



**INDEPENDENT DEVELOPMENT TRUST**

**RFQ NO: IDT-LIM-REMOVAL-2024**

**TITLE: OFFICE FURNITURE REMOVAL – LIMPOPO REGION**

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**CLOSING DATE: 13 AUGUST 2024 AT 12:00 PM**

**SCOPE: DISMANTLING OF WOODEN SHELVING FROM INFRASTRUTURE OFFICE, SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF ALL OFFICE FURNITURE. SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPLLED BOXES (APPROX 3000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE TO A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS**

**INFORMATION BELOW TO BE COMPLETED BY SUPPLIER:**

**BIDDER DETAILS**

BIDDER NAME	
CONTACT PERSON	
TEL/CELL NR	
EMAIL ADRESS	
CSD NUMBER	
TEL NO	

<b>RFQ reference no.</b>	<b>IDT-LIM-REMOVAL-2024</b>
<b>Closing Date &amp; Time</b>	13 August 2024 12:00 PM
<b>Submissions of quotation documents</b>	<p><b>The Independent Development Trust (IDT)</b></p> <p><b>22 Hans van Rensburg Street</b> <b>Polokwane 0700</b></p> <p>Marked confidential Fee proposal and Indicate the Following:</p> <p><b>RFQ NO: IDT-LIM-REMOVAL-2024</b></p> <p>BID BOX IS LOCATED AT THE IDT'S MAIN RECEPTION AREA AS PER THE ADDRESS INDICATED ABOVE</p>
<b>Enquiries</b>	<p>Name: Lethula Tladi Tel: 015 295 0000 Email: <a href="mailto:LethulaT@idt.org.za">LethulaT@idt.org.za</a></p> <p>Name: Kgotsfalo Malapane Tel: 015 295 0000 Email: <a href="mailto:KgotsfaloM@idt.org.za">KgotsfaloM@idt.org.za</a></p>
<b>Evaluation Criteria</b>	The <b>80/20</b> Specific Goals Evaluation system will be used (PPPFA and IDT SCM Policy)
<b>Eligibility Criteria</b> (Mandatory Returnable documents)	<ul style="list-style-type: none"> <li>• Full Report CSD</li> <li>• Fully completed and signed SBD 1</li> <li>• Fully completed and signed SBD 4</li> <li>• Fully completed and signed SBD 6.1</li> <li>• Fully completed and signed Pricing schedule</li> <li>• Fully completed and signed Form of Offer</li> <li>• Quotation on company letterhead</li> <li>• SARS Tax Certificate</li> <li>• Certified Directors' ID copies (not older than 6 months)</li> <li>• Valid COIDA certificate</li> <li>• Proof of Insurance</li> <li>• Programme Schedule / Time-lines</li> </ul>
<b>Pricing</b>	<ul style="list-style-type: none"> <li>• Pricing must be VAT inclusive applicable.</li> <li>• Only VAT registered vendor may charge VAT</li> <li>• All cost related to be service required must be included in the quotation</li> <li>• Quotation must be valid at least 90 days</li> </ul>

## **TERMS AND CONDITIONS**

- Quotations must be delivered to the address stated above on or before the quotation closing date and closing time as indicated above. No late quotations will be considered.
- Any amendments to the rates offered or description given must be signed by the person who signed the quotation.
- Only authorized representatives of the supplier may duly sign quotations. The IDT will not accept liability for quotations not duly signed.
- No services may be rendered without an official purchase order issued by IDT.
- The IDT reserves the right to award the quotations in whole or part or not to award at all.
- The IDT General conditions of contract are applicable for all questions unless otherwise specified.
- The appointed bidder must be available for service delivery between 19 August to 30 August 2024

## **SPECIAL CONDITIONS**

- The procurement of goods and services to comply with Section 217 of the Constitution and other Legislation.

## **SCOPE OF SERVICES/TERMS OF REFERENCE**

1. Quality and standard of service required: To the client's satisfaction.
2. Manpower required: Mainly unskilled labour.
3. Materials to be provided by the service provider for carrying out the service: As per the specifications / scope.
4. Other requirements: Any deemed necessary during the execution of work

## PRICING SCHEDULE

**DISMANTLING OF WOODEN SHELVING FROM INFRASTRUCTURE OFFICE AND SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF OFFICE FURNITURE AND WOODEN SHELVING, SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPPLIED BOXES (APPROX 3000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS**

SERVICE COST	QUANTITY	RATE	TOTAL
• Dismantling of wooden Shelving from Infrastructure office, Server Room.			
• Dismantling and re-assembling of office Furniture and wooden shelving	As per attached asset register		
• Supply & Packaging of current files / documents into boxes	3000 boxes		
• The prices should include transport & Insurance for all items quoted as per above.			
Other	Sum		
Sub-total			
VAT 15%			
<b>Total Inc.</b>			

**NB: ATTACH QUOTATION ON COMPANY LETTER HEAD OR COMPLETE TEMPLATE BELOW AND USE THE COMPANY STAMP**

**COMPANY STAMP**

I / We, the undersigned, here by agree to provide all or any portion of the service at the price and under the terms and conditions shown above, subject to and in accordance with the terms of quotations shown in this invitation document.

