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19 October 2018

INVITATION TO TENDER FOR SALE OF A PHOTOCOPIER MACHINE IN TETA OFFICES, CAPE TOWN

ENQUIRY NUMBER: TETA18/FIN/DISPOSAL/001

Enquiry: Zukisani Mangaliso

Tel Number: 011-577 7026

Email Address: Zukisanim@teta.org.za

You are kindly invited to submit your offer/s to purchase a second-hand Heavy Duty Photocopier Machine situated in TETA Offices, Cape Town

1. Description

Item No	Location	Description	Model	TETA Asset Number
1	TETA Cape Town Offices, 13 Main Road, Newlands on Main, Mariendahl House, Newlands, Cape Town	Heavy Duty Photocopier Machine	Colorqube 9203, Serial Number: 3642900837	TETA3120050

2. INSPECTION AND VIEWING

Viewing can be arranged by appointment. Contact Person: Mr Victor Muhlberg at 021-829 6416 or email

Victor@teta.org.za

3. SUBMISSION OF THE “OFFER TO PURCHASE”

THE FOLLOWING DOCUMENTATION FORMS AND A COMPLETE TENDER TO BE SUBMITTED TOGETHER WITH YOUR TENDER DOCUMENT:

Your quotation, as submitted by you on the “Offer to Purchase” document shall be submitted through an email as follows:

- E-mail address: Zukisanim@teta.org.za. The closing date is on **Friday, 02nd November 2018 @ 11h00 am.**

ALL OFFERS TO PURCHASE ARE TREATED AS CONFIDENTIAL! NO LATE OFFERS WILL BE ACCEPTED!

4. PRICING AND TENDERING

- Please quote the tender enquiry number on all correspondence.
- The offered price must be tendered in Rand and will be the full offered price for the purchase of the photocopier machine on sale. Only a price as such will be accepted for evaluation.
- Should the photocopier machine be sold in such a way that will require or need the use of Value Added Tax, the tenderer must clearly indicate this position and provide their VAT number and details on their tender document. The tender document must show Value Added Tax separate from the price that is offered for the photocopier machine on sale.

5. SCOPE OF WORK

Sale of second-hand Heavy Duty Photocopier Machine in TETA Offices, Cape Town

NOTES

- On the date of receipt of payment for the photocopier machine, all risks of damage in connection with the machine shall be transferred to the purchaser.
- The photocopier machine is sold VOETSTOOTS and on its current condition.

6. RISK AND OWNERSHIP

On the date of receipt of payment, the full risk and ownership of the photocopier machine sale shall pass to the successful buyer.

7. GUARANTEE / WARRANTY

TETA gives no guarantee or warranty to the workability or condition of the photocopier machine on sale, other than allows each tenderer to familiar themselves at the site prior to tendering

8. OFFERS

Offers received for this tender will be deemed valid for a period of 1 month (30) days from the tender closing date.

TETA reserves the right not to accept the lowest or any tender / offer or withdraw the sale.

Only the successful tenderer will be notified.

9. VALUE ADDED TAX (VAT)

DECLARATION (BY TENDERERS) OF GOOD STANDING REGARDING TAX

IT IS A CONDITION OF TENDERERS THAT:

9.1 It is an absolute requirement that the taxes of the successful tenderer must be in order, or that suitable arrangement is made with the Receiver of Revenue to satisfy them.

9.2 The tenderer must submit a SARS pin with expiry date / Proof of Registration with National Treasury Central Supplier Database (CSD) to assist with the verification of Tax Status / Affairs.

10. CRITERIA USED FOR EVALUATION OF OFFERS

The following criteria will be used in the evaluation and awarding of the contract:

Evaluation Criteria	Weighting
Financial – Best Price	100%

11. PRICING SCHEDULE

Your tender must be submitted strictly in accordance with the requirements stipulated in the following sections, forms and/or documents on the basis that tenders incomplete tenders will not qualify for consideration.

Item No.	Description	
1	Sale of Second Hand Heavy Duty Photocopier Machine for TETA Cape Town Offices, 13 Main Road, Newlands on Main, Mariendahl House, Ground Floor, Newlands, Cape Town	
	Sub-Total	
	Vat Total @ 15%	
	Offered Price Inclusive of Vat	

OFFER SUBMITTED BY:

NAME (Print): SIGNATURE:

COMPANY NAME:

CSD SUPPLIER NAME: MAAA.....

TEL: CELL: FAX:

E-MAIL ADDRESS: