



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 04/2015/16**
Enquiries : L Nyondo, I Kubayi
Telephone : 012 351 1286, 11928
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 04/2015/16**
2. Invitation to Bid for the appointment of a service provider the collection, dispatch, conducting customs clearance and delivering of diplomatic freight ("af") bags to and from DIRCO head office and South African missions abroad for a period of two (2) years.
3. Required at Department of International Relations and Cooperation.
4. **Closing date 10 July 2015: 11 O'clock**
5. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD2, SBD3.1,3.2, SBD4, SBD6.1, SBD8, SBD9, Database Form, and General Conditions of Contract.
6. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
7. Please make sure that your bid reaches this office before the closing date.
8. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

This envelope can be placed in the bid box at DIRCO, OR Tambo Building, 460 Soutpansberg road Rietondale Pretoria.

OR

If posted, place the aforementioned envelope in a covering envelope addressed as follows:
Department of International Relations and Cooperation 460 Soutpansberg Road Rietondale 0084.

Non compliance with any of **the above** conditions will result in **your bid being disqualified**.

Yours faithfully


DIRECTOR-GENERAL

DATE: 24-06-2015

Kgoro ya Tirisano le Tshomisano ya Dinaga tsa Boditshabats'haba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditshabats'haba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentlisanana • ISebe lezobudlelwane neNisebenziswano yamZwe ngamaZwe • UmNyango weTjhebiso nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzits'hakats'haba na Tshumisano • Ndzawulo ya Vuxaka bya Maliko ya Misava na Ntirhisano • Departement van Internasionale Betrekkings en Samewerking



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

BID NO DIRCO: 04/2015/16 DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO): TO APPOINT THE SERVICE PROVIDER FOR THE COLLECTION, DISPATCH, CONDUCTING CUSTOMS CLEARANCE AND DELIVERING OF DIPLOMATIC AIR FREIGHT (“DAF”) BAGS TO AND FROM DIRCO HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF TWO (2) YEARS.

“TERMS OF REFERENCE”

BID NO DIRCO: 04/2015/16 DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO): TO APPOINT THE SERVICE PROVIDER FOR THE COLLECTION, DISPATCH, CONDUCTING CUSTOMS CLEARANCE AND DELIVERING OF DIPLOMATIC AIR FREIGHT (“DAF”) BAGS TO AND FROM DIRCO HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF TWO (2) YEARS.

1 PURPOSE

To appoint a bidder to provide and facilitate secure transportation of Diplomatic AIR Freight “DAF” bags to and from DIRCO Head Office, South African Missions abroad including the Department’s Parliamentary Office and the Protocol Office’s in Cape Town and Durban.

2. BACKGROUND

The Republic of South Africa has presently 126 South African Missions abroad established to promote economic, cultural, multilateral relations, social affairs, consular services, and to promote South Africa in those countries. As a means of communication the DIRCO makes use of protected diplomatic bags to dispatch official documents and articles to and from South Africa and the South African Missions Abroad in accordance with the Vienna Conventions on Diplomatic and Consular Relations.

3. SPECIFICATIONS

- 3.1. The bidder will be required to render a “door to door” courier service under the following conditions:
 - 3.1.1 Arrange all logistical and administrative functions including flight bookings.
 - 3.1.2 Provide a “door to door” courier service to and from all destinations as per Annexure A.
 - 3.1.3 Collect from DIRCO Head Office, deliver to OR Tambo Airport and conduct customs clearance to be dispatched to all South African Missions abroad.
 - 3.1.4 Collect Diplomatic Air Freight “DAF” bags from the airport of the destination, clear through customs and deliver to South African Missions abroad.
 - 3.1.5 Collect from South African Missions abroad, deliver to airport and conduct customs clearance to be dispatched to OR Tambo International Airport.
 - 3.1.6 Conduct customs clearance and collects all incoming Diplomatic Air Freight “DAF” bags from South African Missions abroad at the O.R. Tambo International Airport and deliver them to the DIRCO offices at the OR Tambo

Building, 460 Soutpansberg Road, Rietondale, Pretoria 0084; including the Department's Parliamentary Office and the Protocol Office's in Cape Town and Durban.

- 3.1.7 Collect, dispatch, conduct customs clearance, and deliver all Diplomatic Air Freight "DAF" bags from South African Missions abroad (as per Annexure A) to the DIRCO offices in Pretoria as per paragraph 3.1.6 above.
- 3.1.8 Provide an in-house service to DIRCO by placing an official at the DIRCO premises to monitor bags and provide real time online information of Diplomatic Freight "AF" bags in transit. The appointed in-house person/s is/are subject to obtaining a security clearance from the DIRCO.
- 3.1.9 Provide computer equipment and stationery for the "in-house" person to perform his/her duties.
- 3.1.10 Must be able to clearly and substantially demonstrate to have a well-established international courier network.
- 3.1.11 Provide the DIRCO with full access to its International track and trace network facilities through the in-house resources for the duration of the contract.
- 3.1.12 Provide a comprehensive monthly report on all shipments dispatched and delivered both for South African Missions abroad and the DIRCO Head Office, including the Department's Parliamentary Office and the Protocol Office's in Cape Town and Durban.
- 3.1.13 Demonstrate to have proven safe and secure handling practices
- 3.1.14 To submit a complete list of tariffs for each destination that will indicate the minimum tariff and a rate per kilogram (as reflected in the pricing schedule) and NOT a volumetric rate.
- 3.2 The specific conditions relating to 3.1 above are as follows:
 - 3.2.1 SECURITY
 - 3.2.1.1 Incoming diplomatic freight bags as per Annexure "A" must be cleared and collected daily within twenty four (24) hours of its arrival at the airport of final destination, which includes bags abroad and domestically.
 - 3.2.1.2 Outgoing diplomatic freight bags must be collected daily before 14:00; cleared and delivered at the airport for dispatch within twenty four (24) hours from collection.
 - 3.2.1.3 In/outgoing bags must be transported in a closed vehicle fitted with a tracking device and may not be left unattended at any stage during transit.
 - 3.2.1.4 Damages/losses or tampering with bags must be reported in writing within 24 hours to a designated DIRCO official or his/her deputy.

- 3.2.1.5 The report must contain details relating to the incident e.g. date, routing, current status and steps to be taken to prevent future incidents.
- 3.2.1.6 The bidder must trace lost bags and update the DIRCO on a twenty four (24) hour basis.
- 3.2.1.7 DIRCO must be informed within twelve (12) hours of any delayed/detained bags and the reasons thereof.
- 3.2.1.8 Separate handling facilities for bags with a twenty four (24) hour surveillance capacity must be provided and secured.

3.2.2 TARIFFS

- 3.2.2.1 Tariffs must be inclusive of customs clearance fees, fuel surcharges, and master airway bill fees
- 3.2.2.2 Tariffs will be amended annually on written request from the service provider considering the CPI, Rand/Dollar exchange rate and fuel surcharges. The written request will also be accompanied by a comprehensive independent audit report demonstrating the correct and valid calculations.
- 3.2.2.3 The bidder must provide a rate per kilogram and not a volumetric tariff.
- 3.2.2.4 A separate quotation must be provided for items exceeding 30kg weight limit, dispatched as diplomatic freight with only a door to terminal service.

3.2.3 TRANSPORTING OF BAGS

- 3.2.3.1 The vehicles to be used must be able to transport at least a weight of one to three tons (one thousand kilograms to three thousand kilograms) from the OR Tambo Building to the OR Tambo International Airport.
- 3.2.3.2 Bags may not be transported by road to South African Missions abroad unless prior arrangements are made with and agreed to by DIRCO.
- 3.2.3.3 The bidder shall provide a door to door service, in respect of all bags/parcels less than 30kg without intervention of DIRCO in order to get bags cleared/delivered.
- 3.2.3.4 Bags must be delivered to South African Missions abroad during normal office hours, against a signature of one of the three (3) transferred officials on the list as provided by DIRCO.
- 3.2.3.5 Provide a reliable and road worthy fleet of vehicles fitted with a tracking/monitoring device and all vehicles must be fitted with lockable steel shutter doors. DIRCO reserve the right to request AA roadworthy certificates for any or all vehicles at any time during the period of the contract.