Name .....

Authorized Signature: .....Date: .....

Company: .....

All queries relating to this Quotation may be addressed in writing to the IDT's Representatives in writing **Ms. Kgotsfalo Malapane** at [KgotsfaloM@idt.org.za](mailto:KgotsfaloM@idt.org.za), Late Quotations **WILL NOT** be accepted.

**All Service Providers must submit the original Quotation documentation issued by the IDT. All Service Providers must comply and must be found on the CSD registered report.**

## QUOTATION DATA

Quote number	
	<b>The Employer is IDT</b>
	<b>Contract period:</b> Until work is complete
	<b>Central Supplier Database (CSD) on Tax Compliance</b>  No contract may be awarded to a person who has non-compliant tax status found on CSD or South African Revenue Service ("SARS") certifying the taxes of that person to be in order or that suitable arrangement have been made with SARS"
	<b>Quotation Submissions</b>  22 HANS VAN RENSBURG STREET POLOKWANE 0700
	<b>Evaluation of Quotation Offers</b>  The bidders will be evaluated further once they have successfully passed the CSD registering report. The evaluation will be based on Specific goals point scoring and the price as per the IDT score card.

## **List of Mandatory Returnable Documents**

List of mandatory returnable documents are for ensuring that everything the employer requires a tenderer to submit with his tender is included in, or returned with, tender submission. Tick below if returnable document is attached or completed properly.

<b>ITEM</b>	<b>List of Mandatory Returnable Documents</b>	<b>TICK IF ATTACHED</b>
1.	CSD Full Report	
2.	Copy of Tax Clearance Certificate with PIN	
3.	Completed Invitation to Bid (SBD 1)	
4.	Completed Declaration of Interest (SBD 4)	
5.	Completed PPPFA (SBD 6.1)	
6.	Valid COIDA certificate	
7.	Fully completed and signed Form of Offer	
8.	Programme Schedule / Time-lines	
9.	Pricing schedule	
10.	Proof of Insurance	
11.	Quotation on company letterhead	
12.	Directors' ID copies	

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
<b>TARGETED GROUP</b>		
Women Ownership	3	6
Youth Ownership	3	6
People with Disabilities Ownership	2	4
Black Ownership	2	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership	6	
Youth Ownership	6	
People with Disabilities Ownership	4	
Black Ownership	4	

**Source Documents to be submitted with the Bid or RFQ**

- \*CSD Document (Company Registration Document will be required for verification (CSD DOC))
- \*Woman (Originally Certified ID Document)
- \*Youth (Originally Certified ID Document)
- \*People with Disability (Letter from the Dr. Confirming the Disability)
- \*Black Ownership (Originally Certified ID Document)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....
	.....

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE INDEPENDENT DEVELOPMENT TRUST (IDT)					
RFQ/BID NUMBER:	IDT-LIM-REMOVAL-2024	CLOSING DATE:	13 August 2024	CLOSING TIME:	12h00
DESCRIPTION	SCOPE: DISMANTLING OF WOODEN SHELIVING FROM INFRASTRUTURE OFFICE, SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF ALL OFFICE FURNITURE. SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPPLIED BOXES (APPROX 2000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE TO A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
IDT Regional Offices					
22 Hans van Rensburg Street					
Polokwane, 0700					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Kgotsfalo Malapane		CONTACT PERSON	Lethula Tladi	
TELEPHONE NUMBER	015 295 0000		TELEPHONE NUMBER	015 295 0000	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	<a href="mailto:KgotsfaloM@idt.org.za">KgotsfaloM@idt.org.za</a>		E-MAIL ADDRESS	<a href="mailto:LethulaT@idt.org.za">LethulaT@idt.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>IN LINE WITH THE CURRENT CHANGE OF SBD 6.1, THE BBEE PREFERENCE POINT AND CERTIFICATE SHALL NOT BE CONSIDERED OR EVALUATED .BIDDERS SHOULD NOT TICK OR ATTACH ANY BBEE INFORMATION</b>					
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 NO  YES

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
 NO  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
 (Proof of authority must be submitted e.g. company resolution)

DATE: .....

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

**2.2.** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....  
.....

**2.3.** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature	..... Date
..... Position	..... Name of bidder

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

.....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1.....

2.....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned ..... hereby confirm that I am the sole owner of the business trading as.....

.....

**SIGNATURE**..... **DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as .....hereby authorise .....to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

.....  
**SIGNATURE**                      **SIGNATURE**                      **SIGNATURE**

.....  
**DATE**                              **DATE**                              **DATE**

**D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at..... Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of

(Name of Close Corporation) .....

