

**MAINTENANCE DEPARTMENT**

**INVITATION TO QUOTE**

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

QUOTE NUMBER	QUOTE DESCRIPTION	PRICE AND BBEE	CLOSING DATE & TIME	MANDATORY REQUIREMENTS
RFQ MUT 310/2026	Appointment of a Panel of Seven (7) CIDB-Graded 1GB and 2GB ONLY Contractors for Basic General Building Maintenance Services on an As-and-When-Required Basis.	80/20	15 July 2026, 11:00 am	Refer to a document

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE).

**For Procurement Related Enquiries:** Mr. Sikhulile Thusi, email [thusi.sikhulile@mut.ac.za](mailto:thusi.sikhulile@mut.ac.za) (031) 819 9535.

**For Technical Enquiries:** Mr Ellenson Jabulani; email: [jabulani@mut.ac.za](mailto:jabulani@mut.ac.za) (031) 907 7119.

Bid documents can be downloaded from MUT website <https://www.mut.ac.za/tenders-procurement/>.

Completed documents should be emailed back to [thusi.sikhulile@mut.ac.za](mailto:thusi.sikhulile@mut.ac.za) no later than the date and time specified on the advertisement.

The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid. If you are not contacted within 180 working days after the closing date of the tender, consider your tender unsuccessful. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid.

## OFFICIAL REQUEST FOR QUOTATION (RFQ)

**INSTRUCTIONS:** The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

<b>Business Unit:</b> Maintenance	<b>RFQ number:</b> RFQ MUT 310/2026
<b>RFQ Description:</b>	Appointment of a Panel of Seven (7) CIDB-Graded 1GB and 2GB (ONLY) General Building Maintenance Services on an As-and-When-Required Basis.
<b>Requester:</b> Mr Ellenson Jabulani <b>Contact No:</b> 031 907 7119 <b>E-mail:</b> <a href="mailto:jabulani@mut.ac.za">jabulani@mut.ac.za</a>	<b>Buyer:</b> Mr Sikhulile Thusi <b>Contact no:</b> (031) 819 9535. <b>E-mail:</b> <a href="mailto:thusi.sikhulile@mut.ac.za">thusi.sikhulile@mut.ac.za</a>
<b>Request Date:</b>	02 July 2026
<b>Compulsory Briefing/Information session</b>	None
<b>Closing date:</b> 15 July 2026 <b>Closing Time:</b> 11h00	<b>Completed Quotation should be returned</b> <b>via e-mail:</b> <a href="mailto:thusi.sikhulile@mut.ac.za">thusi.sikhulile@mut.ac.za</a>
<b>Payment term</b>	30 days in arrears upon receipt of a valid invoice
<b>NB:</b> RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

**Panel Validity Period:** Six (6) Months or until the RFQ financial threshold is reached, whichever occurs first.

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## SECTION 1- BIDDER'S INFORMATION, CONDITIONS AND TERMS OF REFERENCE

Bidder's Name:	
Contact Number:	
Name & Surname of Authorized Person:	
E-mail:	
Company Registration Number:	

### 1.1. RFQ CONDITIONS:

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in this RFQ in full. MUT applies the two-stage process of evaluating tenders, namely functionality and B-BBEE component.
2. Pricing: do not show separately.
3. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms of Reference of this quotation.
4. The 90-day validity period may not be extended unless otherwise stated by the bidder.
5. Incomplete or late submissions will not be evaluated.
6. Return quotations to the email address provided herein before closing date and time.

### 1.2. WHAT IS MUT LOOKING FOR?

The Mangosuthu University of Technology Maintenance Department seeks to appoint qualifying contractors with CIDB grading 1-2GB to carry out basic general building installation, repair, replacement & maintenance services (OPEX & CAPEX) as and when required, MUT-wide.

### 1.3. SCOPE OF WORK:

The outsourced basic general building installation, repair, replacement and maintenance services contract scope of work will entail the provision of:

1. Ad-hoc and routine Maintenance Services,
2. Planned Preventative Maintenance Services,
3. Risk-based and Condition-based Maintenance Services,
4. Emergency Maintenance Services.

Legend:

- GB = General Building
- CIDB = Construction Industry Development Board
- OPEX = Operating Expenditure
- CAPEX = Capital Expenditure
- OSHERQ = Occupational, Safety, Health, Environmental, Risk and Quality [Management]

#### **1.4. CONTRACT PERIOD**

Panel Validity Period: Six (6) Months or until the RFQ financial threshold is reached, whichever occurs first.

