

OFFICE OF THE VICE CHANCELLOR**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 504/2026	Appointment of a specialist consultant to support the establishment and operationalization of the International Office at Mangosuthu University of Technology (MUT)	80/20	18 September 2026, Time: 10:00am	Refer to a document

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

Procurement Enquiries: Ms. Philly Hlophe, E-mail philly@mut.ac.za (031) 907 7160

Technical Enquiries: Mrs Ritta Nzama, E-mail AdSecretary@mut.ac.za

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

Completed documents should be emailed back to philly@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 90 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.

Business Unit: Office of the VC	RFQ number: RFQ MUT 504/2026
RFQ Description:	Appointment of a specialist consultant to support the establishment and operationalization of the International Office at Mangosuthu University of Technology (MUT)
Requester: Mrs Ritta Nzama Contact No: (031) 907 7229 E-mail: AdSecretary@mut.ac.za	Buyer: Ms Philly Hlophe Contact no: (031) 907 7160 E-mail: philly@mut.ac.za
Request Date: 11 September 2026	
Compulsory Briefing/Information session	None
Closing date: 18 September 2026 Closing Time: 10:00am	Completed Quotation should be returned via e-mail: philly@mut.ac.za
Payment term	30 days in arrears upon receipt of a valid invoice
NB: RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

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

Bidder's Name:	
Contact Number:	
Name & Surname of Authorized Person:	
E-mail:	
Vendor No:	
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 Price component.
2. MUT does not permit advance payments. Bidders are required to make provision for all costs associated with the supply and delivery of the goods/services. Payment shall be made only after successful completion of the required deliverables, verification by the end-user department, and receipt of a valid tax invoice.
3. Pricing: do not show separately.
4. 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.
5. The 90-day validity period may not be extended unless otherwise stated by the MUT
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided herein before closing date and time.
8. Should the bidder not receive the letter of award or the purchase order within the validity period, the bidder must consider their quotation unsuccessful.
9. MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT's discretion to appoint the most suitable service provider who will add value to MUT.

1.2. WHAT IS MUT LOOKING FOR?

Background

Mangosuthu University of Technology (MUT) is committed to advancing its strategic vision of becoming a globally engaged University that contributes meaningfully to teaching and learning, research, innovation, community engagement and sustainable development through international collaboration. The University's internationalisation agenda aligns with the Department of Higher Education and Training (DHET) Policy Framework for Internationalisation of Higher Education in South Africa (2020), which provides the national policy direction for internationalisation in the South African higher education sector. To strengthen its international footprint, MUT intends to establish a fully functional International Office to coordinate international partnerships, student and

staff mobility, international research collaborations, international funding opportunities, and global engagement initiatives. MUT therefore invites suitably qualified and experienced consultants or organisations to submit quotations to provide strategic advisory, capacity-building, and systems development services for the establishment of the University's International Office.

Purpose of the appointment

The purpose of this appointment is to assist MUT in designing, developing and operationalising an International Office that is strategically aligned with institutional priorities, MUT IGNITE 2030, national policy, and international best practice. The successful consultant will work closely with the Office of the Vice-Chancellor, the DVC- Research, Innovation and Engagements and the Senior Director marketing and Communications who is currently the caretaker of Internationalisation Office, and other relevant stakeholders to develop sustainable systems, build institutional capacity and position MUT to compete successfully for international partnerships and funding opportunities.

1.3. SCOPE OF WORK:

The successful service provider will be expected to provide, but not be limited to, the following services:

1.3.1 Internationalisation strategy and policy capacity building

The MUT Internationalisation strategy is approved by Council, and the Consultant will be required to design and facilitate a comprehensive institutional workshop on such critical matters as the following:

- The DHET Policy Framework for Internationalisation of Higher Education in South Africa (2020); Global trends in higher education internationalisation; Internationalisation at Home; Student and staff mobility; International partnerships; Research collaboration; Internationalisation governance; and Institutional readiness for internationalisation.

The workshop/s should include practical implementation strategies applicable to Universities of Technology.

1.3.2 MUT Internationalisation Policy Workshop

Facilitate a strategic institutional workshop on the implementation of MUT's Internationalisation Policy, including Policy interpretation; Institutional responsibilities; Governance structures; Roles and responsibilities; Integration with teaching, learning, research and innovation; Monitoring and evaluation; International partnership management; and Risk management.

1.3.3 Development of Systems for the International Office

Review the University's current internationalisation landscape and develop an operational framework for a modern International Office, with budgetary constraints in mind.