.....

**SIGNED ON BEHALF OF CLOSE CORPORATION :** .....

.....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1.....

2.....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....  
at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)  
.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES: 1**.....

**2**.....

**F JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Ms.....,Mr/Mrs/Ms.....

Mr/Mrs/Ms.....and Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME).....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....  
(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

**G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid

on behalf of:

(Name of Consortium) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNATURE:** ..... **DATE:** .....

# FORM OF OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**DISMANTLING OF WOODEN SHELVING FROM INFRASTRUTURE OFFICE, SERVER ROOMS; DISMANTLING & RE-ASSEMBLE OF ALL OFFICE FURNITURE. SUPPLY & PACKAGING OF CURRENT FILES, INTO SUPPLIED BOXES (APPROX 3000 BOXES), INCLUDING TRANSPORTATION & INSURANCE OF THE FOLLOWING FROM: 22 HANS VAN RENSBURG STREET POLOKWANE TO A MAXIMUM OF 15 KILOMETER RADIUS FROM THE ADDRESS**

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

.....

..... Rand (in words); R..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature ..... Date .....  
...  
Name ..... Identity number .....  
..  
Capacity .....

**. for the tenderer**

(Name and .....  
address of organization)

Name and signature of witness .....  
.....

CIDB Registration number .....

**NOTE: Failure of a Bidder to complete in full and sign this part of the tender form (offer) will invalidate the tender offer**

# FORM OF OFFER AND ACCEPTANCE

## Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract:

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature ..... Date .....

Name ..... Identity number .....

Capacity .....

**for the  
Employer** Independent Development Trust  
22 HANS VAN RENSBURG  
POLOKWANE  
0700

Name and .....

Signature  
of witness ..... Date .....



<b>Fixed Assets Register &amp; Office Inventory</b>
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Region / Unit	LIMPOPO
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OFFICE NO.	DESCRIPTION ASSETS	BARCODE	ASSET ID		SERIAL NO.	CUSTODIAN	ASSET CLASS
BUILDING 1 BOARDROOM	HIGH BACK BLACK CHAIR	269	LIMA0131	4			FURN & FITT
BUILDING 1 BOARDROOM	HIGH BACK BLACK CHAIR	290	LIMA0202				FURN & FITT
BUILDING 1 BOARDROOM	HIGH BACK BLACK CHAIR	403	LIMA0206				FURN & FITT
BUILDING 1 BOARDROOM	HIGH BACK BLACK CHAIR	406	LIMA0199				FURN & FITT
BUILDING 1 BOARDROOM	HIGH BACK BLACK CHAIR	412	LIMA0225				FURN & FITT
BUILDING 1 BOARDROOM	HIGH BACK BLACK CHAIR	422					FURN & FITT
BUILDING 1 BOARDROOM	High back swivel and tilt leather chairs	2625	LIMA0137				FURN & FITT
BUILDING 1 BOARDROOM	Boardroom Chair	2632					FURN & FITT
BUILDING 1 BOARDROOM	Boardroom Chair	2635					FURN & FITT
BUILDING 1 BOARDROOM	VISITOR CHAIR	2639					FURN & FITT
BUILDING 1 KITCHEN	DEFY C300 FRIDGE	1738	LIMA0001				CANTEEN
BUILDING 1 KITCHEN	Microwave LOGIC	7652					CANTEEN
BUILDING 1 OFFICE 1	Cabinet	5192					FURN & FITT
BUILDING 1 OFFICE 10	Dell Vostro	480				Netshinombelo Takalani	COMP EQUIP
BUILDING 1 OFFICE 10	Desk Workstation	1867	LIMA0140	7			FURN & FITT
BUILDING 1 OFFICE 10	Chair Highback	2643	LIMA0163				FURN & FITT
BUILDING 1 OFFICE 10	Desk Workstation	2692					FURN & FITT
BUILDING 1 OFFICE 10	HP Elitebook 8560p	3905	LIMA0095		4ZC136082X	Getrude Lamola	COMP EQUIP
BUILDING 1 OFFICE 10	Chair Highback	7070	LIMA0203				FURN & FITT
BUILDING 1 OFFICE 10	Chair Highback	IDT000048					FURN & FITT
BUILDING 1 OFFICE 10	HP Compaq 6300	IDT000050			TRF23008Y9	Brenda Makhubo	COMP EQUIP
BUILDING 1 OFFICE 10	Chair Highback	3167					FURN & FITT
BUILDING 1 OFFICE 10	Philips Screen 170B	2393	LIMA0033		AU4A068001679	Brenda Makhubo	COMP EQUIP
BUILDING 1 OFFICE 10	Chair Highback	1833					FURN & FITT
BUILDING 1 OFFICE 10	Dell Latitude 5430	30935			J4BT0T3	Josephina Nkanyane	COMP EQUIP
BUILDING 1 OFFICE 11	Chair Highback	289	LIMA0131				FURN & FITT
BUILDING 1 OFFICE 11	HP Probook 650	432			5CD05011PD	Rethabile Mokole	COMP EQUIP
BUILDING 1 OFFICE 11	Dell Vostro	441				Mpfumelo Magoro	COMP EQUIP
BUILDING 1 OFFICE 11	HP Elitebook 840	509			5CG9507BDF	Glen Masipa	COMP EQUIP
BUILDING 1 OFFICE 11	Chair Highback	907					FURN & FITT
BUILDING 1 OFFICE 11	Chair Highback	5955					FURN & FITT
BUILDING 1 OFFICE 11	Chair Highback	2662	LIMA0137	6			FURN & FITT
BUILDING 1 OFFICE 11	Chair Highback	919					FURN & FITT
BUILDING 1 OFFICE 11	HP Elitebook 8560p	3904				Keitumetse Mathabegane	COMP EQUIP
BUILDING 1 OFFICE 11	Visitors Chair	2684	LIMA0138				FURN & FITT