#### **1.5. IMPORTANT NOTES:**

1. The intent of this RFQ is to procure the services of 1GB and 2GB (only) CIDB graded SMME basic Building maintenance contractors that will provide the MUT Maintenance Department with outsourced technical services (on a rate-based & fixed-fee contract).
2. Any & all services that will be provided on an ad-hoc/emergency basis outside of MUT working hours must be submitted by the service provider/s to, then pre-authorized in writing by the MUT Maintenance Department's authorized official prior to any services being provided. After hours, i
3. At any point for the duration of this contract, the MUT Maintenance Department's authorized official reserves the right to instruct the service provider/s to immediately change any & all resources outsourced to MUT due to (including but not limited to):
  - Poor performance / incapacity / delayed services / poor workmanship quality / unacceptable behavior.
4. Penalties for these service deficiencies will be charged to the service providers at a daily rate of 1% of the total invoice value for each service deficiency that is pending.

## **1.6. CONTRACT ADMINISTRATION AND TASK ORDERS**

1. No work may commence without a written task order or written instruction issued by the authorised MUT representative.
2. Emergency, after-hours, weekend and public holiday work must be pre-authorised in writing, except where immediate attendance is expressly instructed by MUT to prevent loss or damage, in which case written confirmation must follow as soon as reasonably possible.
3. Each task order shall define the scope, deliverables, timeframes, response expectations and approval arrangements.
4. Completed work must be signed off by the designated MUT representative before invoicing.
5. MUT reserves the right to rotate work among panel members, obtain quotations from panel members for specific tasks, or use any approved panel allocation method provided this is applied fairly, transparently and in line with MUT policy.
6. MUT may require replacement of any deployed resource whose performance, conduct, workmanship or compliance is unsatisfactory.

## **1.7. REMEDIES, RESERVATION OF RIGHTS AND GENERAL CONDITIONS**

1. MUT is not obliged to appoint any bidder and may cancel the RFQ or panel process in accordance with applicable law and policy.
2. MUT reserves the right to verify any information submitted and to request clarification or substantiation where necessary.
3. MUT reserves the right to negotiate with the highest scoring acceptable bidder(s) in line with applicable law and internal policy, provided such negotiations do not materially prejudice any bidder or alter the basis of the competition unlawfully.
4. Any false declaration, misrepresentation, fronting practice, fraud or misstatement may result in disqualification, cancellation of contract, reporting to relevant authorities and/or restriction in accordance with applicable legislation.
5. The successful panel members shall at all times remain compliant with tax, CSD, COIDA, CIDB, and insurance requirements during the contract period.

## 1.8 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

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<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/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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:

.....  
.....

**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.
- 3.4 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.

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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.

- 3.5 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.
- 3.6 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

## SECTION 2- EVALUATION PROCESS

Quotations will be evaluated in three stages as set out below:

- Stage 1: Administrative and mandatory compliance.
- Stage 2: Functionality evaluation (minimum threshold: 35 points out of 50); and
- Stage 3: Price and preference points in terms of the 80/20 preference point system.

### 2.1. STAGE 1 – ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS

1. Signed RFQ Document where applicable.
2. Completed Pricing Schedule
3. Company Registration Documents / CIPC Certificate
4. Valid SARS Tax Compliance Status Pin
5. Valid Letter of Good Standing (COIDA)
6. Certified ID Copies of all Company Directors
7. Board/Directors Resolution or Proxy (If not Sole Proprietor)
8. Valid CIDB grading of 1GB or 2GB ONLY (proof to be attached);
9. Public liability cover to the value of R1 000 000.00.

#### 2.1.1. NON – MANDATORY RETURNABLE DOCUMENTS (STAGE 1)

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. BBBEE Certification – No points will be allocated if not provided.

**Important condition:** The successful bidder(s) shall, within five (5) working days of receipt of a letter of appointment and before commencement of any work, submit a contract-specific safety file and any other commencement documents required by MUT for approval.

### 2.2. STAGE TWO – FUNCTIONALITY EVALUATION (100 POINTS)

The evaluation criteria for functionality considers the bidder's previous experience and ability, quality, reliability, viability and durability of all equipment, goods and or services as well as the Bidders technical capacity and ability to execute and maintain a contract.

**Note:**

- No bidders will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.
- Only bidders scoring minimum of 35 out of 50 points and more shall be considered for Stage 3 dealing with Price & BBBEE.
- Only bidders who meet the minimum qualifying threshold will be considered, and the Seven highest scoring among them will be appointed as panel members.

<b>Functionality Criteria</b>	<b>Weights</b>
<b>COMPANY EXPERIENCE AND REFERENCES</b> The bidder to submit Copies of reference letters for proven experience in Basic Building Maintenance Services. The references should include the name of the entity, nature of contract, contact person (Relevant person), contact number and email address. <b>Note: Please ensure reference letters are on the clients' letterhead.</b>	<b>Maximum 30 points</b>
Three (3) Contactable references letters of similar nature provided	30 Points
Two (2) Contactable references letters of similar nature provided.	20 Points
One (1) Contactable references letter of similar nature provided	10 Points
<b>EXPERIENCE OF KEY PERSONNEL</b> All resources need to submit a CV should not be more than 2 pages each; the South African Identity Document (ID) copy; Trade Certificate to score the relevant points	<b>Maximum 15 Points</b>
<b>X4 Artisans</b> Applicable SETA / QCTO accredited qualifications in building / civil engineering for each resource (1 Points per artisan) More than 5 Years experience post qualification (2 Points per Artisan) 2 – 4 Years experience post qualification (1 Point per Artisan)	12 Points
At least one Artisan should have Valid Certificate of DoL, QCTO, HWSeta & SAIOSH accredited & or endorsed OH&S certificates, based on the SAQA curriculum, i.r.o all safe work procedures that relate to the full provision of this contract's deliverables, (working at heights, first aid and Firefighting.)	3 Points
<b>Locality</b> Bidder to submit a copy of Lease agreement; Utility bill not older than 3 months; Confirmation of Residential Address Issued by Ward Councillor	<b>Maximum 05 points</b>
Business Operating in Umlazi (Utility bill / Lease agreement/ Confirmation of Residential Address Issued by Ward Councillor provided)	5 Points
Business Operating in Durban (Utility bill / Lease agreement/ Confirmation of Residential Address Issued by Ward Councillor provided)	3 Points
Business Operating within 100km radius from MUT (Utility bill / Lease agreement/ Confirmation of Residential Address Issued by Ward Councillor provided)	2 Points
Business Operation beyond 100km radius from MUT	0 Points
<b>TOTAL POINTS FOR FUNCTIONALITY</b>	<b>50 Points</b>

**Notes for functionality:**

- All qualifications must be attached. Where foreign qualifications are submitted, a SAQA evaluation certificate must also be attached. MUT reserves the right to verify all references, qualifications, registrations and experience claims. Replacement personnel may only be used with prior written approval by MUT and must be of equal or better competence.
- No information provided OR submission of no substance / irrelevant information provided OR less than 2 years' experience = 0 Points

**2.2.1 CV TEMPLATE: BUILDING/CIVIL MAINTENANCE ARTISAN 1**

Full Name:		Nationality:			
Gender:		ID No.:			
<b>Formal Qualifications:</b>					
<b>Qualification/s</b>	<b>Name of Institution/s</b>			<b>Year Obtained</b>	
<b>Name of Employer (1):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Current/Recent Position:	Years of Experience:				
<b>Name of Employer (2):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Name of Employer (3):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Name of Employer (4):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Specific Experience Record Pertinent to the Required Services:</b>					



## 2.2.2 CV TEMPLATE: BUILDING/CIVIL MAINTENANCE ARTISAN 2

Full Name:		Nationality:			
Gender:		ID No.:			
<b>Formal Qualifications:</b>					
<b>Qualification/s</b>	<b>Name of Institution/s</b>			<b>Year Obtained</b>	
<b>Name of Employer (1):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Current/Recent Position:	Years of Experience:				
<b>Name of Employer (2):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Name of Employer (3):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Name of Employer (4):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Specific Experience Record Pertinent to the Required Services:</b>					



### 2.2.3 CV TEMPLATE: BUILDING/CIVIL MAINTENANCE ARTISAN 3

Full Name:		Nationality:			
Gender:		ID No.:			
<b>Formal Qualifications:</b>					
<b>Qualification/s</b>	<b>Name of Institution/s</b>			<b>Year Obtained</b>	
<b>Name of Employer (1):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Current/Recent Position:	Years of Experience:				
<b>Name of Employer (2):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Name of Employer (3):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Name of Employer (4):</b>	<b>Full Time:</b>	<b>Yes</b>		<b>No</b>	
Previous Position:	Years of Experience:				
<b>Specific Experience Record Pertinent to the Required Services:</b>					



## 2.2.4 CV TEMPLATE: BUILDING/CIVIL MAINTENANCE ARTISAN 4

Full Name:		Nationality:			
Gender:		ID No.:			
<b>Formal Qualifications:</b>					
<b>Qualification/s</b>		<b>Name of Institution/s</b>		<b>Year Obtained</b>	
<b>Name of Employer (1):</b>		<b>Full Time:</b>	<b>Yes</b>		<b>No</b>
Current/Recent Position:		Years of Experience:			
<b>Name of Employer (2):</b>		<b>Full Time:</b>	<b>Yes</b>		<b>No</b>
Previous Position:		Years of Experience:			
<b>Name of Employer (3):</b>		<b>Full Time:</b>	<b>Yes</b>		<b>No</b>
Previous Position:		Years of Experience:			
<b>Name of Employer (4):</b>		<b>Full Time:</b>	<b>Yes</b>		<b>No</b>
Previous Position:		Years of Experience:			
<b>Specific Experience Record Pertinent to the Required Services:</b>					



**2.2.5 COMPANY PROFILE TEMPLATE:**

Bidder's Company Name:	
<b>Experience in Proving of Basic Building Maintenance Services:</b>	
<b>Name of Client (1):</b>	
Duration of Service:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	
Relevance of the Contract Scope of Services v/s this RFQ Service Scope:	
<b>Name of Client (2):</b>	
Duration of Service:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	
Relevance of the Contract Scope of Services v/s this RFQ Service Scope:	
<b>Name of Client (3):</b>	
Duration of Service:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	

Relevance of the Contract Scope of Services v/s this RFQ Service Scope:	
<b>Name of Client (4):</b>	
Duration of Contract:	Contract Value (as per the CIDB Works Capability criteria):
Assigned OSHERQ personnel (if any):	
Relevance of the Contract Scope of Services v/s this RFQ Service Scope:	

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes our company's service experience.

**Signature:** ..... **Date:**.....  
 [of key personnel who confirms the details on the Company Profile as recorded above]

**Signature:** ..... **Date:**.....  
 [of person authorised to sign on behalf of the Tenderer]

### 2.3 STAGE 3 – PRICE AND PREFERENCE POINTS (80/20)

Only Bids that achieved the minimum qualifying score/percentage of 35 out of 50 for functionality will be considered further in terms of the relevant preference point system.

To enable fair comparison of quotations, bidders must complete the pricing schedule below. The quantities are for evaluation purposes only and do not guarantee actual volumes. Work will be instructed only through authorised task orders as and when required.

ITEM	DESCRIPTION	UNIT	EVALUATION QUANTITY	RATE (R)	EXTENDED PRICE (R)
1	Building/Civil Artisan	Hour	1		
3	Building Maintenance Assistant	Hour	1		
4	Monthly performance report fee	Per month	1		
5	Material mark-up percentage (cap to be inserted by MUT if applicable)	%	1		
6	Other approved disbursement (administration & Transport)	K/M	1		

#### Call-out Fee (Indicative Only)

DESCRIPTION	RATE PER CALL-OUT
After-hours / weekend / public holiday call-out fee	

### 2.3.1 POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis: 80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

$P_{\min}$  = Price of lowest acceptable bid

#### POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**Note:**

**Non-compliant contributors or failure to provide certification substantiating the BBEE status level of contribution will result in the Bidder being awarded zero (0) points for the preference point system.**

### SECTION 3- MUT RFQ FORM DECLARATION

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to MUT on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ), and on the terms regarding time for delivery and/or execution stipulated therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by MUT during the validity period indicated and calculated from the closing time of the RFQ.
3. If I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, MUT may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and MUT and I/we will then pay to MUT any additional expense incurred by MUT having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, MUT shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss MUT may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, and that it covers all the work/item(s) in these documents and all my/our obligations under a resulting contract. I/we accept that any mistakes in the RFQ submission will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.
10. -----  
-----  
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Are you duly authorized to sign for this the RFQ?      **\*YES / NO**

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?  
**\*YES / NO**

<p><b>DECLARATION:</b></p> <p>I, the undersigned (full names): .....</p> <p>Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.</p> <p><b>Signature:</b> .....</p>
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**Ensure that all pages are completed in full before returning this document.**

<p>Name &amp; Surname of Authorized Person / Representative: .....</p> <p>.....</p> <p><b>Signature of Bidder's Representative:</b> .....</p>	<p>Date:</p>
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**CHECKLIST TO BE COMPLETED BY THE BIDDER:**

<ul style="list-style-type: none"> <li>▪ Does this offer comply with the specifications? State the brand where applicable.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have the required experience? State period.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Can this order be delivered within specified period? State delivery period.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Do you intend sub-contraction/Partner?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have a Valid SARS Tax Compliance Status Pin?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have a Valid Letter of Good Standing (COIDA)?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have a CIDB grading GB 1 and GB2 Grade Certificate ONLY?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have a public liability cover to the value of R1000 000.00?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have a valid BBBEE Certificate or Affidavit?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Did the bidder complete the Bidder's Disclosure Declaration?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Did the bidder complete the MUT RFQ Declaration?</li> </ul>	