



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 05/2015/16**
Enquiries : I Kubayi; L Nyondo
Telephone : 012 351 1928, 11286
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 05/2015/16**
2. request for a service provider [any natural or juristic person(s)], based in South Africa to provide services for the removal, packing, storage (in South Africa only) and insurance of household goods and vehicles of transferred officials, to & from missions abroad, and domestic moves within the RSA, of the Department of International Relations and Cooperation (DIRCO) for a period of four (4) years.
3. Required at Department of International Relations and Cooperation.
4. **Closing date 28 August 2015: 11 O'clock**
5. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD2, SBD3.1, SBD3.2, ANNEXURE A, ANNEXURE B, PRICING SCHEDULES, APPROVED SHIPPING LINES/LIST OF MISSIONS, 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 on/ 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 Head office 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 regarded as non responsive.**

Yours faithfully


DIRECTOR-GENERAL

DATE: 11 August 2015

Kgoro ya Tirisano le Tshomisano ya Dinaga tsa Boditshabatshaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditshabatshaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentlisa • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko 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

DIRCO: 05/2015/16: REQUEST FOR A SUCCESSFUL BIDDER/BIDDERS [any NATURAL or JURISTIC PERSON(S)], BASED IN SOUTH AFRICA TO PROVIDE SERVICES FOR THE REMOVAL, PACKING, STORAGE OF HOUSEHOLD GOODS & TRANSIT INSURANCE OF TRANSFERRED OFFICIALS, TO & FROM MISSIONS ABROAD, AND DOMESTIC MOVES WITHIN THE RSA (INCLUDING PACKING, REMOVAL DELIVERY AND TRANSIT INSURANCE) OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO) FOR A PERIOD OF FOUR (4) YEARS.

1. PURPOSE

The successful bidder/bidders shall be responsible for the packing, removal and storage of household goods and personal effects of officials transferred to and from South African missions abroad and domestic moves to provinces within the RSA for a period of four (4) years.

2. BACKGROUND

DIRCO officials are transferred for a period of four years to and from missions abroad. During which time the household goods and personal effects must be kept safe for the said period of transfer, as well as the redelivery thereof, upon their return, to the RSA. Several partner departments have representation abroad requiring the placement of their officials in those missions under the same privileges as accorded to the DIRCO officials.

3. SCOPE OF WORK

- 3.1 The successful bidder/bidders shall be responsible for the packing, according to detailed specifications, of a transferred official's household goods and personal effects or departmental furniture and equipment. The successful bidder/bidders will be responsible for the shipment and storage of a transferred official's household goods and personal effects or departmental furniture and equipment. The successful bidder/bidders shall provide DIRCO with a pre-move survey for each request.
- 3.2 Once the pre-move survey has been conducted, the successful bidder/bidders shall, in writing, provide a complete breakdown of estimated volumes in respect of each shipment of the official on transfer to the designated DIRCO transfer official within 48 hours. The Successful bidder/bidders has to reserve sufficient teams (packing/ unpacking) in South Africa, for the DIRCO contract, as per functionality criteria, especially during the two main transfer cycles (December/ January & June/ July).
- 3.3 The successful bidder/bidders shall be responsible for the removal of all waste (used boxes, white paper, bubble wrap, crates, corrugated cardboard, etc.) emanating from the shipment either on the day of delivery or a day to be determined by the official if it is requested that the company not unpack on delivery day.

4. DURATION

The contract shall be valid for a period of four (4) years from the date of inception.

5. EVALUATION METHODOLOGY

All bids received will be evaluated in the following phases:

5.1 Phase 1 - Responsive Criteria

The minimum requirements that must be met by prospective bidders in order to pass to the next stage of the evaluation process:

ITEM	REQUIREMENTS	COMPLIED	NOT COMPLIED
5.1.1	Original valid Tax Clearance Certificate submitted.		
5.1.2	Standard Bid Documents (SBD) <ul style="list-style-type: none">• SBD 1• SBD 2		

ITEM	REQUIREMENTS	COMPLIED	NOT COMPLIED
	<ul style="list-style-type: none"> • SBD 3.1 – ANNEX B • SBD 3.2 • SBD 4 • SBD 6.1 • SBD 8 • SBD 9 		
5.1.3	The audited financial statements for the past two (2) years (including the current financial year).		
5.1.4	Submission of a bank guarantee, or a guarantee from a reputable 3 rd party of ZAR 15 million for the duration of the contract.		
5.1.5	On site SARS approved "Bonded" warehouse (SARS/ customs certification).		
5.1.6	<p>Proof of comprehensive all risk insurance to cover or a confirmation letter from the underwriter for the facility where Household Goods are stored to the value of no less than ZAR80 million and for the vehicles store of no less than ZAR70 million.</p> <p>Cover to include but not limited to:</p> <ul style="list-style-type: none"> • Theft; • Vandalism; • Fire; • Flood waters; • Damage sustained due to severe/ natural disaster; • Falling objects; and • Mechanical failures. 		

5.2 Phase 2 - Functionality Criteria

- 5.2.1 The functionality criteria will be evaluated in two stages, namely paper selection and site visit.
- 5.2.2 A panel shall evaluate all bids received on the functionality criteria as reflected below. A bidder that scores less than 65% in respect of "functionality" shall be regarded as submitting a non-responsive bid and will be disqualified.
- 5.2.3 For purposes of comparison and in order to ensure a meaningful evaluation, bidders shall be required to furnish detailed information in substantiation of compliance to the evaluation criteria.

ITEM	FUNCTIONALITY CRITERIA	WEIGHT
5.2.3.1	<p>Capacity to deliver: Dedicated, experienced Management and Support team to deal exclusively with DIRCO and Partner Department/s transfers consisting of :</p> <ul style="list-style-type: none"> • Management (each with a minimum of 4 years International removals experience) <ul style="list-style-type: none"> ▪ DIRCO Contract Manager (at least 1) ▪ Operations Manager (at least 1) ▪ HHG Storage Manager (at least 1 per location) 	5

ITEM	FUNCTIONALITY CRITERIA	WEIGHT	
	<ul style="list-style-type: none"> ▪ Vehicle/ Towable vehicle Storage Manager (at least 1 per location) • Accounting Section (each with a minimum of 4 years experience) <ul style="list-style-type: none"> ▪ Dedicated DIRCO Accounting Liaison (at least 1); ▪ Account administrators (at least 2) • Operational Requirements (each with a minimum of 4 years removals experience) <ul style="list-style-type: none"> • Pre-move surveyors (at least 2 experienced persons) • Move Coordinators (at least 10) • Move supervisors (at least 5-7) • Minimum 5-7 crews (each team should have at least 5 experienced packers) • Methodology followed during packing, moving and unpacking. The bidder shall have to present a model/ process flow of how the process will unfold from the time an order is placed to final delivery of the personal effects for both international and domestic moves based on the packing specification attached as annex "A". 	5	27
		5	
		12	
5.2.3.2	<p>Have in place the necessary systems (software packages) to support the contract which must include but not limited:</p> <ul style="list-style-type: none"> • Dedicated electronic communication system to administer the DIRCO contract; • The successful bidder/bidders is to have an accepted operational real time "tracking system" in place, accessible to DIRCO officials, to determine the exact location of all consignments as well as the departure and arrival dates and times of same. A procedure manual and training must be provided. 	5	10
		5	
5.2.3.3	<p>Proof of partnerships/ collaboration with recognised and accredited local agents around the world that can manage the imports/exports of HHG and vehicles of Officials on transfer. Contact names and details shall be provided for all countries in which DIRCO is active.</p>	15	
5.2.3.4	<p>Relevant experience of the Successful bidder/bidders to render the required service. References to be provided.</p> <p>Minimum 4 years = 3 points 5 to 6 years = 4 points 7 + = 5 points</p>	13	
5.2.3.5	<p>Membership/Accreditation to a recognised registered international organization with a valid proof of annual membership/certification submitted with the bid.</p> <p>The DIRCO must at all times exercise reasonable care to prevent possible fruitless and wasteful expenditure and must for this purpose implement effective, efficient and transparent processes of financial and risk management (Sections 38 and 76 of the Public Finance Management Act, 1999). The magnitude and financial implications of the Removal Contract requires that DIRCO establishes the most stringent, all encompassing, quality guarantee program from the international moving industry. Membership of industry recognized associations is thus paramount to guarantee the</p>	5	

ITEM	FUNCTIONALITY CRITERIA	WEIGHT
	safety and quality of the service requirements to this Contract.	
	TOTAL	70

Values: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent

5.3 Phase 3- Site Visit

During the site visit the bidder/bidders will be expected to demonstrate their ability to deliver the services required.

ITEM	DESCRIPTION	WEIGHT	
5.3.1	Storage facility for Household Goods (HHG) that can house 200 households with effect from the commencement of the contract (average of 5 pallets per household). With an undertaking to house a further 300 households after the first year of contract inception. (width – height and length will be considered). See General Condition paragraph 8.8.	6	
5.3.2	The facility must: <ul style="list-style-type: none"> • be monitored and guarded on a 24 hour basis, • have fire/flood prevention mechanism in place- duly approved by SABS/Security Association of South Africa • verification of last 12 months pest control carried out(Warehouse/Carpet store) 	2	6
		2	
		2	
5.3.3	Vehicle/towable vehicle enclosed storage facility: <ul style="list-style-type: none"> • for a minimum of that can initially house a minimum 200 vehicles with an undertaking to house a further 300 vehicles after the first year of contract inception. minimum requirement is for the vehicle to be placed on blocks/ trestles; • transport for official within a 100KM radius on initial transfer and final return at no extra cost; • prevention of dust accumulation <p>See General Condition paragraph 8.8.</p>	2	5
		2	
		1	
5.3.4	SAPS approved Weapon/Firearms and ammunition storage facility (Section 76 and 77 of the Firearms Control Act, 2000 – Act No. 60 of 2000) – at no extra cost to DIRCO or official.	1	
5.3.5	Specialised carpet storage facility: <ul style="list-style-type: none"> • Separate Room; • Carpet Racking; • Fumigation – quarterly at no extra cost to DIRCO or official. 	1	3
		1	
		1	
5.3.6	Removal/ delivery vehicles that can carry 40ft containers and have hydraulic lifts for heavy items (at least 1 available during site visit).	2	
5.3.7	Removal/ delivery vehicles equipped with the following: <ul style="list-style-type: none"> • GPS • Tool boxes with necessary tools to dismantle and erect various items of furniture etc. • Trollies 	1	3
		1	
		1	