BUILDING 1 OFFICE 11	Chair Highback		3145					FURN & FITT
BUILDING 1 OFFICE 11	HP LaserJet M276n		5635					COMP EQUIP
BUILDING 1 OFFICE 11	Desk Workstation		20383					FURN & FITT
BUILDING 1 OFFICE 12	HIGH BACK BLACK CHAIR		409	LIMA0224				FURN & FITT
BUILDING 1 OFFICE 12	Floor Cleaning Machine		7645					OFFICE EQUIP
BUILDING 1 OFFICE 12	FILING CABINET		5245	LIMA0138		2		FURN & FITT
BUILDING 1 OFFICE 13	GLASS DOOR CABINET		1801					FURN & FITT
BUILDING 1 OFFICE 13	LG 42" TV		1813	LIMA0258				OFFICE EQUIP
BUILDING 1 OFFICE 13	HINGE DOOR SYSTEM CABINETS		1884	LIMA0168				FURN & FITT
BUILDING 1 OFFICE 13	1801 * 800 desk in cherry melamine		1890	LIMA0136		5		FURN & FITT
BUILDING 1 OFFICE 13	ALPHA VISITORS CHAIR IN LEATHER		2628	LIMA0162				FURN & FITT
BUILDING 1 OFFICE 13	Salvador High Back Leather Chair CL6 PU		2674	LIMA0155				FURN & FITT
BUILDING 1 OFFICE 13	PURPLE HIGH BACK CHAIR		3123					FURN & FITT
BUILDING 1 OFFICE 13	2 SEATER COUCH		5731	LIMA0128				FURN & FITT
BUILDING 1 OFFICE 13	4 Drawer Cabinet		7670					FURN & FITT
BUILDING 1 OFFICE 13	Kelvinator Bar Fridge		7672					CANTEEN
BUILDING 1 OFFICE 13	Glass top		20334					FURN & FITT
BUILDING 1 OFFICE 14	Desk		7180	LIMA0124				FURN & FITT
BUILDING 1 OFFICE 14	DESK		8612					FURN & FITT
BUILDING 1 OFFICE 14	Hp ProBook i5		30553				Bruce Mmowa	COMP EQUIP
BUILDING 1 OFFICE 14	HP ProOne 400		30828			CZC4143FHD	Vonani Mzamane	COMP EQUIP
BUILDING 1 OFFICE 15	Hp Printer		964					OFFICE EQUIP
BUILDING 1 OFFICE 15	Domain Open Plan 4 Way		2667	LIMA0140		12		FURN & FITT
BUILDING 1 OFFICE 15	FILING CABINET		5730	LIMA0137		4		FURN & FITT
BUILDING 1 OFFICE 15	FILING CABINET		5732					FURN & FITT
BUILDING 1 OFFICE 15	HP 650 G2 Intel Core Notebook		6907	LIMA0307		5CG638KKP	Londie Ramashia	COMP EQUIP
BUILDING 1 OFFICE 15	Salvador High Back Leather Chair CL6 PU		7069	LIMA0204				FURN & FITT
BUILDING 1 OFFICE 15	Salvador High Back Leather Chair CL6 PU		7094	LIMA0231				FURN & FITT
BUILDING 1 OFFICE 15	Hp Probook		7174	LIMA0295		5CG4331RX3	Bernice Rabali	COMP EQUIP
BUILDING 1 OFFICE 15	Chair		7683	LIMA0235				FURN & FITT
BUILDING 1 OFFICE 15	SCREEN AND BUILD IN DESKTOP		30824				Ndialivhuwa Mukhuba	COMP EQUIP
BUILDING 1 OFFICE 16	SMART UPS		1723	LIMA0013				COMP EQUIP
BUILDING 1 OFFICE 16	Philips 17" Monitor		1882	LIMA0028		AU4A0648001667		COMP EQUIP
BUILDING 1 OFFICE 16	Philips Monitor		3542			AU2A0726000724		COMP EQUIP
BUILDING 1 OFFICE 16	SMART UPS		8888					COMP EQUIP
BUILDING 1 OFFICE 3	Shredder		1840					OFF EQUIP
BUILDING 1 OFFICE 3	Visitors Chair		922	LIMA0136		2		FURN & FITT
BUILDING 1 OFFICE 3	Chair Highback		1829					FURN & FITT
BUILDING 1 OFFICE 3	Konika Minolta C558	A79K021017997				A79K021017997		OFF EQUIP
BUILDING 1 OFFICE 3	Konika Minolta 450i	AC76021002180				AC76021002180		LEASED EQUIP
BUILDING 1 OFFICE 4	Cabinet		941					FURN & FITT
BUILDING 1 OFFICE 4	Chair Highback		974					FURN & FITT
BUILDING 1 OFFICE 4	Double Seater Couch		1828	LIMA0179				FURN & FITT
BUILDING 1 OFFICE 4	Single Seater Couch		1897	LIMA0180				FURN & FITT
BUILDING 1 OFFICE 4	Reception Desk		2630					FURN & FITT
BUILDING 1 OFFICE 4	Round Table		6261					FURN & FITT
BUILDING 1 OFFICE 4	HP ProOne		6993			CZC6199V64	Phomolo Hlahla	COMP EQUIP

