RAND AFRIKAANS UNIVERSITY

SHORT-FORM TENDER DOCUMENT

<table>
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<th>TENDER NUMBER:</th>
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<td>FOR THE SUPPLY OF:</td>
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This document may be completed in English or Afrikaans.
1. INVITATION TO TENDER

You are hereby invited to tender on a selective short-form tender document basis to the Rand Afrikaans University (hereafter referred to as the RAU) for the supply of the goods and/or services and/or construction work and/or repair work specified by this tender in Appendix A, in accordance with the provisions and conditions contained in this tender document.

This tender document consists of the following sections:

1. Invitation to tender
2. Provisions in respect of the submission of the tender
3. Declaration and undertaking by the tenderer
4. General provisions applicable to the tender
5. Specific provisions applicable to the tender
6. List of information in the application of approved suppliers that is not correct
7. Conditions applicable to successful tenderers
8. Most important contact information
9. Terms of delivery
10. Quality control standards and achievements
11. After-sales service
12. Guarantees
13. Repair work and maintenance
14. Installation-, operating- and maintenance -instructions
15. Specific services included with the tender at no extra charge
16. General
17. List of additional information attached by the tenderer
18. Price information

Appendix A Specification document
Appendix B Tender evaluation criteria
2. PROVISIONS IN RESPECT OF THE SUBMISSION OF THE TENDER

a. Tenders may be submitted by post or delivered to the premises of the RAU at the address below.

b. Tenders delivered to the premises of the RAU, must be delivered to the office of the Senior Purchaser at the address below. The purchaser will request the person delivering the tender to sign the tender register as proof of delivery and the tender will be placed in the tender box in the presence of that person and the purchaser.

c. Tenders can be delivered to the address below between 08h00 and 16h30 on weekdays, except during university holidays and public holidays.

d. If the tender is mailed to the RAU, the date on which the tender is received by the office of the purchaser, will be deemed to be the date on which the tender was received.

e. Tenders per post can be addressed to:
   
   Tenders
   Senior Purchaser
   Stores complex
   Rand Afrikaans University
   P.O. Box 524
   AUCKLAND PARK
   2006

f. If tenders are delivered, the person delivering the tender must report to the office of the purchaser at:
   
   Senior Purchaser
   Stores complex
   Rand Afrikaans University
   Hampton Avenue, Auckland Park

g. The tenderer is responsible for ensuring that tenders are submitted on time.

h. Tenders received after the closing date and closing time will be late and will not be accepted for consideration.

i. Tenders per telegram, facsimile or similar apparatus will not be considered.

j. Any additional information submitted together with this tender, must be listed in section 20 of this document and attached at the back of the tender.

k. If the given space in sections 8 to 18 of this document is too small, information may be set out on a separate loose page/pages. If a separate page/pages are used, such page/pages must be inserted directly after the page where the space was insufficient.

l. The tenderer is in all respects responsible for ensuring that all the pages of the tender
document are submitted. The RAU accepts no responsibility in this regard.

m. Tenders must be completed in black or blue ink or with a mechanical device.

n. Every tender must be submitted in a separate sealed envelope.

o. The following information must appear on the sealed envelope:
   - the name of the tenderer
   - the tender number
   - the closing date of the tender.

p. Only tenders complying with all the requirements will be taken into account in the tender process.

q. Tenders will only be accepted if the “declaration and undertaking by the tenderer” in section 3 of this document has been properly signed.

r. Tenderers must complete tender documents in as far as they apply to them and their products and services. However, all of the pages of this tender document must be handed in, regardless of whether information was filled in on it or not. Sections of this document that do not apply to the tenderer, should be deleted. If a particular section in this tender document is not applicable to the organisation completing the tender document, such section such be clearly marked “not applicable”.

ANY ENQUIRIES IN RESPECT OF TENDERS CAN BE DIRECTED TELEPHONICALLY TO THE OFFICE OF THE SENIOR PURCHASER AT TELEPHONE NUMBER (011) 489-3082.
3. DECLARATION AND UNDERTAKING BY THE TENDERER

I / We ……………………………………………………………………………………………………………………………,
the undersigned, in my / our capacity as …………………………………………………………………………….. (Managing director, director, etc.)
hereby declare that:-

a. the facts appearing in this tender document and any appendixes and addenda attached to it, are true and accurate in every respect
b. I / we fully understand the contents, provisions and conditions of this document
c. no person employed by the RAU receives or will receive any benefit in respect of or in connection with this tender
d. no person employed by the RAU has a close family relation with the tenderer or the persons referred to in section 16, except as explained in section 16
e. all relevant facts included in this document may be taken into consideration in a decision to place the tenderer on the "Approved suppliers list" of the RAU
f. I / we offer to supply the goods and/or services and/or construction work and/or repair work as specified hereafter and for which price information was given to the RAU in accordance with the general and specific provisions and conditions set out in this document
g. the prices and rates contained in the tender cover all my / our obligations arising from the contract
h. the information contained in the “application of the prospective supplier to be placed on the approved suppliers list”, is still correct, except for the changes already sent to the RAU per certified post or that has been set out in section 6 of this document.
i. I / we have the authority to sign this document
j. the submission of this tender constitutes an offer to the RAU to supply the goods, and/or services, and/or construction work, and/or repair work as contained in my/our tender, subject to the conditions, terms and provisions in this tender document, and the written and signed acceptance of my / our tender by the RAU, subject to the conditions in section 4a, will constitute a contract on said conditions, terms and provisions.

SIGNED AT…………………………………….ON THIS ………….DAY OF …………………..20……..

__________________________________________________________
SIGNATURE INITIALS AND SURNAME IN BLOCK LETTERS

__________________________________________________________
SIGNATURE INITIALS AND SURNAME IN BLOCK LETTERS
4. GENERAL PROVISIONS APPLICABLE TO THE TENDER

a. The RAU reserves the right to accept a tender in whole or in part and is not compelled to accept the tender with the lowest price. The RAU may accept a tender in principle, subject to further negotiations between the parties regarding the tender and the conditions of the contract, in which case a contract only comes into existence when the parties have reached agreement (concensus) concerning the further negotiations and when it is contained in writing.

b. The basis on which tenders are evaluated is attached in Appendix B.

c. The RAU reserves the right to give preference to unconditional tenders and/or tenders of which the qualifications are the most acceptable to the RAU.

d. Acceptance of the tender will take place in writing or by means of an official order by the RAU in favour of the successful tenderer.

e. All prices must include VAT (where applicable).

f. All prices must be shown in South African Rand for completed working units.

g. Unless otherwise required in the specifications in Appendix A to this document, the prices quoted in this tender must include all transport costs, installation costs and delivery costs up to the required point of delivery on the premises of the RAU.

h. Any amendment to this tender can only take place with the written permission of both parties hereto.

i. In the case of contracts other than year contracts and service contracts, the tender prices are fixed for the duration of the contract.

j. In the case of year contracts and service contracts the basis on which [a future] price increase may be requested (if applicable) must be submitted with this tender.

k. Increases in prices will only be paid after they have been approved in writing by the RAU.

l. Invoices on which non-approved, increased prices appear, will only be paid at the original accepted price.

m. The following provisions will apply in respect of samples:

m.1. Where samples are required in terms of the specifications as contained in Appendix A, the samples must be sent or delivered to the office of the Head of Purchasing, Services Block (Stores), RAU, Hampton Avenue, Auckland Park prior to the closing date and closing time of the tender. Transport costs and/or delivery costs must be paid in advance by the tenderer.

m.2. Samples must be marked clearly with the tender number, item number and the name of the tenderer. Upon the delivery of the sample, a sample receipt form will be issued by the purchaser that has to be retained by the tenderer in order to have the samples...
m.3. Samples in respect of tenders that are accepted, will be retained by the RAU until the contract has been properly executed. Samples in respect of tenders that are not accepted, will be kept for a period of sixty days after the date of acceptance of a tender. Unsuccessful tenderers who wish to have the samples returned to them, may collect them between 08h00 and 16h30 on weekdays, except during university holidays and public holidays at the office of the Head of Purchasing, Services Block (Stores), RAU, Hampton Avenue, Auckland Park, within sixty days after the date of acceptance of the tender. Samples will be returned to unsuccessful tenderers upon the return of the original sample receipt forms issued upon the delivery of the samples. All samples that had not been collected within sixty days as from the date of acceptance of the tender, will be sold by the RAU for the account of the RAU.