3.2.4 AIRWAYBILLS

3.2.5.1 Adequate stocks of pre-print in-house waybills, labels, tags, rip and grip seals, plastic bags or any other marking material as required must be provided at no additional cost.

3.2.6 IN-HOUSE SERVICE

3.2.6.1 The services of an in-house person that has received security clearance from DIRCO must be provided to perform related duties daily.

3.2.6.2 All stationery and computer equipment required by the in-house employee must be provided for at the cost of the service provider.

3.2.6.3 The bidder must provide a telephonic inquiry service during normal office hours.

3.2.6.4 The in-house person must provide all support related to the dispatch of bags and ensure proper record keeping thereof.

3.2.6.5 An internet (E-mail and Web site address) must be provided to make track and trace enquiries.

3.2.6.6 The in-house person must ensure that all flight bookings are done on a daily basis.

3.2.6.7 Proof of delivery (POD) for each consignment must be provided within twenty four (24) hours after delivery has taken place.

3.2.6.8 The in-house person must be able to provide a status report on all bags on request.

3.2.7 ACCOUNTS

3.2.7.1 DIRCO must be provided with a detailed account, attaching all correct and relevant invoices, on a bi-weekly basis.

3.2.7.2 All payments will be effected within thirty (30) days after receipt of the account and it is not the duty of DIRCO to provide the Service Provider with records for invoices paid/or not, other than the normal proof of payment .

3.2.7.3 Invoices not in line with clause 3.1.12 and details not in accordance with information on the waybill will not be paid.

3.2.7.4 Banking details of the service provider's bank account **MUST** be provided on awarding of the tender.

4. EVALUATION CRITERIA TO BE USED

The bid will be evaluated in three phases (i.e. Phase 1, 2, and 3) as follows:

4.1 Phase 1: Responsive Criteria

The minimum requirements must be satisfied by the prospective bidders in order to pass to the next phase of the evaluation process. Please refer to the schedule below.

| Requirements |
|---|
| 4.1.1 Valid Tax Clearance Certificate must be submitted with bid documents |
| 4.1.2 Completion all SBD (Standard Bid Documents) documentation <ul style="list-style-type: none">▪ SBD1▪ SBD2▪ SBD3.1▪ SBD3.2▪ SBD4▪ SBD6.1▪ SBD8▪ SBD9 |
| 4.1.3 In case of joint ventures/consortiums, signed copy/copies of the signed contract(s) between the 2 parties must be submitted. |
| 4.1.4 Submission of certified latest audited financial statements as presented by an independent auditor |
| |

4.2 Phase 2: Functionality

A bidder that scores less than 60% in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

For purposes of comparison, and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

4.2.1. Functionality Criteria

| Functionality Criteria | Weight |
|--|-----------|
| 1. Capacity to deliver: | |
| 1.1. A minimum of 3 years relevant experience of the company in the industry Matrix: Minimum of 3 years' experience = 3 points Minimum of 4 years' experience = 4 points Minimum of 5+ years' experience = 5 points | 10 |
| 1.2. Proposed methodology/Project plan <ul style="list-style-type: none"> • The bidder must demonstrate how they will provide the service to DIRCO. (5) • Ability to provide proof of secure collection, custom clearance, transportation and delivering of Diplomatic Air Freight (DAF) bags.(5) | 10 |
| 1.3. In-House Service Confirmation of effective and efficient provision for in-house service and resources, a minimum of one (1) personnel must be allocated to DIRCO i.e. demonstrate by means of a project plan. | 10 |
| 1.4. International courier network Provide proof of an established international courier network with service providers in the industry. (Agents and airlines Service Provider with whom will be collaborating). | 10 |

| | |
|---|-----------|
| <p>3. Reconciliation of Account and reporting to the Department:</p> <ul style="list-style-type: none"> - Monthly KPI reports, Airway Bills, Invoices, Clearances, etc. Demonstrate by providing a process flow. | 15 |
| <p>4. Security measures</p> <ul style="list-style-type: none"> • Please demonstrate security measures that are in place to prevent financial/security irregularities and how confidentiality of information will be maintained.(5) • Service provider must provide proof (certificate) of a vehicle tracking system. (5) | 10 |
| <p>5. Accreditation/membership Provide proof of IATA,TAPA,ISO accreditation/membership or equivalent.</p> | 10 |
| <p>6. Client base</p> <p>Provide a minimum of 3 references (Name, Contact Person and contact number) of major clients. Accounts similar to DIRCO requirements.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Matrix:</p> <p>3 clients = 3</p> <p>4 Clients = 4</p> <p>5+ Clients = 5</p> </div> | 5 |
| Sub total | 80 |

4.3 Site Inspection

| Site Inspection | Weight |
|---|---------------|
| <p>Site inspection will focus on the following;</p> <p>1. Infrastructure</p> <p>location and condition of the premises the bidder will be operating from must be secure, adequate (general layout and general workout of handling facilities).</p> | 5 |

| | |
|---|------------|
| 2. Adequate and proven security measures for handling of Diplomatic Bags including fleet management. | 5 |
| 3. Operational Systems - Functional customer care/ call centre and a 24 hour track and trace system. In House Flight Bookings Custom clearance | 10 |
| Sub total | 20 |
| Total | 100 |

Values: 1 = Poor, 2= Fair, 3 = Good, 4 = Very Good, 5 = Excellent

As per Attachment A. Bidders must return the completed Schedule as part of the proposal. Should the pricing Schedule not be attached, the bid will be disqualified.

5. Phase 3: Price and preference.

5.1 The applicable formula 90/10 will be utilised to evaluate the bid, of which ninety (90) points are allocated for price and functionality. The remaining ten (10) points are for certain goals that have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD 6.1 that **MUST** be completed in detail

5.2 .In terms of Regulation 5 (2) and 6 (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 (90/10 system) |
|---|--|
| 1 | 10 |
| 2 | 9 |
| 3 | 8 |
| 4 | 5 |
| 5 | 4 |
| 6 | 3 |

| | |
|---------------------------|---|
| 7 | 2 |
| 8 | 1 |
| Non-compliant contributor | 0 |

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

6. GENERAL CONDITIONS

- 6.1 DIRCO will sign a contract with the successful bidder.
- 6.2 The preferred bidder will undergo vetting process and must obtain positive results prior appointment.
- 6.3 DIRCO reserves the right to sign a Service Level Agreement with the preferred bidder.
- 6.4 Tender evaluation can only be done on the basis of information, which was requested for and provided in detail. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- 6.5 The DIRCO reserves the right to award the bid to one or more services provider/s.
- 6.6 All prices quoted must fully inclusive of all cost and Value Added Tax. No additional cost other than agreed amounts will be paid by DIRCO.
- 6.7 Prices will be fixed for a 1st year period and will be adjusted based on CPI upon the 12 month anniversary.

7. SPECIAL CONDITIONS

- 7.1 Forwarding of bags must be guaranteed on flights as indicated on the Tender Document/Air Way Bill unless unforeseen circumstances prevail of which DIRCO must be informed within twenty four (24) hours.
- 7.2 Should the Courier Company/ airline as indicated per tender not comply with the provision of this Service Level Agreement, DIRCO reserves the right to request an alternative company/airline/routing at the expense of the service provider.
- 7.3 The most direct flights/routing must be utilized.

- 7.4 In case of any changes in flight details e.g. flight number, date, time or routing the DIRCO must be informed thereof within twenty four (24) hours.
- 7.5 Dispatch details e.g. date, time, flight, waybill number and a copy thereof must be provided to DIRCO before close of business each day.
- 7.6 Reports referred to must be provided by the Service Provider on or before the 15th day of each month in relation to the courier services performed during the preceding month.

8. CONTACT PERSONS AND SUBSOUTH AFRICAN MISSIONS

All enquiries can be directed to Supply Chain Management as per fax number:
- 012 329-1267

Enquiries pertaining to the completion of tender documents can be directed to the following Bid Office officials:

Mr. L Nyondo, 012 351-1286, nyondol@dirco.gov.za

Ms. I Kubayi, 012 351-1928, kubyii@dirco.gov.za

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road
Rietondale
0084

THE BRIEFING SESSION

The briefing session will be held at the address stated above on the **24 June 2015 at 10:00**. Submissions should be hand delivered and placed inside the Tender Box at the main gate at **Security at the above mentioned address on or before 11:00 on the closing date 10 July 2015**.

Prospective service suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions will not be accepted.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION.

BID NUMBER: DIRCO 04-2015/16

CLOSING DATE: ... 10/07/2015.....

CLOSING TIME: 11:00

DESCRIPTION: INVITATION TO BID FOR THE APPOINTMENT OF A SERVICE PROVIDER THE COLLECTION, DISPATCH, CONDUCTING CUSTOMS CLEARANCE AND DELIVERING OF DIPLOMATIC FREIGHT ("AF") BAGS TO AND FROM DIRCO HEAD OFFICE AND SOUTH AFRICAN MISSIONS ABROAD FOR A PERIOD OF TWO (2) YEARS.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: **Private Bag X152 Pretoria 0001.**

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
460 Soutpansberg Road Rietondale 0084

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE..... NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR.....
A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER:

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: INTERNATIONAL RELATIONS AND COOPERATION

Contact Person: Mr L Nyondo & Ms I Kubayi

Tel: 012 351 1755 & 012 351 1928

Fax: 012 329 1267

E-mail address: nyondol@dirco.gov.za & Kubayi@dirco.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr L Nyondo & Ms I Kubayi

Tel: 012 351 1755 & 012 351 1928

Fax: 012 329 1267

E-mail address: nyondol@dirco.gov.za & Kubayi@dirco.gov.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za



Application for a Tax Clearance Certificate

Purpose

Select the applicable option Tenders Good standing

If "Good standing", please state the purpose of this application

Two empty text boxes for stating the purpose of the application.

Particulars of applicant

| | | | | | | | | | | | | | | | |
|---|---------|--|-------------|--|--|--------------------------------------|---------|--|-------------|--|--|--|--|--|--|
| Name/Legal name (Initials & Surname or registered name) | | | | | | | | | | | | | | | |
| Trading name (if applicable) | | | | | | | | | | | | | | | |
| ID/Passport no | | | | | | Company/Close Corp. registered no | | | | | | | | | |
| Income Tax ref no | | | | | | PAYE ref no | 7 | | | | | | | | |
| VAT registration no | 4 | | | | | SDL ref no | L | | | | | | | | |
| Customs code | | | | | | UIF ref no | U | | | | | | | | |
| Telephone no | C O D E | | N U M B E R | | | Fax no | C O D E | | N U M B E R | | | | | | |
| E-mail address | | | | | | | | | | | | | | | |
| Physical address | | | | | | | | | | | | | | | |
| Postal address | | | | | | | | | | | | | | | |

Particulars of representative (Public Officer/Trustee/Partner)

| | | | | | | | | | | | | | | | |
|------------------|---------|--|-------------|--|--|-------------------|---------|--|-------------|--|--|--|--|--|--|
| Surname | | | | | | | | | | | | | | | |
| First names | | | | | | | | | | | | | | | |
| ID/Passport no | | | | | | Income Tax ref no | | | | | | | | | |
| Telephone no | C O D E | | N U M B E R | | | Fax no | C O D E | | N U M B E R | | | | | | |
| E-mail address | | | | | | | | | | | | | | | |
| Physical address | | | | | | | | | | | | | | | |

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

| Date started | Date finalised | Principal | Contact person | Telephone number | Amount |
|--------------|----------------|-----------|----------------|------------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

CCYY - MM - DD

Signature of representative/agent Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

CCYY - MM - DD

Signature of applicant/Public Officer Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**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

Name of bidder.....Bid number: DIRCO.04-2015/16
Closing date 10/07/2015Time 11h00

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

- Required by DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
- At DIRCO/DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

COMPANY NAME:

| | | |
|--|--|--|
| INBOUND/OUTBOUND: TO/FROM RSA MISSIONS (DOOR TO DOOR/DOOR TO TERMINAL) | | |
|--|--|--|

| MISSION | COUNTRY NAME | Outbound Door to door Average weight per shipment (KG) | Total Cost for Outbound Door to door Rate per average weight per shipment | Inbound Door to door Average weight per shipment (KG) | Total Cost for Inbound Door to door Rate per average weight per shipment |
|----------|----------------------|--|---|---|--|
| ABIDAN | IVORY COST | 9,3 | | 15,6 | |
| ABUDHABI | UNITED ARAB EMIRATES | 10,1 | | 20 | |
| ABUJA | NIGERIA | 12,5 | | 18,3 | |
| ACCRA | GHANA | 18,8 | | 14,1 | |

| | | | |
|--------------------|-----------------------------|-------|-------|
| ADDIS ABABA | ETHIOPIA | 11,9 | 19,15 |
| ALGIERS | ALGERIA | 13,1 | 11 |
| ALMATY | KAZAKHSTAN | 10,56 | 13,3 |
| AMMAN | JORDAN | 11,6 | 16,4 |
| ANKARA | TURKEY | 6,3 | 10,7 |
| ANTANANARIVO | MADAGASCAR | 11,2 | 3,5 |
| ASMARA | ERITEA | 7,2 | 8,7 |
| ASTANA | KAZAKHSTAN | 8,6 | 12 |
| ATHENS | GREECE | 7,8 | 5,8 |
| BAMAKO | MALI | 12,3 | 25 |
| BANGKOK | THAILAND | 14,2 | 25 |
| BEIJING | CHINA, PEOPLE'S REPUBLIC | 13,1 | 30,3 |
| BERLIN | GERMANY | 13,1 | 30,3 |
| BERNE | GERMANY | 17 | 3,9 |
| BOMBAY | INDIA | 16,3 | 16,5 |
| BRASSAVILLE | CONGO | 18,2 | 28,7 |
| BRAZILIE | BRAZIL | 7,6 | 7 |
| BRUSSELS | BELGIUM | 8,1 | 10,9 |
| BUCHAREST | ROMANIA | 9,7 | 12 |
| BUDAPEST | HUNGARY | 10,6 | 5,8 |
| BUENOS AIRES | ARGENTINA | 12,2 | 17 |
| BUJUMBURA | BURUNDI | 11,8 | 18,2 |
| CAIRO | EGYPT | 9,2 | 9 |
| CANBERRA | AUSTRALIA | 15 | 30,3 |
| CAPE TOWN | | 9,5 | 9,1 |
| CARACAS | VENEZUELA | 6,3 | 8 |
| CASA LARANJA | SAO TOME PRINCEPE | 20,3 | 7,9 |
| CHIGAGO | UNITED STATES OF AMERICA | 7 | 21,8 |
| COLOMBO | SRI LANKA | 6,5 | 4,7 |
| COPENHAGEN | DENMARK | 15,1 | 9,8 |
| COTONOU / BENIN | BENIN | 7 | 14,9 |
| DAKAR | SENEGAL | 9,8 | 20 |
| DAMASCUS | SYRIA | 6,7 | 15,7 |
| DAR ES SALAAM | TANZANIA | 10 | 10,2 |
| DOHA | QATAR | 10,6 | 40 |
| DUBAI | UNITED ARAB EMIRATES | 6 | 7,2 |
| DUBLIN | IRELAND, REPUBLIC OF | 10 | 11,9 |
| GABERONE | BOTSWANA | 13,5 | 41,4 |
| GENEVA | SWITZERLAND | 9,3 | 30,3 |
| GUINEA BISSAU | GUINEA-BISSAU | 6,1 | 7,8 |
| HANOI | VIETNAM | 7,6 | 23,6 |
| HARARE | ZIMBABWE | 6,3 | 11,6 |
| HAVANA | CUBA | 9,2 | 9,4 |
| HELSINKI | FINLAND | 12 | 14,1 |
| HONHKONG | HONG KONG | 18 | 15,1 |
| ISAMABAD | PAKISTAN | 19,6 | 8 |
| JAKARTA | INDONESIA | 6,1 | 13 |
| JEDDAH | SAUDI ARABIA | 9 | 8,4 |
| KAMPALA | UGANDA | 13,9 | 14,6 |
| KHARTOUM | SUDAN | 17,4 | 14,8 |

| | | | |
|--------------|------------------------------|-------|------|
| KIGALI | RWANDA | 7,3 | 12,4 |
| KINGSTON | JAMAICA | 7,2 | 7,3 |
| KINSHASA | CONGO, THE DEMOCRATIC REP | 10,75 | 18,3 |
| KUALA LUMPUR | MALAYSIA | 7 | 8,1 |
| KUWAIT CITY | KUWAIT | 15,8 | 15,1 |
| KYIV | UKRAINE | 8,2 | 11,1 |
| LAGOS | NIGERIA | 8,6 | 11,8 |
| LIBREVILLE | GABON | 24,9 | 40,2 |
| LILONGWE | MALAWI | 6 | 30,3 |
| LIMA | PERU | 10 | 9,9 |
| LISBON | PORTUGAL | 6,8 | 3,9 |
| LONDON | UNITED KINGDOM | 15,8 | 11,2 |
| LOS ANGELES | UNITED STATES OF AMERICA | 10,5 | 14,4 |
| LUANDA | ANGOLA | 15,7 | 13,3 |
| LUBUMBASHI | CONGO, THE DEMOCRATIC REP | 6,5 | 9,4 |
| LUSAKA | ZAMBIA | 9,1 | 19,5 |
| MADRID | SPAIN | 9,3 | 11,6 |
| MALABO | EQUATORIAL GUINEA | 11,2 | 9,4 |
| MANILA | PHILIPPINES, THE | 8,6 | 12,5 |
| MAPUTO | MOZAMBIQUE | 11,5 | 11,4 |
| MAURITIUS | MAURITIUS | 25,7 | 4,3 |
| MASERU | LESOTHO | 6,6 | 6,6 |
| MBABANE | SWAZILAND | 10 | 14,7 |
| MEXICO CITY | MEXICO | 16,7 | 18,5 |
| MILAAN | ITALY | 8,5 | 19,4 |
| MONTEVIDEO | URUGUAY | 10,8 | 30,3 |
| MORONI | COMOROS | 6,3 | 10,2 |
| MOSCOW | RUSSIAN FEDERATION, THE | 14,4 | 22,7 |
| MUNICH | GERMANY | 8,7 | 6,9 |
| MUSCAT | OMAN | 8,2 | 19,4 |
| NAIROBI | KENYA | 15,3 | 30,3 |
| N'DJAMENA | CHAD | 9 | 5,1 |
| NEW DELHI | INDIA | 6,2 | 6,8 |
| NEW YORK CG | UNITED STATES OF AMERICA | 7,05 | 11 |
| NEW YORK UN | UNITED STATES OF AMERICA | 9,5 | 13,5 |
| NIAMEY | NIGER | 19,9 | 16,3 |
| NOUAKCHOTT | MAURITANIA | 11,9 | 30,6 |
| OSLO | NORWAY | 18,5 | 13 |
| OTTOWA | CANADA | 6,6 | 7,3 |
| OUAGADOUGOU | BURKINA FASO | 6 | 7,1 |
| PARIS | FRANCE | 14,3 | 15,7 |
| PORT LOIS | MAURITIUS | 9 | 14,1 |
| PRAGUE | CZECH REPUBLIC, THE | 17,3 | 11,4 |
| RABAT | MOROCCO | 9,7 | 8,6 |
| RAMALLAH | ISRAEL | 8,5 | 16,5 |
| RIYADH | SAUDI ARABIA | 6,4 | 5,1 |
| ROME | ITALY | 9 | 14,6 |
| SANTIAGO | CHILE | 10,3 | 25 |

| | | | | | |
|----------------------|-----------------------------|------|--|------|--|
| SAO PAULO | BRAZIL | 8,6 | | 15,8 | |
| SEOUL | KOREA, REPUBLIC OF | 10,9 | | 10,1 | |
| SHANGHAI | CHINA, PEOPLE'S REPUBLIC | 8,3 | | 10,2 | |
| SINGAPORE | SINGAPORE | 6,5 | | 5,3 | |
| SOFIA | BULGARIA | 10,2 | | 14,4 | |
| STOCKHOLM | SWEDEN | 26 | | 10,8 | |
| SUVA | FIJI | 14,3 | | 15,7 | |
| TAIPE | TAIWAN | 8,6 | | 15,2 | |
| TASHKENT | KAZAKHSTAN | 12 | | 14,6 | |
| TEHRAN | IRAN | 9,5 | | 13,5 | |
| TEL AVIV | ISRAEL | 6,1 | | 6,3 | |
| THE HAGUE | NETHERLANDS | 5,7 | | 8,6 | |
| TOKYO | JAPAN | 9,2 | | 4,5 | |
| TORONTO | CANADA | 14,2 | | 31,6 | |
| TRINIDAD / TOBAGO | TRINIDAD & TOBAGO | 10 | | 9,5 | |
| TRIPOLI | LIBYA | 17,7 | | 30,3 | |
| TUNIS | TUNISIA | 7,6 | | 8,3 | |
| VIENNA | AUSTRIA | 6,3 | | 11,9 | |
| WARSAW | POLAND | 11,2 | | 13 | |
| WASHINGTON | UNITED STATES OF AMERICA | 17,7 | | 30,3 | |
| WELLINGTON | NEW ZEELAND | 7,6 | | 8,3 | |
| WINDHOEK | NAMIBIA | 6,3 | | 11,9 | |
| YAOUNDE | CAMEROON | 11,2 | | 13 | |
| TOTAL PRICE | | | | | |

*All prices are quoted in South African Rand

* All prices are inclusive of fuel surcharge but exclusive of insurance.

* All prices are inclusive of Duties, Taxes and Customs Clearance Fees

* Prices for Parliamentary office in Cape Town are inclusive of all costs but exclusive of insurance

| OFFICES | Inbound Door to door Average weight per shipment | Total Cost for Inbound Door to door Rate per average weight per shipment | Outbound Door to door Average weight per shipment | Total Cost for Outbound Door to door Rate per average weight per shipment |
|--|---|--|--|--|
| CAPE TOWN PARLIAMENTARY OFFICE: | 9.3 | | 25.6 | |
| DURBAN: KING SHAKA AIRPORT PROTOCOL LOUNGE | 2.3 | | 5.6 | |

| | | | | |
|---|----------|--|------------|--|
| CAPE TOWN INTERNATIONAL AIRPORT - PROTOCOL LOUNGE: | 2 | | 13 | |
| OR Tambo INTERNATIONAL AIRPORT - PROTOCOL LOUNGE: | 3 | | 4.2 | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

OPTION 2 LEASE PURCHASE

SBD3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....RFP NO:DIRCO 04/2015/16

Closing Date 10 July 2015 at 11:00 on.....

