) scoring the highest total number of adjudication points.

5.2.1.1 Price shall be scored as follows:

$$Ps = 80 \times (1 - (Pt - Pmin) / Pmin)$$

Where Ps is the number of points scored for price;

Pt is the comparative price of the Proposal under consideration;

Pmin is the comparative price of the lowest responsive Proposal.

5.2.1.2 Preference points shall be scored as follows

A maximum of 20 Proposal evaluation points will be awarded for preference to vendors with responsive Proposals who are eligible for such preference, in accordance with the criteria listed below:

B-BBEE Contributor	Status Level of	Number of Points for Preference
	1	20
	2	18
	3	14
	4	12
	5	8
	6	6
	7	4
	8	2
	Non-compliant contributor	0

5.2.1.3 The total number of adjudication points (N_T) shall be calculated as follows:

$$N_T = Ps + N_P$$

Where: Ps is the number of points scored for price

N_P is the total number of BBEE points obtained

6. EVALUATION AND SELECTION

6.1 Process after Closing Date

After the Closing Date:

- 6.1.1 SARS may request additional information, clarification or verification in respect of any information contained in or omitted from a Bidder's Proposal, which SARS may do either in writing or at a meeting convened with the Bidder for that purpose;
- 6.1.2 SARS may conduct a due diligence exercise on any Bidder or its Subcontractor, which may include interviewing customer references or other activities to verify a Bidder's submitted or other information and capabilities (including visiting the Bidder's or Subcontractor's premises, sites and facilities to verify certain stated facts or assumptions) and in which regard the Bidder

will be obliged to grant SARS with all such access, assistance and/or information as SARS may reasonably request and to respond within the timeframes set by SARS;

- 6.1.3 no amendment may be made to a Bid, unless specifically permitted or requested by SARS;
- 6.1.4 SARS may shortlist Bidders and may request presentations from short-listed Bidders;
- 6.1.5 SARS will enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the RFQ responses;
- 6.1.6 SARS will evaluate the RFQ responses with reference to SARS's Evaluation Criteria detailed in paragraph 6.3. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

6.2 SARS's Pre-qualification Criteria

- 6.2.1 SARS has defined **minimum pre-qualification** criteria that must be met by the Bidder in order for SARS to accept a RFQ response for evaluation. In this regard a pre-evaluation verification will be carried out by SARS in order to determine whether a Bid complies with the provisions of paragraphs
- 6.2.2 Where there is a failure to comply fully with any of the pre-qualification criteria or SARS is for any reason unable to verify whether the pre-qualification criteria are fully complied with, SARS will have the right to either:
 - 6.2.2.1 entirely reject the Bid in question and not to evaluate it at all;
 - 6.2.2.2 give the Bidder an opportunity to supplement the information provided by it under its Bid so as to achieve full compliance with the pre-qualification criteria within a period prescribed by SARS;
 - 6.2.2.3 require the Bidder to provide SARS with such information as SARS may request within a period prescribed by SARS in order to enable SARS to properly verify whether there is full compliance; or
 - 6.2.2.4 in any event permit the Bid to be evaluated.

6.3 SARS's Evaluation Criteria

- 6.3.1 SARS's evaluation criteria provide for the accumulation of points for a Bidder's Proposal based on the extent to which it:
 - 6.3.1.1 Provides a technical solution and services that meet SARS's requirements. In this regard the Bidder is directed to examine the requirements set out in this Business Requirements Specification and in particular to those requirements which are essential to the Bidder's Proposal being acceptable as a technical solution;
 - 6.3.1.2 Enables SARS to contain its risks, which will include an evaluation of the effect of any mark-up made by a Bidder to the proposed contract

and a financial analysis of the Bidder's audited or reviewed financial statements;

6.3.1.3 Achieves SARS's Broad Based Black Economic Empowerment ("BBBEE") objectives read with the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) Regulations and National Treasury guidelines; and

6.3.1.4 Is financially competitive and offers value for money.

SARS's evaluation of RFQ responses may include functionality as a criterion and hence the evaluation of RFQ responses will be conducted in a two stage process.

6.3.2 In the **first stage (IF APPLICABLE)**, an assessment of functionality will be performed in terms of the following criteria:

Criterion	Points
Technical, Performance & Quality	100
Threshold for further evaluation	XX

If the Bidder's response to the Technical templates does not indicate that the Bidder can support an acceptable technical solution **the** Bidder's response will be rejected and not evaluated further.