m.4. In cases where samples are required but not handed in by the tenderers in time, the tender concerned may be disregarded.

m.5. Goods that are handed in as samples, must be of the same kind as the goods listed in the specifications and tenders and, unless otherwise specified, goods must as far as possible be new and not previously used, not even for demonstration purposes.

m.6. If the RAU deems it necessary, the RAU may test the sample concerned or have it tested. Any costs in this regard will be recovered from the tenderer. Where such goods do not comply with the specifications and requirements, the RAU reserves the right to reject the tender.

n. Tenderers must submit all relevant technical information on goods that are tendered for with the tender as specifically required in section 16 of this document. The technical information that is required, includes but is not limited to the following:

n.1. Comprehensive installation, operating and maintenance instructions.

n.2. List of available parts with description, size/capacity and part number.

n.3. Wiring and/or circuit diagrams.

n.4. All technical information must be submitted in one or more of the following formats:
   - 35mm microfilm
   - mounted on labelled cards for use with a MERKUR 2S slide projector
   - A4 format
   - A3 format.

o. As far as possible tenderers must use goods manufactured in South Africa that comply with SABS specifications.

p. The tender number must appear in all correspondence.
5. SPECIFIC PROVISIONS APPLICABLE TO THE TENDER

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>a. The tender opening date is:</td>
<td></td>
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<tr>
<td>b. The closing date for the submission of the tender is:</td>
<td></td>
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<tr>
<td>c. The closing time for the submission of the tender is:</td>
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<tr>
<td>d. The tender must be binding for acceptance until:</td>
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<tr>
<td>e. The tender acceptance date is:</td>
<td></td>
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<tr>
<td>f. Expected delivery date:</td>
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<tr>
<td>g. Type of tender, e.g. year contract, service contract etc.</td>
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<td>h. Insurance coverage required by the RAU as referred to in Section 6.o.</td>
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The specifications for this tender are contained in Appendix A of this document.

__________________________________________________________________________

SIGNED BY THE SENIOR PURCHASER                                      DATE

6. LIST OF INFORMATION IN THE APPLICATION OF APPROVED SUPPLIERS THAT IS NOT CORRECT
7. CONDITIONS APPLICABLE TO SUCCESSFUL TENDERERS

a. Unless it appears otherwise from the context
   (i) **goods** in this document mean movable goods, services, repair work, construction work and maintenance that must be provided in terms of the tender;
   (ii) **successful tenderer** means the person or undertaking to whom the tender has been granted and with whom a contract has been concluded;
   (iii) **Principal Agent or Project Leader** means a person appointed by the RAU to supervise the execution of the contract and to perform the functions stated herein.

b. Unless it appears otherwise from the context, the singular includes the plural and vice versa.

c. Words indicating the male gender include the female gender.

d. Tenderers must keep sufficient stock, since goods may be ordered from a tenderer at short notice.

e. In the case of repair work and maintenance in respect of buildings and equipment, the following provisions will apply:

   e.1. Completed work must be properly certified as such by the Principal Agent or Project Leader on a payment certificate, supported by a written valuation of the completed work.

   e.2. The RAU will retain an amount equal to 10% of the total contract price until 90% of the performance in terms of the contract has been completed to the satisfaction of the RAU and certified as such by the Principal Agent or Project Leader. Thereafter, the retention amount will be reduced to 5% of the total contract price, which amount will be retained for a period of two months after completion of the repair work or maintenance work. No interest will be paid by the RAU in respect of any retention fee that is retained.

f. Tenderers who tender for projects that take place over a period of three months or longer, or in respect of delivery of performance on a continuous basis including year contracts and service contracts, or in respect of construction work, or repair work and maintenance in respect of buildings and equipment, may be subjected to continuous performance assessment by the Principal Agent or Project Leader.

g. If a written date of completion has been agreed upon, whether or not such date is contained in this tender document, or confirmed by both parties at any stage during the operations of the written contract, 2,5% of the total contract price per month or part thereof during which the work is not completed to the satisfaction of the RAU will be
treated and regarded as a penalty and will be forfeited.

h. Except in the case of construction work, repair work to and maintenance in respect of buildings and equipment, and landscaping, payment in respect of successful tenders will take place on 30 days terms after receipt of a monthly statement or similar document, subject to satisfactory performance by the successful tenderer, and subject to continuous performance assessment as referred to in section 6.f. where applicable.