BUILDING 1 OFFICE 4	Tender Box		7640					FURN & FITT
BUILDING 1 OFFICE 6	1600X800 DESK IN MAHOGAMY		1769	LIMA0167				FURN & FITT
BUILDING 1 OFFICE 6	1800mmx800mmx350mm 5tier bookca		7691	LIMA0215				FURN & FITT
BUILDING 1 OFFICE 7	Chair Highback		585	LIMA0236				FURN & FITT
BUILDING 1 OFFICE 7	HP Probook 650		928			5CD116Q4PK	Joel Fako	COMP EQUIP
BUILDING 1 OFFICE 7	Cupboard		1778	LIMA0136	8			FURN & FITT
BUILDING 1 OFFICE 7	HP Printer LaserJet P4015n		2327	LIMA0074				COMP EQUIP
BUILDING 1 OFFICE 7	Visitors Chair		2642	LIMA0192				FURN & FITT
BUILDING 1 OFFICE 7	Visitors Chair		2656	LIMA0136	12			FURN & FITT
BUILDING 1 OFFICE 7	Cabinet		2659					FURN & FITT
BUILDING 1 OFFICE 7	Desk Workstation		5902					FURN & FITT
BUILDING 1 OFFICE 7	Couch Single Seater		5978	LIMA0140	2			FURN & FITT
BUILDING 1 OFFICE 8	Cupboard	IDT000047						FURN & FITT
BUILDING 1 OFFICE 9	Visitors Chair		1757	LIMA0175				FURN & FITT
BUILDING 1 OFFICE 9	Cupboard		1788	LIMA0186				FURN & FITT
BUILDING 1 OFFICE 9	Cupboard		2664	LIMA0169				FURN & FITT
BUILDING 1 OFFICE 9	HP Elitebook 820		6284	LIMA0299		5CG4331RZH	Shalati Makhubela	COMP EQUIP
BUILDING 1 OFFICE 9	Desk Workstation		6402					FURN & FITT
BUILDING 1 OFFICE 9	Chair Highback		7693	LIMA0220				FURN & FITT
BUILDING 1 OFFICE 9	Cabinet	IDT000046						FURN & FITT
BUILDING 1 SCM 1	HIGH BACK CHAIR SWIVEL		1849	LIMA0132				FURN & FITT
BUILDING 1 SCM 1	CHAIR		7636					FURN & FITT
BUILDING 1 SCM 1	HIGH BACK BLACK CHAIR		424	LIMA0218				FURN & FITT
BUILDING 1 SCM 1	Hp Elitebook i7		501			5CD9010F7F	Kgotsofalo Malapane	COMP EQUIP
BUILDING 1 SCM 1	Domain Open Plan 4 Way		5158					FURN & FITT
BUILDING 1 SCM 1	SCREEN AND BUILD IN DESKTOP		30825				Carnation Mojapelo	COMP EQUIP
BUILDING 1 SCM 2	Visitors Chair		2603	LIMA0198				FURN & FITT
BUILDING 1 SCM 2	CABINET		1845	LIMA0187				FURN & FITT
BUILDING 1 SCM 2	Desk		6282	LIMA0123				FURN & FITT
BUILDING 1 SCM 2	Visitors Chair		2650					FURN & FITT
BUILDING 2 OFFICE 1	Philips Screen 170B		1718	LIMA0027		AU4A0648001669	Portia	COMP EQUIP
BUILDING 2 OFFICE 1	Visitors Chair		2624					FURN & FITT
BUILDING 2 OFFICE 1	Visitors Chair		2668					FURN & FITT
BUILDING 2 OFFICE 1	Desk		2675					FURN & FITT
BUILDING 2 OFFICE 1	HP Pro Tower		7088	LIMA0106		TRF30703FW	Portia	COMP EQUIP
BUILDING 2 OFFICE 1	Cupboard		7692	LIMA0214				FURN & FITT
BUILDING 2 OFFICE 1	Cupboard		7695	LIMA0210				FURN & FITT
BUILDING 2 OFFICE 10	HP Probook 650		455	LIMA0326		5CD05011MB	Mcebisi Mazikwana	COMP EQUIP
BUILDING 2 OFFICE 10	HP Probook 650		492	LIMA0325		5CD05011RH	Mohapi Sheea	COMP EQUIP
BUILDING 2 OFFICE 10	HP Probook 650		498	LIMA0327		5CD05011LJ	Mpho Sebeka	COMP EQUIP
BUILDING 2 OFFICE 10	Visitors Chair		926	LIMA0159				FURN & FITT
BUILDING 2 OFFICE 10	Philips 170B Screen		1708	LIMA0039		AU2A0726000726		COMP EQUIP
BUILDING 2 OFFICE 10	Cabinet		1825	LIMA0140	11			FURN & FITT
BUILDING 2 OFFICE 10	Shelves		1864					FURN & FITT
BUILDING 2 OFFICE 10	Desk Workstation		2649	LIMA0140	5			FURN & FITT
BUILDING 2 OFFICE 10	Desk Workstation		2663	LIMA0140	4			FURN & FITT
BUILDING 2 OFFICE 10	Cupboard		2672	LIMA0136	9			FURN & FITT

BUILDING 2 OFFICE 10	Chair Highback		2766					FURN & FITT
BUILDING 2 OFFICE 10	Philips 170B Screen		2788	LIMA0024		AU4A068001647		COMP EQUIP
BUILDING 2 OFFICE 10	Philips 170B Screen		3506	LIMA0034		AU4A068001659		COMP EQUIP
BUILDING 2 OFFICE 10	Shelves		5421					FURN & FITT
BUILDING 2 OFFICE 10	Cupboard		5740					FURN & FITT
BUILDING 2 OFFICE 10	Shelves		5782					FURN & FITT
BUILDING 2 OFFICE 10	Shelves		5878					FURN & FITT
BUILDING 2 OFFICE 10	Chair Highback		5938					FURN & FITT
BUILDING 2 OFFICE 10	Desk Workstation		6222					FURN & FITT
BUILDING 2 OFFICE 10	HP Probook		479			5CD05011LQ	Matshipa Mohale	COMP EQUIP
BUILDING 2 OFFICE 10	HP Probook		6904				Shane	COMP EQUIP
BUILDING 2 OFFICE 10	HP Pro Tower		7001	LIMA0107		TRF32205GN		COMP EQUIP
BUILDING 2 OFFICE 10	Chair Highback		7058	LIMA0136	7			FURN & FITT
BUILDING 2 OFFICE 10	Chair Highback		7059	LIMA0200				FURN & FITT
BUILDING 2 OFFICE 10	HP Pro Tower		7376	LIMA0119		TRF32205CJ		COMP EQUIP
BUILDING 2 OFFICE 10	Chair Highback		7641	LIMA0226				FURN & FITT
BUILDING 2 OFFICE 10	Chair Highback		8813					FURN & FITT
BUILDING 2 OFFICE 11	Desk Workstation		4047					FURN & FITT
BUILDING 2 OFFICE 11	Cupboard		5822					FURN & FITT
BUILDING 2 OFFICE 11	Cupboard		5898					FURN & FITT
BUILDING 2 OFFICE 11	Credenza		6707					FURN & FITT
BUILDING 2 OFFICE 11	Cupboard		20307					FURN & FITT
BUILDING 2 OFFICE 12	Fridge Defy		942	LIMA0002				CANTEEN
BUILDING 2 OFFICE 12	Chair Highback		1727					FURN & FITT
BUILDING 2 OFFICE 12	Desk Workstation		1745	LIMA0166				FURN & FITT
BUILDING 2 OFFICE 12	Cupboard		1878	LIMA0182				FURN & FITT
BUILDING 2 OFFICE 12	Cabinet		2767	LIMA0170				FURN & FITT
BUILDING 2 OFFICE 12	Dell Vostro		30918			CTG2YH3		COMP EQUIP
BUILDING 2 OFFICE 12	Chair		1708					FURN & FITT
BUILDING 2 OFFICE 14	HP Probook 650		453	LIMA0328		5CD050115H	Kate Mabotja	COMP EQUIP
BUILDING 2 OFFICE 14	Shelves		910					FURN & FITT
BUILDING 2 OFFICE 14	Cabinet		917					FURN & FITT
BUILDING 2 OFFICE 14	Chair Highback		987					FURN & FITT
BUILDING 2 OFFICE 14	Cabinet		1802	LIMA0171				FURN & FITT
BUILDING 2 OFFICE 14	Shelves		1862					FURN & FITT
BUILDING 2 OFFICE 14	Shelves		1863					FURN & FITT
BUILDING 2 OFFICE 14	Desk Workstation		1889					FURN & FITT
BUILDING 2 OFFICE 14	Desk Workstation		5648					FURN & FITT
BUILDING 2 OFFICE 14	Desk Workstation		5649					FURN & FITT
BUILDING 2 OFFICE 14	HP Probook 650 G5 Intel Core i5		431					COMP EQUIP
BUILDING 2 OFFICE 14	HP Elitebook		6199					COMP EQUIP
BUILDING 2 OFFICE 14	Desk Workstation		5686					FURN & FITT
BUILDING 2 OFFICE 14	Shelves		5923					FURN & FITT
BUILDING 2 OFFICE 14	HP Probook 650		6755	LIMA0306		5CG6387KKV	Nelson Ramatswi	COMP EQUIP
BUILDING 2 OFFICE 14	Chair Highback		7007	LIMA0205				FURN & FITT
BUILDING 2 OFFICE 14	Chair Highback		7026	LIMA0233				FURN & FITT
BUILDING 2 OFFICE 14	Chair Highback		7029	LIMA0201				FURN & FITT