This should include International Office organisational structure; Governance framework; Operational model; Standard Operating Procedures (SOPs); Partnership management system; International agreements management process; Student mobility processes; Staff mobility processes; International visitor management protocols; International delegation protocols; International stakeholder engagement framework; International marketing and branding framework; Monitoring and evaluation framework; Annual operational planning framework; and Key Performance Indicators (KPIs)

The consultant should recommend digital systems or software solutions to support the effective management of international activities.

1.3.4 International funding capacity development

Design and deliver practical training aimed at improving institutional capacity to identify, access and manage international funding opportunities. Training should include, but not be limited to:

European Union Funding including **Erasmus+ Programme** (Capacity Building in Higher Education (CBHE); International Credit Mobility (ICM); Jean Monnet Actions Erasmus Mundus); **Horizon Europe** (Collaborative Research Projects; Marie Skłodowska-Curie Actions (MSCA); European Research Council opportunities; Research partnerships)

Additional International Funding Opportunities

The consultant should also introduce staff to relevant funding mechanisms such as DAAD, British Council, Commonwealth Scholarships, VLIR-UOS, Newton Fund (where applicable), African Union research funding, UNESCO programmes, African Academy of Sciences, NRF international funding programmes, TWAS, USAID Higher Education programmes (where applicable), and Other international development agencies supporting higher education collaboration.

Training should include, Funding landscape overview; Eligibility requirements; Building competitive consortia; Proposal development; Budget preparation; Compliance requirements; Grant management; Partnership development; and Proposal review sessions.

1.3.5 Human Resource and Organisational Design

Conduct a staffing needs assessment and recommend an appropriate organisational structure for the International Office.

Recommendations should include Required positions; Job descriptions; Skills requirements; Competency framework; Reporting lines; Staffing levels; Growth model over five years; and Professional development plan.

Benchmarking against leading South African and international universities will be advantageous.

1.4 Deliverables

The successful consultant shall provide Inception Report; Internationalisation diagnostic report; Workshop materials; Training manuals; Facilitation of all agreed workshops; Operational

Framework for the International Office; Standard Operating Procedures (SOPs); Governance Framework; Staffing Model; Organisational Structure; Funding Strategy; Funding Toolkit; Proposal Development Toolkit; Monitoring and Evaluation Framework; and Final Implementation Roadmap (3–5 years)

1.5 Consultant Requirements

Interested consultants or firms should demonstrate:

- Extensive experience in higher education internationalisation.
- Proven experience establishing or strengthening university international offices.
- Knowledge of the DHET Policy Framework for Internationalisation (2020).
- Experience working within South African higher education institutions.
- Demonstrated expertise in Erasmus+ and Horizon Europe programmes.
- Track record of securing or supporting international funding proposals.
- Experience facilitating executive and institutional workshops.
- Knowledge of international higher education policy, governance and partnership management.
- Excellent project management and stakeholder engagement skills.

Experience working with Universities of Technology will be an added advantage.

1.6 Submission Requirements

Interested consultants should submit:

- Company profile
- Detailed methodology and approach
- Understanding of the assignment
- Curriculum Vitae of key personnel
- Evidence of similar projects completed
- At least three contactable references
- Proposed project plan and indicative timelines
- Financial proposal

1.7 Duration of the assignment

The assignment is expected to be completed within three to six months of the appointment date, in accordance with the agreed implementation schedule.

1.8 Expected Outcomes

The successful implementation of this assignment should result in:

- A fully operational International Office aligned with the DHET Internationalisation Framework.
- Strengthened institutional capacity for internationalisation with governance and operational systems for international activities.
- Improved institutional readiness to participate in international partnerships and mobility programmes that will enhance institutional competitiveness for international research and development funding.
- A sustainable staffing model capable of supporting MUT's long-term internationalisation agenda.
- A practical implementation roadmap that positions MUT as a globally engaged University

This Request for Quotations presents an opportunity for experienced internationalisation experts to partner with MUT in building a sustainable, policy-aligned, and future-focused International Office that will support the University's aspirations under its broader strategic vision and enhance its global engagement.

1.9 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 interest¹ 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

¹ 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 consortium² 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.

² 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 PROCCESS

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

- Stage 1: Administrative and mandatory compliance.
- Stage 2: Functionality Evaluation
- Stage 3: Price and Preference Evaluation

2.1. STAGE 1 – ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS

1. RFQ document completed and signed where applicable.
2. Company Registration documents (CIPC) or MUT Registration number as a Vendor
3. Valid SARS Tax Compliance Status Pin

2.1.1. NON – MANDATORY RETURNABLE DOCUMENTS (STAGE 1)

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. BBBEE Certificate for Preferential points claim.

2.2 STAGE 2 – FUNCTIONALITY EVALUATION

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 70% and more shall be considered for Stage 3 dealing with Price & BBBEE.

• Functionality Criteria	Weights
RELEVANT EXPERIENCE IN HIGHER EDUCATION INTERNATIONALISATION Evidence of experience establishing, strengthening, reviewing, or supporting international offices, internationalisation strategies, mobility programmes, and international partnerships at higher education institutions. The consultant requirements specifically refer to extensive experience in higher education internationalisation and establishment of university international offices NB: reference letter, needs to be on the client's letterhead, indicate the scope of work, dated and signed by the authorised person	Maximum 30 points
Three (3) or more similar university internationalisation project references from universities or public higher education institutions	30 Points
Two (2) similar university internationalisation project references from universities or public higher education institutions	20 Points
One (1) similar university internationalisation project reference from universities or public higher education institutions	10 Points

Methodology and implementation approach Assessment of the bidder's understanding of the assignment and proposed approach to delivering the required scope, including workshops, operational framework development, SOPs, governance structures, staffing model, mobility processes, and implementation roadmap	Maximum 30 points
Excellent understanding with comprehensive methodology, clear work plan, deliverables, stakeholder engagement strategy, risk management and implementation roadmap	30 Points
Good understanding with detailed methodology and implementation plan	20 Points
Adequate understanding with acceptable methodology	10 Points
Poor methodology or limited understanding	0 Points
Experience with Erasmus+, Horizon Europe and international funding Evaluation of demonstrated expertise in Erasmus+, Horizon Europe and other international funding programmes/opportunities identified in the scope.	Maximum 20 points
Extensive experience in Erasmus+, Horizon Europe and multiple international funding programmes with evidence of successful support or participation	20 Points
Good experience in at least two major international funding programmes	15 Points
Limited experience in one programme	7 Points
No proven experience submitted	0 Points
Qualifications and experience of key personnel The bidder must submit a CV and copies of qualifications for the Project Leader / Lead Consultant	Maximum 20 points
Doctoral Degree (NQF 10) in relevant field and more than 10 years' relevant experience	20 Points
Master's Degree (NQF 9) and 8 to 10 years' relevant experience	15 Points
Honours Degree (NQF 8) and 5 to 7 years' relevant experience	7 Points
Does not meet minimum requirement	0 Points
TOTAL POINTS FOR FUNCTIONALITY	100 Points

2.3 STAGE 3 –PRICE AND PREFERENCE EVALUATION

Quotations that comply with functionality requirements (Stage 3) will be evaluated on price, and preference.

Only Bidders who obtain a minimum score of 70 out of 100 points for functionality will be considered for Price and Preference

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

THE OFFER SHALL REMAIN VALID FOR A PERIOD OF NINETY (90) CALENDAR DAYS FROM THE CLOSING DATE OF THE BID. PRICES QUOTED MUST SOUTH AFRICAN RAND (ZAR) AND SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES

ITEM NO	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
	The bidder needs to price for all deliverables: Inception Report; Internationalisation diagnostic report; Workshop materials; Training manuals; Facilitation of all agreed workshops; Operational Framework for the International Office; Standard Operating Procedures (SOPs); Governance Framework; Staffing Model; Organisational Structure; Funding Strategy; Funding Toolkit; Proposal Development Toolkit; Monitoring and Evaluation Framework; and Final Implementation Roadmap (3–5 years)	Lump some		
	SUB-TOTAL			
	VAT@15%			
	TOTAL AMOUNT			

2.2.1 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).

2.2.2 Points for this tender shall be awarded for:

(a) PRICE and BBEE

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

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

SECTION 3: MUT RFQ FORM DECLARATION AND RFQ CHECKLIST

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. _____

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**

DECLARATION:

I, the undersigned (full names):

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.

Signature:

Ensure that all pages are completed in full before returning this document.

Name & Surname of Authorized Person / Representative:

.....

Signature of Bidder's Representative:

Date:

CHECKLIST TO BE COMPLETED BY THE BIDDER:

• Does this Offer comply with specification, state brand where applicable?	
• Does the bidder have the required experience, state period?	
• Can this order be delivered within the specified period, state delivery period?	
• Do you intend sub-contraction/Partner?	
• Pricing Schedule (Recalculate to ensure accuracy)- Indicate whether prices are firm or non-firm)	
• Bidders Disclosure (Read, Understand and Sign)	
• Declaration of Bidder's Past Supply Chain Management Practices (Read, Understand and Sign)	
• CSD Registration Number (MAAA.....) / CSD report	