i. Successful tenderers carry the full responsibility for the safety of their staff, material and equipment on the premises of the RAU.

j. The work methods of successful tenderers must be in accordance with recognised standard practice and comply with SABS procedures and codes where applicable.

k. Successful tenderers and their staff will be subject to the traffic rules of the RAU.

l. Successful tenderers must comply with all applicable legal rules, statutory provisions and regulations of local authorities.

m. Work areas on the premises of the RAU where successful tenderers work, must be cleaned on a daily basis if it overlaps with an area of other activities of the RAU and successful tenderers must remove all refuse from the premises or arrange for it to be done at their own cost.

n. Successful tenderers are, in addition to k above, responsible to ensure that:
   n.1 all equipment and/or apparatus that is supplied fully comply with the requirements of the Occupational Health and Safety Act 85 of 1993
   n.2 all tools and/or equipment that are used in the process of activities fully comply with the requirements of the above act
   n.3 all staff in his service will at all times act within the framework of this Act.

o. In the case of year contracts, service contracts, construction contracts, contracts for repair work and maintenance in respect of buildings and equipment and projects that are successfully tendered for that continue over a period of three months or longer, successful tenderers are compelled at all times to provide in full for All Risk Insurance that indemnifies the RAU against all claims and risks that may arise from the execution of the contract by the contractor or contractors. Proof of this must be submitted without delay after award of the tender, but in any event before the execution of the contract commences.

p. All goods for delivery must be packaged in such a way that they are delivered in an undamaged condition.

q. If any after-sales service in terms of section 13, or repair work and maintenance in terms of section 15, forms part of the tender and the contract between the parties, such after-sales service, or repair work, or maintenance must take place within 48 hours after the request to that effect was made by the RAU. If it is not possible, or if the
goods are taken to the workshop of the successful tenderer or elsewhere, a replacement of the same quality and specification must be provided on loan without delay at no extra charge, if so required, until the after-sales service, or repair work, or maintenance has been completed and the goods have been returned to the RAU. If the successful tenderer fails to deliver the after-sales service, or repair work, or maintenance as set out in the contract, the RAU may, without prejudice to any other rights, request another contractor to supply the after-sales service, or repair work, or maintenance and to recover the cost from the successful tenderer.

r. In the case of delivery of goods, the risk for destruction, damage or deterioration in value of the goods is only transferred to the RAU upon physical and actual delivery of the goods to the RAU Stores on the RAU campus, or to such other physical location as may be ordered by the RAU.

s. In the case of construction contracts, repair work to and maintenance of immovable property and landscaping the following special provisions apply:

s.1 The contractual relationship between the parties is, subject to clause s.2 below, regulated by the standard form contract of the South African Association of Quantity Surveyors with the title “Form of Contract for Housing and Minor Works” dated April 1994, which contract is supplementary to, and must be read together with, the conditions, terms and provisions of this tender document.

s.2 The provisions of the “Form of Contract for Housing and Minor Works”, and the conditions, terms and provisions of the tender document must as far as possible be reconciled, but in a case of conflict the Contract for Housing and Minor Works enjoys preference except in the following cases:

s.2.1 Clause 1.05 of the “Form of Contract for Housing and Minor Works” is interpreted in such a way that the tender document forms part of the contract document referred to there.

s.2.2 Clause 16 of the “Form of Contract for Housing and Minor Works” does not apply and is replaced by clause y below.

s.2.3 Clause 17 of the “Form of Contract for Housing and Minor Works” is subject to clause z below.

s.2.4 Clause e above shall enjoy preference to clause 9 of the “Form of Contract for Housing and Minor Works”.

t. If the successful tenderer fails to perform any of his obligations in terms of the contract, the RAU may cancel the contract, with retention of any legal remedies that it may otherwise have.

u. The RAU is allowed to destroy any documents submitted by an unsuccessful tenderer after three months from submission.
v. The South African law will apply to the relationship between the parties and the contract, and the South African courts will, subject to clause z, have jurisdiction in any dispute between the parties.

w. Subject to clause z the parties agree to the jurisdiction of the Magistrate's Court but reserve the right to institute any action in the High Court, in which event the Witwatersrand local division should have jurisdiction.