OFFER TO BE VALID FOR... 120... DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

PRICES FOR DIP BAGS AS PER SCHEDULE BELOW

SBD 3.2

COMPANY NAME:

INBOUND/OUTBOUND: TO/FROM RSA MISSIONS (DOOR TO DOOR/DOOR TO TERMINAL)

| MISSION | COUNTRY NAME | Inbound Door to door Average weight per shipment(KG) | Total Cost for Inbound Door to door Rate per average weight per shipment | Outbound Door to door Average weight per shipment(KG) | Total Cost for Outbound Door to door Rate per average weight per shipment |
|-------------|----------------------|--|--|---|---|
| ABIDAN | IVORY COST | 15,6 | | 9,3 | |
| ABUDHABI | UNITED ARAB EMIRATES | 20 | | 10,1 | |
| ABUJA | NIGERIA | 18,3 | | 12,5 | |
| ACCRA | GHANA | 14,1 | | 18,8 | |
| ADDIS ABABA | ETHIOPIA | 19,15 | | 11,9 | |

| | | | |
|-----------------|-----------------------------|------|-------|
| ALGIERS | ALGERIA | 11 | 13,1 |
| ALMATY | KAZAKHSTAN | 13,3 | 10,56 |
| AMMAN | JORDAN | 16,4 | 11,6 |
| ANKARA | TURKEY | 10,7 | 6,3 |
| ANTANANARIVO | MADAGASCAR | 3,5 | 11,2 |
| ASMARA | ERITEA | 8,7 | 7,2 |
| ASTANA | KAZAKHSTAN | 12 | 8,6 |
| ATHENS | GREECE | 5,8 | 7,8 |
| BAMAKO | MALI | 25 | 12,3 |
| BANGKOK | THAILAND | 25 | 14,2 |
| BEIJING | CHINA, PEOPLE'S REPUBLIC | 30,3 | 13,1 |
| BERLIN | GERMANY | 30,3 | 13,1 |
| BERNE | GERMANY | 3,9 | 17 |
| BOMBAY | INDIA | 16,5 | 16,3 |
| BRASSAVILLE | CONGO | 28,7 | 18,2 |
| BRAZILIE | BRAZIL | 7 | 7,6 |
| BRUSSELS | BELGIUM | 10,9 | 8,1 |
| BUCHAREST | ROMANIA | 12 | 9,7 |
| BUDAPEST | HUNGARY | 5,8 | 10,6 |
| BUENOS AIRES | ARGENTINA | 17 | 12,2 |
| BUJUMBURA | BURUNDI | 18,2 | 11,8 |
| CAIRO | EGYPT | 9 | 9,2 |
| CANBERRA | AUSTRALIA | 30,3 | 15 |
| CAPE TOWN | | 9,1 | 9,5 |
| CARACAS | VENEZUELA | 8 | 6,3 |
| CASA LARANJA | SAO TOME PRINCEPE | 7,9 | 20,3 |
| CHIGAGO | UNITED STATES OF AMERICA | 21,8 | 7 |
| COLOMBO | SRI LANKA | 4,7 | 6,5 |
| COPENHAGEN | DENMARK | 9,8 | 15,1 |
| COTONOU / BENIN | BENIN | 14,9 | 7 |
| DAKAR | SENEGAL | 20 | 9,8 |
| DAMASCUS | SYRIA | 15,7 | 6,7 |
| DAR ES SALAAM | TANZANIA | 10,2 | 10 |
| DOHA | QATAR | 40 | 10,6 |
| DUBAI | UNITED ARAB EMIRATES | 7,2 | 6 |
| DUBLIN | IRELAND, REPUBLIC OF | 11,9 | 10 |
| GABERONE | BOTSWANA | 41,4 | 13,5 |
| GENEVA | SWITZERLAND | 30,3 | 9,3 |
| GUINEA BISSAU | GUINEA-BISSAU | 7,8 | 6,1 |
| HANOI | VIETNAM | 23,6 | 7,6 |
| HARARE | ZIMBABWE | 11,6 | 6,3 |
| HAVANA | CUBA | 9,4 | 9,2 |
| HELSINKI | FINLAND | 14,1 | 12 |
| HONHKONG | HONG KONG | 15,1 | 18 |
| ISAMABAD | PAKISTAN | 8 | 19,6 |
| JAKARTA | INDONESIA | 13 | 6,1 |
| JEDDAH | SAUDI ARABIA | 8,4 | 9 |
| KAMPALA | UGANDA | 14,6 | 13,9 |
| KHARTOUM | SUDAN | 14,8 | 17,4 |

| | | | |
|--------------|------------------------------|------|-------|
| KIGALI | RWANDA | 12,4 | 7,3 |
| KINGSTON | JAMAICA | 7,3 | 7,2 |
| KINSHASA | CONGO, THE DEMOCRATIC REP | 18,3 | 10,75 |
| KUALA LUMPUR | MALAYSIA | 8,1 | 7 |
| KUWAIT CITY | KUWAIT | 15,1 | 15,8 |
| KYIV | UKRAINE | 11,1 | 8,2 |
| LAGOS | NIGERIA | 11,8 | 8,6 |
| LIBREVILLE | GABON | 40,2 | 24,9 |
| LILONGWE | MALAWI | 30,3 | 6 |
| LIMA | PERU | 9,9 | 10 |
| LISBON | PORTUGAL | 3,9 | 6,8 |
| LONDON | UNITED KINGDOM | 11,2 | 15,8 |
| LOS ANGELES | UNITED STATES OF AMERICA | 14,4 | 10,5 |
| LUANDA | ANGOLA | 13,3 | 15,7 |
| LUBUMBASHI | CONGO, THE DEMOCRATIC REP | 9,4 | 6,5 |
| LUSAKA | ZAMBIA | 19,5 | 9,1 |
| MADRID | SPAIN | 11,6 | 9,3 |
| MALABO | EQUATORIAL GUINEA | 9,4 | 11,2 |
| MANILA | PHILIPPINES, THE | 12,5 | 8,6 |
| MAPUTO | MOZAMBIQUE | 11,4 | 11,5 |
| MAURITIUS | MAURITIUS | 4,3 | 25,7 |
| MASERU | LESOTHO | 6,6 | 6,6 |
| MBABANE | SWAZILAND | 14,7 | 10 |
| MEXICO CITY | MEXICO | 18,5 | 16,7 |
| MILAAN | ITALY | 19,4 | 8,5 |
| MONTEVIDEO | URUGUAY | 30,3 | 10,8 |
| MORONI | COMOROS | 10,2 | 6,3 |
| MOSCOW | RUSSIAN FEDERATION, THE | 22,7 | 14,4 |
| MUNICH | GERMANY | 6,9 | 8,7 |
| MUSCAT | OMAN | 19,4 | 8,2 |
| NAIROBI | KENYA | 30,3 | 15,3 |
| N'DJAMENA | CHAD | 5,1 | 9 |
| NEW DELHI | INDIA | 6,8 | 6,2 |
| NEW YORK CG | UNITED STATES OF AMERICA | 11 | 7,05 |
| NEW YORK UN | UNITED STATES OF AMERICA | 13,5 | 9,5 |
| NIAMEY | NIGER | 16,3 | 19,9 |
| NOUAKCHOTT | MAURITANIA | 30,6 | 11,9 |
| OSLO | NORWAY | 13 | 18,5 |
| OTTOWA | CANADA | 7,3 | 6,6 |
| OUAGADOUGOU | BURKINA FASO | 7,1 | 6 |
| PARIS | FRANCE | 15,7 | 14,3 |
| PORT LOIS | MAURITIUS | 14,1 | 9 |
| PRAGUE | CZECH REPUBLIC, THE | 11,4 | 17,3 |
| RABAT | MOROCCO | 8,6 | 9,7 |
| RAMALLAH | ISRAEL | 16,5 | 8,5 |
| RIYADH | SAUDI ARABIA | 5,1 | 6,4 |
| ROME | ITALY | 14,6 | 9 |

| | | | |
|-------------------|--------------------------|------|------|
| SANTIAGO | CHILE | 25 | 10,3 |
| SAO PAULO | BRAZIL | 15,8 | 8,6 |
| SEOUL | KOREA, REPUBLIC OF | 10,1 | 10,9 |
| SHANGHAI | CHINA, PEOPLE'S REPUBLIC | 10,2 | 8,3 |
| SINGAPORE | SINGAPORE | 5,3 | 6,5 |
| SOFIA | BULGARIA | 14,4 | 10,2 |
| STOCKHOLM | SWEDEN | 10,8 | 26 |
| SUVA | FIJI | 15,7 | 14,3 |
| TAIPE | TAIWAN | 15,2 | 8,6 |
| TASHKENT | KAZAKHSTAN | 14,6 | 12 |
| TEHRAN | IRAN | 13,5 | 9,5 |
| TEL AVIV | ISRAEL | 6,3 | 6,1 |
| THE HAGUE | NETHERLANDS | 8,6 | 5,7 |
| TOKYO | JAPAN | 4,5 | 9,2 |
| TORONTO | CANADA | 31,6 | 14,2 |
| TRINIDAD / TOBAGO | TRINIDAD & TOBAGO | 9,5 | 10 |
| TRIPOLI | LIBYA | 30,3 | 17,7 |
| TUNIS | TUNISIA | 8,3 | 7,6 |
| VIENNA | AUSTRIA | 11,9 | 6,3 |
| WARSAW | POLAND | 13 | 11,2 |
| WASHINGTON | UNITED STATES OF AMERICA | 30,3 | 17,7 |
| WELLINGTON | NEW ZEELAND | 8,3 | 7,6 |
| WINDHOEK | NAMIBIA | 11,9 | 6,3 |
| YAOUNDE | CAMEROON | 13 | 11,2 |
| TOTAL | | | |

*All prices are quoted in South African Rand

* All prices are inclusive of fuel surcharge but exclusive of insurance.

* All prices are inclusive of Duties, Taxes and Customs Clearance Fees

* Prices for Parliamentary office in Cape Town are inclusive of all costs but exclusive of insurance

| OFFICES | Inbound Door to door Average weight per shipment(KG) | Total Cost for Inbound Door to door Rate per average weight per shipment | Outbound Door to door Average weight per shipment(KG) | Total Cost for Outbound Door to door Rate per average weight per shipment |
|--|--|--|--|---|
| CAPE TOWN PARLIAMETARY OFFICE: | 9.3 | | 25.6 | |
| DURBAN: KING SHAKA AIRPORT PROTOCOL LOUNGE | 2.3 | | 5.6 | |

| | |
|--|--|
| | |
| | |

SBD 3.2

B

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|--|
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|--|---|---|---|
| | | | |
| | | | |
| | | | |

**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

Name of bidder.....Bid number: DIRCO.04-2015/16
Closing date 10/07/2015Time 11h00

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

- Required by DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
- At DIRCO/DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

COMPANY NAME:

| | | |
|--|--|--|
| INBOUND/OUTBOUND: TO/FROM RSA MISSIONS (DOOR TO DOOR/DOOR TO TERMINAL) | | |
|--|--|--|

| MISSION | COUNTRY NAME | Outbound Door to door Average weight per shipment (30+KG) | Total Cost for Outbound Door to door Rate per average weight per shipment | Inbound Door to door Average weight per shipment(30+KG) | Total Cost for Inbound Door to door Rate per average weight per shipment |
|----------|----------------------|---|---|--|--|
| ABIDAN | IVORY COST | 9,3 | | 15,6 | |
| ABUDHABI | UNITED ARAB EMIRATES | 10,1 | | 20 | |
| ABUJA | NIGERIA | 12,5 | | 18,3 | |
| ACCRA | GHANA | 18,8 | | 14,1 | |

| | | | |
|--------------------|-----------------------------|-------|-------|
| ADDIS ABABA | ETHIOPIA | 11,9 | 19,15 |
| ALGIERS | ALGERIA | 13,1 | 11 |
| ALMATY | KAZAKHSTAN | 10,56 | 13,3 |
| AMMAN | JORDAN | 11,6 | 16,4 |
| ANKARA | TURKEY | 6,3 | 10,7 |
| ANTANANARIVO | MADAGASCAR | 11,2 | 3,5 |
| ASMARA | ERITEA | 7,2 | 8,7 |
| ASTANA | KAZAKHSTAN | 8,6 | 12 |
| ATHENS | GREECE | 7,8 | 5,8 |
| BAMAKO | MALI | 12,3 | 25 |
| BANGKOK | THAILAND | 14,2 | 25 |
| BEIJING | CHINA, PEOPLE'S REPUBLIC | 13,1 | 30,3 |
| BERLIN | GERMANY | 13,1 | 30,3 |
| BERNE | GERMANY | 17 | 3,9 |
| BOMBAY | INDIA | 16,3 | 16,5 |
| BRASSAVILLE | CONGO | 18,2 | 28,7 |
| BRAZILIE | BRAZIL | 7,6 | 7 |
| BRUSSELS | BELGIUM | 8,1 | 10,9 |
| BUCHAREST | ROMANIA | 9,7 | 12 |
| BUDAPEST | HUNGARY | 10,6 | 5,8 |
| BUENOS AIRES | ARGENTINA | 12,2 | 17 |
| BUJUMBURA | BURUNDI | 11,8 | 18,2 |
| CAIRO | EGYPT | 9,2 | 9 |
| CANBERRA | AUSTRALIA | 15 | 30,3 |
| CAPE TOWN | | 9,5 | 9,1 |
| CARACAS | VENEZUELA | 6,3 | 8 |
| CASA LARANJA | SAO TOME PRINCEPE | 20,3 | 7,9 |
| CHIGAGO | UNITED STATES OF AMERICA | 7 | 21,8 |
| COLOMBO | SRI LANKA | 6,5 | 4,7 |
| COPENHAGEN | DENMARK | 15,1 | 9,8 |
| COTONOU / BENIN | BENIN | 7 | 14,9 |
| DAKAR | SENEGAL | 9,8 | 20 |
| DAMASCUS | SYRIA | 6,7 | 15,7 |
| DAR ES SALAAM | TANZANIA | 10 | 10,2 |
| DOHA | QATAR | 10,6 | 40 |
| DUBAI | UNITED ARAB EMIRATES | 6 | 7,2 |
| DUBLIN | IRELAND, REPUBLIC OF | 10 | 11,9 |
| GABERONE | BOTSWANA | 13,5 | 41,4 |
| GENEVA | SWITZERLAND | 9,3 | 30,3 |
| GUINEA BISSAU | GUINEA-BISSAU | 6,1 | 7,8 |
| HANOI | VIETNAM | 7,6 | 23,6 |
| HARARE | ZIMBABWE | 6,3 | 11,6 |
| HAVANA | CUBA | 9,2 | 9,4 |
| HELSINKI | FINLAND | 12 | 14,1 |
| HONHKONG | HONG KONG | 18 | 15,1 |
| ISAMABAD | PAKISTAN | 19,6 | 8 |
| JAKARTA | INDONESIA | 6,1 | 13 |
| JEDDAH | SAUDI ARABIA | 9 | 8,4 |
| KAMPALA | UGANDA | 13,9 | 14,6 |
| KHARTOUM | SUDAN | 17,4 | 14,8 |

| | | | |
|--------------|------------------------------|-------|------|
| KIGALI | RWANDA | 7,3 | 12,4 |
| KINGSTON | JAMAICA | 7,2 | 7,3 |
| KINSHASA | CONGO, THE DEMOCRATIC REP | 10,75 | 18,3 |
| KUALA LUMPUR | MALAYSIA | 7 | 8,1 |
| KUWAIT CITY | KUWAIT | 15,8 | 15,1 |
| KYIV | UKRAINE | 8,2 | 11,1 |
| LAGOS | NIGERIA | 8,6 | 11,8 |
| LIBREVILLE | GABON | 24,9 | 40,2 |
| LILONGWE | MALAWI | 6 | 30,3 |
| LIMA | PERU | 10 | 9,9 |
| LISBON | PORTUGAL | 6,8 | 3,9 |
| LONDON | UNITED KINGDOM | 15,8 | 11,2 |
| LOS ANGELES | UNITED STATES OF AMERICA | 10,5 | 14,4 |
| LUANDA | ANGOLA | 15,7 | 13,3 |
| LUBUMBASHI | CONGO, THE DEMOCRATIC REP | 6,5 | 9,4 |
| LUSAKA | ZAMBIA | 9,1 | 19,5 |
| MADRID | SPAIN | 9,3 | 11,6 |
| MALABO | EQUATORIAL GUINEA | 11,2 | 9,4 |
| MANILA | PHILIPPINES, THE | 8,6 | 12,5 |
| MAPUTO | MOZAMBIQUE | 11,5 | 11,4 |
| MAURITIUS | MAURITIUS | 25,7 | 4,3 |
| MASERU | LESOTHO | 6,6 | 6,6 |
| MBABANE | SWAZILAND | 10 | 14,7 |
| MEXICO CITY | MEXICO | 16,7 | 18,5 |
| MILAAN | ITALY | 8,5 | 19,4 |
| MONTEVIDEO | URUGUAY | 10,8 | 30,3 |
| MORONI | COMOROS | 6,3 | 10,2 |
| MOSCOW | RUSSIAN FEDERATION, THE | 14,4 | 22,7 |
| MUNICH | GERMANY | 8,7 | 6,9 |
| MUSCAT | OMAN | 8,2 | 19,4 |
| NAIROBI | KENYA | 15,3 | 30,3 |
| N'DJAMENA | CHAD | 9 | 5,1 |
| NEW DELHI | INDIA | 6,2 | 6,8 |
| NEW YORK CG | UNITED STATES OF AMERICA | 7,05 | 11 |
| NEW YORK UN | UNITED STATES OF AMERICA | 9,5 | 13,5 |
| NIAMEY | NIGER | 19,9 | 16,3 |
| NOUAKCHOTT | MAURITANIA | 11,9 | 30,6 |
| OSLO | NORWAY | 18,5 | 13 |
| OTTOWA | CANADA | 6,6 | 7,3 |
| OUAGADOUGOU | BURKINA FASO | 6 | 7,1 |
| PARIS | FRANCE | 14,3 | 15,7 |
| PORT LOIS | MAURITIUS | 9 | 14,1 |
| PRAGUE | CZECH REPUBLIC, THE | 17,3 | 11,4 |
| RABAT | MOROCCO | 9,7 | 8,6 |
| RAMALLAH | ISRAEL | 8,5 | 16,5 |
| RIYADH | SAUDI ARABIA | 6,4 | 5,1 |
| ROME | ITALY | 9 | 14,6 |
| SANTIAGO | CHILE | 10,3 | 25 |

| | | | | |
|----------------------|-----------------------------|------|--|------|
| SAO PAULO | BRAZIL | 8,6 | | 15,8 |
| SEOUL | KOREA, REPUBLIC OF | 10,9 | | 10,1 |
| SHANGHAI | CHINA, PEOPLE'S REPUBLIC | 8,3 | | 10,2 |
| SINGAPORE | SINGAPORE | 6,5 | | 5,3 |
| SOFIA | BULGARIA | 10,2 | | 14,4 |
| STOCKHOLM | SWEDEN | 26 | | 10,8 |
| SUVA | FIJI | 14,3 | | 15,7 |
| TAIPE | TAIWAN | 8,6 | | 15,2 |
| TASHKENT | KAZAKHSTAN | 12 | | 14,6 |
| TEHRAN | IRAN | 9,5 | | 13,5 |
| TEL AVIV | ISRAEL | 6,1 | | 6,3 |
| THE HAGUE | NETHERLANDS | 5,7 | | 8,6 |
| TOKYO | JAPAN | 9,2 | | 4,5 |
| TORONTO | CANADA | 14,2 | | 31,6 |
| TRINIDAD / TOBAGO | TRINIDAD & TOBAGO | 10 | | 9,5 |
| TRIPOLI | LIBYA | 17,7 | | 30,3 |
| TUNIS | TUNISIA | 7,6 | | 8,3 |
| VIENNA | AUSTRIA | 6,3 | | 11,9 |
| WARSAW | POLAND | 11,2 | | 13 |
| WASHINGTON | UNITED STATES OF AMERICA | 17,7 | | 30,3 |
| WELLINGTON | NEW ZEELAND | 7,6 | | 8,3 |
| WINDHOEK | NAMIBIA | 6,3 | | 11,9 |
| YAOUNDE | CAMEROON | 11,2 | | 13 |
| TOTAL PRICE | | | | |

*All prices are quoted in South African Rand

* All prices are inclusive of fuel surcharge but exclusive of insurance.

* All prices are inclusive of Duties, Taxes and Customs Clearance Fees

* Prices for Parliamentary office in Cape Town are inclusive of all costs but exclusive of insurance

| OFFICES | Inbound Door to door Average weight per shipment(30+KG) | Total Cost for Inbound Door to door Rate per average weight per shipment | Outbound Door to door Average weight per shipment(30+KG) | Total Cost for Outbound Door to door Rate per average weight per shipment |
|--|--|--|---|--|
| CAPE TOWN PARLIAMENTARY OFFICE: | 9.3 | | 25.6 | |
| DURBAN: KING SHAKA AIRPORT PROTOCOL LOUNGE | 2.3 | | 5.6 | |

| | | | | |
|---|----------|--|------------|--|
| CAPE TOWN INTERNATIONAL AIRPORT - PROTOCOL LOUNGE: | 2 | | 13 | |
| OR Tambo INTERNATIONAL AIRPORT - PROTOCOL LOUNGE: | 3 | | 4.2 | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

OPTION 2 LEASE PURCHASE

SBD3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder.....RFP NO:DIRCO 04/2015/16

Closing Date 10 July 2015 at 11:00 on.....

OFFER TO BE VALID FOR... 120...DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY (INCLUDING VAT) |
|----------|----------|-------------|---|
|----------|----------|-------------|---|

PRICES FOR DIP BAGS AS PER SCHEDULE BELOW

SBD 3.2

COMPANY NAME:

INBOUND/OUTBOUND: TO/FROM RSA MISSIONS (DOOR TO DOOR/DOOR TO TERMINAL)

| MISSION | COUNTRY NAME | Inbound Door to door Average weight per shipment((30+ KG) | Total Cost for Inbound Door to door Rate per average weight per shipment | Outbound Door to door Average weight per shipment(30+K G) | Total Cost for Outbound Door to door Rate per average weight per shipment |
|-------------|----------------------|---|--|---|---|
| ABIDAN | IVORY COST | 15,6 | | 9,3 | |
| ABUDHABI | UNITED ARAB EMIRATES | 20 | | 10,1 | |
| ABUJA | NIGERIA | 18,3 | | 12,5 | |
| ACCRA | GHANA | 14,1 | | 18,8 | |
| ADDIS ABABA | ETHIOPIA | 19,15 | | 11,9 | |

| | | | |
|-----------------|-----------------------------|------|-------|
| ALGIERS | ALGERIA | 11 | 13,1 |
| ALMATY | KAZAKHSTAN | 13,3 | 10,56 |
| AMMAN | JORDAN | 16,4 | 11,6 |
| ANKARA | TURKEY | 10,7 | 6,3 |
| ANTANANARIVO | MADAGASCAR | 3,5 | 11,2 |
| ASMARA | ERITEA | 8,7 | 7,2 |
| ASTANA | KAZAKHSTAN | 12 | 8,6 |
| ATHENS | GREECE | 5,8 | 7,8 |
| BAMAKO | MALI | 25 | 12,3 |
| BANGKOK | THAILAND | 25 | 14,2 |
| BEIJING | CHINA, PEOPLE'S REPUBLIC | 30,3 | 13,1 |
| BERLIN | GERMANY | 30,3 | 13,1 |
| BERNE | GERMANY | 3,9 | 17 |
| BOMBAY | INDIA | 16,5 | 16,3 |
| BRASSAVILLE | CONGO | 28,7 | 18,2 |
| BRAZILIE | BRAZIL | 7 | 7,6 |
| BRUSSELS | BELGIUM | 10,9 | 8,1 |
| BUCHAREST | ROMANIA | 12 | 9,7 |
| BUDAPEST | HUNGARY | 5,8 | 10,6 |
| BUENOS AIRES | ARGENTINA | 17 | 12,2 |
| BUJUMBURA | BURUNDI | 18,2 | 11,8 |
| CAIRO | EGYPT | 9 | 9,2 |
| CANBERRA | AUSTRALIA | 30,3 | 15 |
| CAPE TOWN | | 9,1 | 9,5 |
| CARACAS | VENEZUELA | 8 | 6,3 |
| CASA LARANJA | SAO TOME PRINCEPE | 7,9 | 20,3 |
| CHIGAGO | UNITED STATES OF AMERICA | 21,8 | 7 |
| COLOMBO | SRI LANKA | 4,7 | 6,5 |
| COPENHAGEN | DENMARK | 9,8 | 15,1 |
| COTONOU / BENIN | BENIN | 14,9 | 7 |
| DAKAR | SENEGAL | 20 | 9,8 |
| DAMASCUS | SYRIA | 15,7 | 6,7 |
| DAR ES SALAAM | TANZANIA | 10,2 | 10 |
| DOHA | QATAR | 40 | 10,6 |
| DUBAI | UNITED ARAB EMIRATES | 7,2 | 6 |
| DUBLIN | IRELAND, REPUBLIC OF | 11,9 | 10 |
| GABERONE | BOTSWANA | 41,4 | 13,5 |
| GENEVA | SWITZERLAND | 30,3 | 9,3 |
| GUINEA BISSAU | GUINEA-BISSAU | 7,8 | 6,1 |
| HANOI | VIETNAM | 23,6 | 7,6 |
| HARARE | ZIMBABWE | 11,6 | 6,3 |
| HAVANA | CUBA | 9,4 | 9,2 |
| HELSINKI | FINLAND | 14,1 | 12 |
| HONHKONG | HONG KONG | 15,1 | 18 |
| ISAMABAD | PAKISTAN | 8 | 19,6 |
| JAKARTA | INDONESIA | 13 | 6,1 |
| JEDDAH | SAUDI ARABIA | 8,4 | 9 |
| KAMPALA | UGANDA | 14,6 | 13,9 |
| KHARTOUM | SUDAN | 14,8 | 17,4 |