BUILDING 2 OFFICE 14	Chair Highback		7651	LIMA0232				FURN & FITT
BUILDING 2 OFFICE 14	Visitors Chair	IDT000049						FURN & FITT
BUILDING 2 OFFICE 15	Chair Highback		7027	LIMA0207				FURN & FITT
BUILDING 2 OFFICE 15	HP Elitebook 8570p		947					COMP EQUIP
BUILDING 2 OFFICE 15	Round Table		1856					FURN & FITT
BUILDING 2 OFFICE 15	Visitors Chair		1870	LIMA0136	4			FURN & FITT
BUILDING 2 OFFICE 15	Chair Highback		1876	LIMA0125				FURN & FITT
BUILDING 2 OFFICE 15	Credenza		1895					FURN & FITT
BUILDING 2 OFFICE 15	Cabinet		7682	LIMA0213				FURN & FITT
BUILDING 2 OFFICE 15	Credenza		7684					FURN & FITT
BUILDING 2 OFFICE 15	Desk		7690	LIMA0209				FURN & FITT
BUILDING 2 OFFICE 15	Visitors Chair		5441					FURN & FITT
BUILDING 2 OFFICE 2	HP Probook 650		468	LIMA0324		5CD05011RD	Thabang Moekoa	COMP EQUIP
BUILDING 2 OFFICE 2	Chair Highback		1790	LIMA0229				FURN & FITT
BUILDING 2 OFFICE 2	Fridge Defy		2329	LIMA0003				CANTEEN
BUILDING 2 OFFICE 2	Couch Double Seater		2627	LIMA0197				FURN & FITT
BUILDING 2 OFFICE 2	Desk workstation with Credenza		2645	LIMA0137	2			FURN & FITT
BUILDING 2 OFFICE 2	Cupboard		2685	LIMA0137	3			FURN & FITT
BUILDING 2 OFFICE 2	Coat Hanger		6262					FURN & FITT
BUILDING 2 OFFICE 2	Shelves		7688	LIMA0211				FURN & FITT
BUILDING 2 OFFICE 2	Visitors Chair		8809					FURN & FITT
BUILDING 2 OFFICE 2	Chair Highback		451	LIMA0222				FURN & FITT
BUILDING 2 OFFICE 3	Credenza		943					FURN & FITT
BUILDING 2 OFFICE 3	Desk Workstation		1761	LIMA0150				FURN & FITT
BUILDING 2 OFFICE 3	Chair Highback		7681	LIMA0219				FURN & FITT
BUILDING 2 OFFICE 4	Visitors Chair		20302					FURN & FITT
BUILDING 2 OFFICE 4	Philips 170B Screen		1729	LIMA0025		AU4A0648001650	Sipho Mraba	COMP EQUIP
BUILDING 2 OFFICE 4	Shelves		1809					FURN & FITT
BUILDING 2 OFFICE 4	Desk Workstation		1848	LIMA0140	13			FURN & FITT
BUILDING 2 OFFICE 4	HP Elitebook 820		6999			5CG6285RQ3	Sipho Mraba	COMP EQUIP
BUILDING 2 OFFICE 4	Chair Highback		7697	LIMA0228				FURN & FITT
BUILDING 2 OFFICE 4	Shelves		1812					
BUILDING 2 OFFICE 5	Dell Latitude 5420		952				Irene	COMP EQUIP
BUILDING 2 OFFICE 5	Shredder		1742	LIMA0247	2			OFF EQUIP
BUILDING 2 OFFICE 5	Cupboard		1823	LIMA0126				FURN & FITT
BUILDING 2 OFFICE 5	Visitors Chair		1857	LIMA0137	9			FURN & FITT
BUILDING 2 OFFICE 5	Desk Workstation		2778	LIMA0140	3			FURN & FITT
BUILDING 2 OFFICE 5	Visitors Chair		3505	LIMA0194				FURN & FITT
BUILDING 2 OFFICE 5	Round Table		7665	LIMA0212				FURN & FITT
BUILDING 2 OFFICE 5	Chair Highback		7678	LIMA0223				FURN & FITT
BUILDING 2 OFFICE 5	Fridge Kelvinator		7679					CANTEEN
BUILDING 2 OFFICE 6	Cupboard		957					FURN & FITT
BUILDING 2 OFFICE 6	Cupboard		983					FURN & FITT
BUILDING 2 OFFICE 6	Cabinet		1744	LIMA0138	5			FURN & FITT
BUILDING 2 OFFICE 6	Visitors Chair		2686					FURN & FITT
BUILDING 2 OFFICE 6	Visitors Chair		2606					FURN & FITT
BUILDING 2 OFFICE 6	Fridge		2601					CANTEEN

BUILDING 2 OFFICE 6	Couch Double Seater	2648	LIMA0140				FURN & FITT
BUILDING 2 OFFICE 6	Desk workstation with Credenza	2652	LIMA0138				FURN & FITT
BUILDING 2 OFFICE 6	Chair Highback	2680	LIMA0138	3			FURN & FITT
BUILDING 2 OFFICE 6	HP Probook 650	30982			5CD2025YC6	Lucas	COMP EQUIP
BUILDING 2 OFFICE 7	Table	906					FURN & FITT
BUILDING 2 OFFICE 7	Couch Single Seater	916					FURN & FITT
BUILDING 2 OFFICE 7	Table	929					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	1735	LIMA0158				FURN & FITT
BUILDING 2 OFFICE 7	Credenza	1872					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	1894	LIMA0176				FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2605					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2626					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2629					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2631					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2647					FURN & FITT
BUILDING 2 OFFICE 7	Cupboard	2670	LIMA0129				FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2687					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2690					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2693					FURN & FITT
BUILDING 2 OFFICE 7	Hisense Television	2695	LIMA0259				OFF EQUIP
BUILDING 2 OFFICE 7	Visitors Chair	2696	LIMA0193				FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2617					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Leather Chair	2671	LIMA0136	13			FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2669					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Leather Chair	2676	LIMA0157				FURN & FITT
BUILDING 2 OFFICE 7	Visitors Leather Chair	2608					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	1881	LIMA0161				FURN & FITT
BUILDING 2 OFFICE 7	Table	960					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2609					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2697					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2700					FURN & FITT
BUILDING 2 OFFICE 7	Visitors Chair	2720	LIMA0136	11			FURN & FITT
BUILDING 2 OFFICE 7	Projector Sony	3552	LIMA0262				COMP EQUIP
BUILDING 2 OFFICE 7	Table	5408					FURN & FITT
BUILDING 2 OFFICE 7	Chair Highback	5641					FURN & FITT
BUILDING 2 OFFICE 7	Table	5821					FURN & FITT
BUILDING 2 OFFICE 7	Table	5925					FURN & FITT
BUILDING 2 OFFICE 7	Table	5990					FURN & FITT
BUILDING 2 OFFICE 7	Table	20389					FURN & FITT
BUILDING 2 OFFICE 7	Projector Screen	20400	LIMA0264				OFF EQUIP
BUILDING 2 OFFICE 8	Microwave Russell Hobbs	5162					CANTEEN

BUILDING 2 OFFICE 8	Fridge Hisense		5922					CANTEEN
BUILDING 2 OFFICE 9	Shelves		5176					FURN & FITT
BUILDING 2 OFFICE 9	Shelves		5470					FURN & FITT
BUILDING 2 OFFICE 9	Chair Highback		7033	LIMA0221				FURN & FITT
BUILDING 2 OFFICE 9	Konika Minolta 450i Printer	AC76021002212				AC76021002212		LEASED EQUIP

COMMENT / NOTE: \_\_\_\_\_  
 \_\_\_\_\_

LI Matlala

Prepared by:

Sign: *kgolansk*  
 Date: *31/01/2024*

Reviewed by:

Sign: *[Signature]*  
 Date: *16/02/2024*

Custodian:.....

Sign: *[Signature]*  
 Date: *06/03/2024*.....