x. The parties choose as their respective domicilium citandi et executandi for purposes of service of summons, the addresses stated in sections 2f and 7c, and for delivery of notices, the addresses stated in sections 2e and 7b.

y. The conditions, terms and provisions of the tender document, and any other contract or document referred to by the tender document, constitute the entire contract between the parties and no amendment, novation or cancellation (except on the grounds of breach of contract as referred to in clause t above) will be valid unless it is in writing and signed by all parties.

z. If any dispute arises between the RAU and the successful tenderer, or between the Principal Agent/Project Leader and the successful tenderer, the dispute is referred to a mediator jointly appointed by the parties. If the parties cannot agree upon a mediator, or if the mediation is not successful, the dispute is referred for arbitration. The arbitrator is appointed by the chairperson of the Association of Arbitrators of Southern Africa. The arbitration is conducted in accordance with the rules of the Association of Arbitrators of Southern Africa, and the ruling of the arbitrator is final. This clause shall not prevent any party to exercise its rights in terms of the contract and in terms of law where no bona fide dispute exists.

aa. No postponement, relaxation, indulgence or concession by the RAU towards the successful tenderer after the conclusion of the contract, and no failure by the RAU to act or to enforce its rights in a particular case, will be regarded as a waiver of rights by the RAU, or can by means of estoppel or otherwise be used against the RAU.

bb. The successful tenderer shall at all times be independent of the RAU for all purposes and in respect to this contract and shall not be regarded as an employee, agent or partner of the RAU for any purpose whatsoever.

cc. It is specifically recorded that the tenderer shall render his service independent to RAU and that the tenderer is not a labour broker as intended in Schedule 4 of the Income Tax Act No 58 of 1962 and that the RAU shall accordingly not be obliged to withhold any employee tax from the consideration payable to the tenderer and to pay it over to the Receiver of Revenue.

dd. If the Commissioner of Inland Revenue determines that any employees tax have to be deducted from the consideration, RAU shall be entitled to deduct any such employee
tax from the consideration and the tenderer indemnifies RAU hereby against any claim by any third party including the Commissioner of Inland Revenue with respect to such a claim for any employee tax which was not deducted.
### 8. MOST IMPORTANT CONTACT INFORMATION

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<table>
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<tbody>
<tr>
<td>a. Name of tenderer:</td>
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<tr>
<td>b. Postal address of tenderer:</td>
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</tr>
<tr>
<td>c. Physical address of tenderer:</td>
<td></td>
</tr>
<tr>
<td>d. Telephone number of tenderer:</td>
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<td>e. Fax number of tenderer:</td>
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<tr>
<td>f. Contact person to whom enquiries regarding the tender may be directed:</td>
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<tr>
<td>g. Web-site address:</td>
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### 9. TERMS OF DELIVERY

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<tr>
<td>a. Delivery period:</td>
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<tr>
<td>b. Trade discount offered for 50% of the tender:</td>
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</table>
c. Trade discount offered for 100% of the tender:

d. Percentage rebate for payment within 30 day terms of the supplier:

10. QUALITY CONTROL STANDARDS AND ACHIEVEMENTS

a. Quality control standards and achievements applicable to the goods relevant to this tendere:

   NOTE: Attach copies of quality assurance certificates, e.g. SABS certificates and ISO certificates as far as possible and list in section 17 of this document.

11. AFTER-SALES SERVICE

Provide full details of the after-sales service that you offer and the costs, if any, relating thereto:
12. **GUARANTEES**

a. Provide details of any guarantee and guarantee period:

b. Is the guarantee comprehensive? If no, give details:

c. What is the expected life of the goods?

d. Does the tenderer have trained technicians in his service for maintenance or is this work sub-contracted? Provide details:

e. Is the tenderer an accredited agent for the goods? Provide details:

f. What is the future availability of spare parts of the goods in stock with the tenderer?

g. For how long does the tenderer guarantee to provide maintenance work, regardless whether he retains or loses the agency (where applicable)?

h. For how long does the tenderer guarantee to supply spare parts, regardless whether he retains or loses the agency (where applicable)?
i. Provide detail on apparatus required for maintenance of goods that are not provided by the tenderer and the cost implications in respect of the apparatus:

