

C11YANI

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| <p>Site Inspection will be held at 14H00 on the 9 April 2018, at Tzaneen Campus computer Lab K33 LABA @ 14H00</p> <p>Closing date is 13 April 2018, to be submitted in a sealed envelope by tender box at 1 Claude Wheatley Street, Tzaneen, Central Office Building by 11:00 a.m.</p> <p>Envelope should have reference: LET RFQ -#GY/03/0028</p> | <p>ME</p> |
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The quotations should reach the college not later than 13 April 2018.

GENERAL CONDITIONS: (Sign at the bottom and attach to your documents to be submitted back to the College)

1. Submissions after closing date will not be accepted.
2. No quotes greater than **R30 000** will be accepted without a valid **TAX CLEARANCE CERTIFICATE**.
3. For quotations above **R30 000**; **B-BBEE certificate** should be submitted to claim points.
4. Service providers are welcome to inspect the venues before quoting.
5. The Treasury Regulations stipulate that all service providers dealing with public institutions **will be paid not later than 30 days after receiving all required documentation**.
6. No payment for the provision of a service, the supply of goods or the execution of work shall be processed unless a tax invoice containing a reference to the relevant purchase order and delivery note if applicable, has been received.
7. Deposits will only be paid with the express approval of the Accounting Officer, who should be satisfied that there are compelling reasons for making such payments.
8. All payment shall as far as possible be effected by means of electronic transfer and not by cheque.
9. **It is your responsibility to constantly update your vendor registration data.**
10. Quotes will only be considered if it is according to the specifications given. Please ensure that all relevant information is stated on quote e.g. Vat, Transport cost, delivery period and validity of quotation.
11. It is assumed that you agree with these conditions by quoting.

Submission checklist:

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| Quotation agrees to the specification: | |
| Returned before closing date: | |
| Tax clearance certificate submitted for quotes > R30 000: | |
| B-BBEE submitted for quotes > R30 000: | |
| Proof of banking details in name of company | |
| SBD 2 | |
| SBD 4 | |
| SBD 8 | |
| SBD 9 | |



 PROCUREMENT OFFICE

 SUPPLIER OF GOODS/SERVICE