



National Empowerment Fund

Terms and Conditions of Tender

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER**1. Proprietary Information:**

The National Empowerment Fund (NEF) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to NEF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information in part or as a whole to any third party without the prior written consent of NEF.

2. Enquiries

All communication and attempts to solicit information of any kind relative to this Tender should be channeled to name provided below:

2.1 Contact person (all questions should be in writing)

Name: Mr. Rolland Rakhuduwe

Procurement Officer

Telephone Number Office: +27 11 305 8000

Fax Number: +27 11 305 8014

Email address: rakhuduwen@nefcorp.co.za

3. Medium of Communication

All the documentation submitted in response to this tender must be in English.

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

4. Verification of Documents

Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the NEF in regard to anything arising from the fact that pages are missing or duplicated.

5. Validity Period

Responses to this tender received from Tenderers will be valid for a period of 90 days counted from the closing date of the tender.

6. Submission of Tenders

6.1 Tenders should be submitted in **duplicate** in a sealed envelope endorsed, “**TENDER/ RFP NUMBER** and the **TENDER/RFP DESCRIPTION**”. The sealed envelope must be placed in the tender box at the Main Reception area of the NEF West Block, 187 Rivonia Road Morningside by no later than stated **Time** and **Date**.

6.2 The closing date, company name and the return address must also be endorsed on the envelope.

6.3 If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.

6.4 No tender received by telegram, telex, email, facsimile or similar medium will be considered.

6.5 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

- 6.6 Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time.
- 6.7 The tenderer is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 6.8 A list of all references with contact details must be included in the tender document.
- 6.9 A valid tax clearance certificate must be included in the tender document. Failure to submit a certificate would render your Tender invalid.
- 6.10 A copy/s of any affiliations that you are affiliated to.
- 6.11 Kindly note that the NEF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
- 6.12 The NEF reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the NEF.
- 6.13 The NEF also reserves the right to award this tender to a black empowered company or may award this tender on condition that a joint venture with a black empowered company is formed. This will be added to the criteria when evaluating the tenders.

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

- 6.14 The NEF also reserves the right to award this tender as a whole or in part without furnishing reasons.
- 6.15 The tenderer hereby offer to render all or any of the services described in the attached documents to the NEF on the terms and conditions and in accordance with the specifications stipulated in this Tender documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- 6.16 Tenders submitted by Companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- 6.17 The tenderer shall prepare for a possible presentation should NEF require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 6.18 The tenderer hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the NEF during the validity period indicated and calculated from the closing hour and date of the Tender; this Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 6.19 The tenderer furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

6.20 The tenderer hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

Name of your Company (in block letters)	
Signature(s) of the Tenderer or assignee(s)	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this Tender?	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
Domicillium citandi et executandi in RSA (full) street address) (in block letters)	
Contact Person	
Telephone Number	
Fax Number	
Cell Number	
E-mail	

6.21 Failure to comply with any of the terms and conditions as set out above will invalidate the tender.