| | | | |
|--------------|------------------------------|------|-------|
| KIGALI | RWANDA | 12,4 | 7,3 |
| KINGSTON | JAMAICA | 7,3 | 7,2 |
| KINSHASA | CONGO, THE DEMOCRATIC REP | 18,3 | 10,75 |
| KUALA LUMPUR | MALAYSIA | 8,1 | 7 |
| KUWAIT CITY | KUWAIT | 15,1 | 15,8 |
| KYIV | UKRAINE | 11,1 | 8,2 |
| LAGOS | NIGERIA | 11,8 | 8,6 |
| LIBREVILLE | GABON | 40,2 | 24,9 |
| LILONGWE | MALAWI | 30,3 | 6 |
| LIMA | PERU | 9,9 | 10 |
| LISBON | PORTUGAL | 3,9 | 6,8 |
| LONDON | UNITED KINGDOM | 11,2 | 15,8 |
| LOS ANGELES | UNITED STATES OF AMERICA | 14,4 | 10,5 |
| LUANDA | ANGOLA | 13,3 | 15,7 |
| LUBUMBASHI | CONGO, THE DEMOCRATIC REP | 9,4 | 6,5 |
| LUSAKA | ZAMBIA | 19,5 | 9,1 |
| MADRID | SPAIN | 11,6 | 9,3 |
| MALABO | EQUATORIAL GUINEA | 9,4 | 11,2 |
| MANILA | PHILIPPINES, THE | 12,5 | 8,6 |
| MAPUTO | MOZAMBIQUE | 11,4 | 11,5 |
| MAURITIUS | MAURITIUS | 4,3 | 25,7 |
| MASERU | LESOTHO | 6,6 | 6,6 |
| MBABANE | SWAZILAND | 14,7 | 10 |
| MEXICO CITY | MEXICO | 18,5 | 16,7 |
| MILAAN | ITALY | 19,4 | 8,5 |
| MONTEVIDEO | URUGUAY | 30,3 | 10,8 |
| MORONI | COMOROS | 10,2 | 6,3 |
| MOSCOW | RUSSIAN FEDERATION, THE | 22,7 | 14,4 |
| MUNICH | GERMANY | 6,9 | 8,7 |
| MUSCAT | OMAN | 19,4 | 8,2 |
| NAIROBI | KENYA | 30,3 | 15,3 |
| N'DJAMENA | CHAD | 5,1 | 9 |
| NEW DELHI | INDIA | 6,8 | 6,2 |
| NEW YORK CG | UNITED STATES OF AMERICA | 11 | 7,05 |
| NEW YORK UN | UNITED STATES OF AMERICA | 13,5 | 9,5 |
| NIAMEY | NIGER | 16,3 | 19,9 |
| NOUAKCHOTT | MAURITANIA | 30,6 | 11,9 |
| OSLO | NORWAY | 13 | 18,5 |
| OTTOWA | CANADA | 7,3 | 6,6 |
| OUAGADOUGOU | BURKINA FASO | 7,1 | 6 |
| PARIS | FRANCE | 15,7 | 14,3 |
| PORT LOIS | MAURITIUS | 14,1 | 9 |
| PRAGUE | CZECH REPUBLIC, THE | 11,4 | 17,3 |
| RABAT | MOROCCO | 8,6 | 9,7 |
| RAMALLAH | ISRAEL | 16,5 | 8,5 |
| RIYADH | SAUDI ARABIA | 5,1 | 6,4 |
| ROME | ITALY | 14,6 | 9 |

| | | | |
|-------------------|--------------------------|------|------|
| SANTIAGO | CHILE | 25 | 10,3 |
| SAO PAULO | BRAZIL | 15,8 | 8,6 |
| SEOUL | KOREA, REPUBLIC OF | 10,1 | 10,9 |
| SHANGHAI | CHINA, PEOPLE'S REPUBLIC | 10,2 | 8,3 |
| SINGAPORE | SINGAPORE | 5,3 | 6,5 |
| SOFIA | BULGARIA | 14,4 | 10,2 |
| STOCKHOLM | SWEDEN | 10,8 | 26 |
| SUVA | FIJI | 15,7 | 14,3 |
| TAIPE | TAIWAN | 15,2 | 8,6 |
| TASHKENT | KAZAKHSTAN | 14,6 | 12 |
| TEHRAN | IRAN | 13,5 | 9,5 |
| TEL AVIV | ISRAEL | 6,3 | 6,1 |
| THE HAGUE | NETHERLANDS | 8,6 | 5,7 |
| TOKYO | JAPAN | 4,5 | 9,2 |
| TORONTO | CANADA | 31,6 | 14,2 |
| TRINIDAD / TOBAGO | TRINIDAD & TOBAGO | 9,5 | 10 |
| TRIPOLI | LIBYA | 30,3 | 17,7 |
| TUNIS | TUNISIA | 8,3 | 7,6 |
| VIENNA | AUSTRIA | 11,9 | 6,3 |
| WARSAW | POLAND | 13 | 11,2 |
| WASHINGTON | UNITED STATES OF AMERICA | 30,3 | 17,7 |
| WELLINGTON | NEW ZEELAND | 8,3 | 7,6 |
| WINDHOEK | NAMIBIA | 11,9 | 6,3 |
| YAOUNDE | CAMEROON | 13 | 11,2 |
| TOTAL | | | |

*All prices are quoted in South African Rand

* All prices are inclusive of fuel surcharge but exclusive of insurance.

* All prices are inclusive of Duties, Taxes and Customs Clearance Fees

* Prices for Parliamentary office in Cape Town are inclusive of all costs but exclusive of insurance

| OFFICES | Inbound Door to door Average weight per shipment(30+KG) | Total Cost for Inbound Door to door Rate per average weight per shipment | Outbound Door to door Average weight per shipment(30+KG) | Total Cost for Outbound Door to door Rate per average weight per shipment |
|--|---|--|--|---|
| CAPE TOWN PARLIAMENTARY OFFICE: | 9.3 | | 25.6 | |
| DURBAN: KING SHAKA AIRPORT PROTOCOL LOUNGE | 2.3 | | 5.6 | |

| | |
|--|--|
| | |
| | |

SBD 3.2

B

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|--|
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |
| | | | | ZAR= | | |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|--|---|---|---|
| | | | |
| | | | |
| | | | |

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....