13. REPAIR WORK AND MAINTENANCE

a. Provide details on any routine repair work and maintenance that may be necessary from time to time:

b. Provide details on any repair work and maintenance work included with the tender price:

c. NOTE: In cases where the prices of the tenderer are not all-inclusive, the price information in respect of all repair work and maintenance that exceeds R100 must be handed in with this tender.

d. Provide details on the number of periodical inspections per year, if any, with a view to minor repairs, adjustments and preventative maintenance in general. Clearly indicate whether its cost is included with the tender price. If not, give details:

14. INSTALLATION-, OPERATING- AND MAINTENANCE-INSTRUCTIONS

a. Volume: Length in meters
   Height in meters
   Width in meters
b. Mass in kilogram:

c. Services necessary:

d. Electricity:
   - single-phase alternating current
     V
     A
   - three-phase alternating current
     V
     A
   - direct current
     V
     A

e. Air pressure:
   kPa
   m/h

f. Vacuum:

g. Gas:

h. Maximum temperature in °C:

i. Minimum temperature in °C:

j. Maximum relative humidity percentage:

k. Minimum relative humidity percentage:

l. Water:
   - Tap water 1/min. at °C
   - De-ionised water 1/min. at °C
   - Soft water 1/min. at °C
   - Warm water 1/min. at °C
   - Cooled water 1/min. at °C

m. Removal of waste gas m/h at °C

n. Ventilation:

o. Sound isolation? Yes/No

p. Lighting:

q. Other, e.g. wiring, circuit diagrams, list of spare parts:
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Short-form tender document

r. Space necessary for operation and maintenance:

s. Requirements for mounting and/or erection such as special foundations, mountings, etc.:

15. SPECIFIC SERVICES INCLUDED WITH THE TENDER AT NO EXTRA CHARGE

Provide details.

16. GENERAL

State any relevant facts that have to be taken into consideration, including any family relations between a staff member of the RAU and the tenderer or his employees, shareholder, members, partners, directors or functionaries:

a. What is your policy on “equity development”?:

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b. Provide details of the organisation’s Black Economic Empowerment status or initiatives.

c. Please provide details on the sector in which the organisation operates, e.g. manufacturing or construction.

d. What percentage of the ownership of the organisation belongs to:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Females, irrespective of race</td>
<td></td>
</tr>
<tr>
<td>Disabled people</td>
<td></td>
</tr>
<tr>
<td>Males, Excluding white males</td>
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</table>

e. Provide details in respect of the executive directors (or similar position in a partnership or non incorporated business) of the organisation:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
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<tbody>
<tr>
<td>Number of female executive directors, irrespective of race</td>
<td></td>
</tr>
<tr>
<td>Number of disabled people who are executive directors</td>
<td></td>
</tr>
<tr>
<td>Number of male executive directors, excluding white male executive directors</td>
<td></td>
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<tr>
<td>TOTAL NUMBER OF ALL EXECUTIVE DIRECTORS</td>
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</tbody>
</table>
Part B
Short-form tender document

f. Total gross asset value excluding property?

g. Total full time paid employees?

h. Annual turnover for the previous year?

Note: Attach a tax Clearance Certificate from the South African Revenue Services (SARS) certifying the taxes of the tenderer to be in order or that suitable arrangements have been made with SARS
Part B
Short-form tender document

17. LIST OF ADDITIONAL INFORMATION ATTACHED BY THE TENDERER
**PRICE INFORMATION – SECTION 18**

<table>
<thead>
<tr>
<th>DESCRIPTION, CATALOGUE NAME, REFERENCE-NUMBER</th>
<th>TRADE NAME</th>
<th>COUNTRY OF ORIGIN</th>
<th>LOCAL CONTENT</th>
<th>UNIT PRICE EX FACTORY</th>
<th>VAT</th>
<th>IMPORT/TRANSPORT COSTS</th>
<th>SERVICE MANUALS, ELECTRICAL DIAGRAM ETC.</th>
<th>TRADE DISCOUNT</th>
<th>CASH DISCOUNT</th>
<th>DELIVERY PERIOD</th>
<th>NETT UNIT PRICE</th>
</tr>
</thead>
</table>

WHERE A CATALOGUE OR BROCHURE IS ATTACHED, REFER CLEARLY TO THE PAGES WHERE THE PRODUCTS MAY BE FOUND