Together the Technical, Performance & Quality and Risk criteria make up the functionality criterion and a Bidder's Proposal will be evaluated for **functionality** out of a possible 100 (one hundred) points. Only RFQ responses achieving an evaluation score of greater than the set threshold points out of the possible 100 points and which score a number of points for functionality that is greater than or equal to the set threshold points of the number of points achieved by the highest scoring Bid for functionality will be selected to progress to the second stage.

6.3.3 In the **second stage** of the evaluation, RFQ responses selected from the first stage will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000), read with the Preferential Procurement Policy Framework Regulations and National Treasury guidelines.

Criterion	Points Allocation
BBBEE status	20
Price	80

Points for the BBBEE criterion will be allocated in accordance with the Bidder's BBBEE status level, and those of its subcontractors in proportion to their expected revenue allocations.

Points for the Price criterion will be calculated in accordance with the formula in the Preferential Procurement Regulations. The Price of the Bidder's RFQ response will be calculated over the anticipated term of the Agreement. Any

additional costs that will be incurred by SARS in implementing or receiving the solution from the Bidder will be taken into account during evaluation.

The electronic version of the Pricing template completed by the Bidder and submitted with the Bidder's Proposal will be used for the calculation of price. In this regard:

6.3.3.1 The Bidder must ensure the accuracy of the pricing figures provided in the template.

6.3.3.2 The Bidder's authorised signatory warrants that the electronic copy submitted and the hardcopy contain the same information.

6.3.3.3 The Bidder's RFQ response may be regarded as non-responsive if the pricing in the Pricing template response contains omissions.

SARS, in its sole discretion, may regard the Bidder's RFQ response as non-responsive if one or more of the pricing components of the Pricing response template provided in the RFQ are: not firm; subject to negotiation; subject to variation other than by mechanisms contemplated in the proposed contract; dependant on assumptions not provided by SARS in the RFQ; or not reasonably determinable at the time of evaluation for any other reason.

The points accumulated for BBBEE status criterion will be added to the points accumulated for the Price criterion.

6.4 Process following evaluation

6.4.1 Following SARS's evaluation of the RFQ responses in this RFQ, SARS has the right to, inter alia, in its sole discretion:

6.4.1.1 Consider the business case for the award of the RFQ based on the responses received;

6.4.1.2 Undertake a Bidder clarification or Best and Final Offer (BAFO) process with respect to some or all of the items;

6.4.1.3 Short list one or more Bidders in for award;

6.4.1.4 SARS may conduct a due diligence exercise on any Bidder or its Subcontractor, which may include interviewing customer references or other activities to verify a Bidder's submitted or other information and capabilities (including visiting the Bidder's or Subcontractor's premises, sites and facilities to verify certain stated facts or assumptions) and in which regard the Bidder will be obliged to grant SARS with all such access, assistance and/or information as SARS may reasonably request and to respond within the timeframes set by SARS; or

6.4.1.5 Take any other action it deems appropriate.

6.4.2 SARS reserves the right to revise the points accorded to a Bidder in respect of all or any of the criteria at any time in the event of further information being obtained by SARS (including but not limited to under sub-paragraphs 0 to

6.3.1.4 foregoing), which in SARS opinion justifies such revision. Upon completion of its evaluations, SARS may select one or more preferred Bidders for award as a single supplier or to form a panel of service providers. SARS will be under no obligation to select the Bidder with the highest number of points.

6.3.4 Upon an award, the successful Bidder will be required to enter into the Agreement with SARS. In this regard:

6.3.4.1 SARS may require the Bidder to enter into an interim agreement under which the transition services would commence;

6.3.4.2 SARS will enter into negotiations with the Bidder with a view to concluding the Agreement;

6.3.4.3 SARS will be entitled to cease negotiating with a Bidder and negotiate with another Bidder if SARS, in its sole discretion, is of the opinion that: the Bidder has made misrepresentations in its RFQ response; the Bidder is attempting to withdraw from positions or commitments made in its Bid; the Bidder is not negotiating in good faith; or an agreement may not be expeditiously concluded with the Bidder for any other reason.

7. General Conditions of Contract

7.1 Acceptance of RFQ conditions

The Bidder's participation in the RFQ process is deemed to constitute acknowledgement and acceptance by the Bidder of the terms and conditions contained in this RFQ.

Acceptance of this tender/quotation is subject to the condition that both the contracting firm and its personnel providing the service must be screened and cleared by the appropriate authorities to the grade of clearance in line to classified information, intelligence in the possession of SARS and areas designated as National Key points that they may have. Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor.

7.2 Service Conditions.

7.2.1 Acceptance, Contract Commencement and Purchase Orders

The vendor's offer will be accepted by the Employer when an official purchase order is issued to the vendor, who then becomes the Contractor in terms of this contract. The date of issue of the purchase order shall be the commencement date of the contract. The vendor undertakes work and incurs expenses prior to the issuing of a purchase order entirely at its own risk. The Employer shall only incur liability for payment in terms of this contract if a valid purchase order has been issued to the vendor.

