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Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

TSOLO AGRIC & RURAL DEV INSTITUTE
DEPT OF RURAL DEV & AGRARIAN
REFORM
PROVINCE OF THE EASTERN CAPE

11 AUG 2023

ISEBE LOPHUHLISO LWAMAPHANDLE
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OFFICE OF SUPPLY CHAIN MANAGEMENT: TSOLO AGRICULTURE AND RURAL DEV. INSTITUTE

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REPUBLIC OF SOUTH AFRICA · Tel: +27 (0) 47 542 3735 www.tardi.ac.za

REQUEST FOR QUOTE

BID DESCRIPTION	QUOTE NO	CLOSING DATE & TIME
Supply, and Delivery of Stationery at TARDI (Tsolo Agriculture and Rural Development Institute)	TA- 23/24/TAR-00012	29 AUGUST 2023 TIME: 11H00

The Department of Rural Development and Agrarian Reform invites prospective service providers to quote for the above bids.

Soft Copies of Quotation documents will be available during working hours from Monday, **14 August 2023** from the office Acquisition Management, **Prefab Office Tsolo Agriculture and Rural Development office Tsolo (TARDI) OR Download the Quotation document at www.tardi.ac.za**

Please note that no hard copies available, Service providers must bring memory stick. Email requests for quotation DOCUMENT must be in writing (SMS or email).

The completed document and any supporting documentation shall be placed in a sealed envelope clearly marked the relevant "QUOTE NO:" and must be deposited in the bid box/tender box, situated at **Administration Foyer Office Tsolo Agriculture and Rural Development office Tsolo (TARDI) Tsolo** before the Closing date.

Prospective Service Providers must take particular note of the following:

- Prospective Service Providers are required to submit **certified ID Copies and CIPRO certificate.**
- Service providers to submit, **medical certificate, SASSA registration or confirmation of disability** from relevant authority. **(ONLY SERVICE PROVIDERS WITH DISABILITY)**
- Service providers to submit **Municipal Statement of account** or **lease agreement** if renting premises or **Council letter** confirming the proof of address.
- In the case of JV Agreement must attached, a valid authentic JV agreement, and letter of signatories together with their quote for the quotation to be considered further.
- All prospective service not registered on the **CENTRALIZED DATABASE** of National Treasury and **LOGIS-Systems** must do so before the closing date of the bid. Clients are also urged to update and confirm that their banking details on LOGIS are correct.
- Service providers must submit proof of registration on the **Centralized Supplier database.**
- Tax compliant Status and Directors/Shareholders will be verified on **Centralized Supplier Database (CSD).**
- **If a service provider is not VAT registered, it is not expected to charge VAT.**
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted. Bids must valid for a period of **60 days** after closing date.

Administration enquiries should be directed to: **Mr. Cwelana S. at 073 510 0219**

Technical enquiries should be directed to: **Mr. November F. 066 125 8883**


DR N.T. NDUDANE

Principal: TARDI **DATE: 11/08/2023**