

08 July 2024

**FOSRBY-RFP-16-24/25**

## **OFFICE CLEANING CONTRACT AT FOSKOR RICHARDS BAY**

Dear Sir/Madam

Foskor (Pty) Ltd would like to take this opportunity and invite your company to submit the offer for the aforementioned tender. The entire information essential for tendering and for the completion of the project have been attached to this letter. The following documents provided free of charge for the purpose of the tender are attached hereto as:

- Tender Documents
- Detailed Scope of Work
- Acknowledgement Form which needs to be completed and returned by fax within two (2) days of receiving the invitation.
- Foskor Ethics Policy.
- Whistle Blowers

Responsibility for this tender has been delegated to the Buyer whose name and contact details are stated in the Tender Data. You are strongly requested to return a signed acknowledgement form to [Samkemb@foskor.co.za](mailto:Samkemb@foskor.co.za) by means of e-mail, confirming that you will be able to tender.

**Closing Date:** Tenders must be in a sealed envelope with the tender number and closing date clearly marked on it. Please place in the tender box at Reception before 12h00 on the **14<sup>th</sup> of August 2024** or by email to [tenderrbay@foskor.co.za](mailto:tenderrbay@foskor.co.za).

The tender envelope must contain the Tender No. & in case of offer by email, the email Subject must contain the Tender No. **FOSRBY-RFP-16-24/25**, failing which the offer will not be accepted.

In case of offer by email, it must be sent to the email ID [tenderrbay@foskor.co.za](mailto:tenderrbay@foskor.co.za) **ONLY**, failure which the offer will not be accepted.

1. **No late, faxed or unclear marked tenders will be accepted.**
2. Please include a covering letter with your tender.
3. The Bill of Quantities must have your company stamp on it.
4. Tenders sent directly to buyers **or any other personnel in Foskor by any means of communication** will not be accepted.
5. Foskor will not be held liable for any Tender that is incorrectly numbered on envelopes/documents.

Queries if any to be addressed to: Samkelisiwe Mbutho

Tel: 035-902-3011

E-mail: [Samkemb@foskor.co.za](mailto:Samkemb@foskor.co.za)

Kind Regards,

Samkelisiwe Mbutho

Foskor (Pty) Pty – Richards Bay Division