7.2.2 Duties of the Contractor

The Contractor is to provide all labour, material, workmanship, machinery, and everything which is or may be necessary in and for the execution and entire completion of the contract in accordance with the General Conditions of Contract, Project Specification

7.2.3 Contractor to Appoint a Competent Representative

The Contractor shall appoint a competent representative to administer and control the Works on site, and shall inform the Employer of the name of such representative. A contract instruction given to the Contractor's representative shall be deemed to be given to the Contractor.

7.3 Validity of information

SARS has made reasonable efforts to ensure accuracy in compiling this RFQ. However, neither SARS, nor its employees, officers, advisers or agents will be liable to the Bidder or any third party for any inaccuracy or omission in the RFQ or in respect of any additional information SARS may provide to the Bidder as part of the RFQ process.

The Bidder is deemed to have examined this RFQ and any other information supplied by SARS to the Bidder and to have satisfied itself as to the correctness and sufficiency of such before submitting its Bid.

7.4 RFQ not an offer

This RFQ does not constitute an offer to do business with SARS, but merely serves to facilitate a requirements-based decision process.

Nothing in this RFQ or any other communication made between SARS (including its officers, directors, employees, advisers and representatives) is a representation that SARS will offer, award or enter into a contract.

7.5 Preparation Costs

The Bidder will bear all its costs in preparing, submitting and presenting any response or Proposal to this RFQ and all other costs incurred by it throughout the RFQ process. Furthermore, no statement in this RFQ will be construed as placing SARS, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Bidders in the preparation of their response or Proposal to this RFQ.

7.6 Indemnity

If a Bidder breaches any condition of this RFQ and, as a result of that breach, SARS incurs costs or damages (including, without limit, the cost of any investigations, procedural impairment, repetition of all or part of the RFQ process and enforcement of intellectual property rights or confidentiality obligations), then the Bidder indemnifies and holds SARS harmless from any and all such costs which SARS may incur and for any damages or losses SARS may suffer.

7.7 Responsibility for subcontractors and Bidder's personnel

A Bidder is responsible for ensuring that its subcontractors, personnel (including officers, directors, employees, advisors and other representatives of a Bidder) and personnel of its subcontractors comply with all terms and conditions of this RFQ and in particular the provisions of paragraph 7.8 below.

7.8 Confidentiality

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this RFQ or a Bidder's Proposal(s) may be disclosed by any Bidder or other person not officially involved with SARS's examination and evaluation of a Proposal.

No part of the RFQ may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Proposal. This RFQ and any other documents supplied by SARS remain proprietary to SARS and must be promptly returned to SARS upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this RFQ process and thereafter, Bidders must secure SARS's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFQ relates; or (ii) the process which follows this RFQ. Failure to adhere to this requirement may result in disqualification from the RFQ process and civil action.

After the Closing Date, no confidential information relating to the process of evaluating or adjudicating RFQ responses or appointing a Bidder will be disclosed to a Bidder or any other person not officially involved with such process.

7.9 Governing Law

South African law governs this RFQ and the response process of the RFQ. The Bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this the itself and all processes associated with the RFQ.

Bidding Structure

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Conditions of Bid General Conditions of Contract, Special Conditions, Technical Information and Specifications attached, and hereby agree to supply, render services or perform works in accordance therewith:

BIDDER'S DETAILS	
NAME of Company/ Close Corporation or Partnership or Sole Proprietor/Individual	_____ (legal name) trading as _____
Company/Close Corporation Registration Number	
SARS Vendor Registration Number	
National Treasury Central Database Number (Compulsory)	
National Treasury (CSD) Unique Registration Reference Nr: (Compulsory)	
Postal Address	_____ Postal Code _____
Physical Address	_____ Postal Code _____
Contact Details of the Person Representing the Vendor	Name: _____ Telephone: (____) _____ Fax: (____) _____ Cell phone: _____ E-mail address: _____
Income Tax Number	
VAT Reference Number	
Total Price (Including VAT)	
Authorised Signature	
Date	

It is a compulsory requirement to ensure that the information required above is fully furnished and the authorised signatory must sign and insert the date.

Returnable Schedule: Quotation with the following details;

- **Company Letterhead,**
- **Quotation reference number,**
- **Buyer name and surname**
- **Date,**
- **Unit Prices,**
- **Unit Measures,**
- **Quantities,**
- **Signature,**
- **VAT**
- **Updated contact details**
- **Quotation validity period**