ITEM	DESCRIPTION	WEIGHT	
5.3.8	Accessible in-house "Tracking" system to track air, sea and road consignments from point of packing to final destination – (functionality to be demonstrated). Electronic or manual system.	1	
5.3.9	Accounting System must be able to demonstrate the following: <ul style="list-style-type: none"> • Print detailed invoices, month-end statements, reconciliation and statements of storage of HHG and Vehicle/ towable vehicles; • Invoices on consignments dispatched by (air, sea or road); plus insurance. (Examples of the above to be viewed during site visit)	2	3
		1	
TOTAL		30	

Values: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good; 5 = Excellent

5.4 Phase 4- PRICING - GUIDELINES FOR COSTING

5.4.1 The bidder/bidders must:

5.4.1.1 price the services to be rendered according to the items listed below (refer to 5.4.3) and according to the attached pricing schedule.

5.4.1.2 must provide pricing for Transit Insurance for each consignment (consignments for international shipment as well as consignments for storage) from collection to store and redelivery as well as when shipments are being forwarded abroad until said delivery is made to the official.

5.4.1.3 provide pricing for Transit Insurance for each consignment from point of collection/ packing to delivery/ unpacking for all domestic moves.

5.4.2 To enable DIRCO to calculate and evaluate costing the following weights will be allocated to the following cost:

Freight Related Services	70
Transit Insurance	10
Storage	20
Total	100

5.4.3 Pricing schedules shall be completed as per attached Annexure B

Item 1.0 INBOUND (MISSION TO PRETORIA)

Item 1.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres)

Item 1.2 Airfreight Various

Item 2.0 OUTBOUND (PRETORIA TO MISSION)

Item 2.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres)

Item 2.2 Airfreight Various

Item 3.0 AIRFREIGHT FOOD CONCESSION

Item 5.0 STORAGE RSA

Item 6.0 DOMESTIC MOVES TO ALL PROVINCES IN THE RSA

NOTE: EVERY ITEM MUST BE COSTED. FAILURE TO COMPLY WILL RESULT IN YOUR BID BEING DISQUALIFIED.

- 5.4.4 Shipping lines: Attached as **Annexure C** is a list of all the selected shipping lines in respect of all routes to our missions abroad that must be used for bid purposes, as well as by the successful bidder/bidders once the bid has been awarded.
- 5.4.5 The bidder/bidders must submit their quotations as per the attached annex "B". Prices to be quoted in South African Rand and are to be VAT inclusive, i.e. it will be taken as all prices include VAT and no further VAT claims by the successful bidder will be entertained.

6. Points awarded for B-BBEE Status Level of Contribution

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

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

- 6.3 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.
- 6.4 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.

7. SPECIAL CONDITIONS

- 7.1 Please note that no consignments may be sent to the port of Jeddah during the annual Hajj and no consignments of alcohol shall be included in any consignments to Saudi Arabian ports, or to ports that serve Saudi Arabia, Islamic Republic of Iran or Pakistan.

- 7.2 The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO (at the main gate), OR TAMBO BUILDING, 460 Soutpansberg Road, Rietondale, Pretoria.

8. GENERAL CONDITIONS

- 8.1 The Government Procurement: General Conditions of Contract will be applicable to this bid.
- 8.2 DIRCO reserves the right to conclude a Service Level Agreement with the successful bidder to supplement the General Conditions of Contract.
- 8.3 DIRCO reserves the right to review the submitted audited financial statements in identify the successful bidder/bidders.
- 8.4 DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of the proposal.
- 8.5 Please take note that DIRCO is not obliged to select or to appoint any of the bidders submitting proposals.
- 8.6 Evaluation on functionality can only be done on the basis of information, which was requested. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- 8.7 DIRCO reserves the right to appoint more than one successful bidder/bidders if deemed necessary.
- 8.8 The successful bidder/bidders must be willing to enter into a transitional arrangement with the existing service provider with regard to the Household goods and vehicles currently in store with the existing service provider.

9. CONTACT PERSONS AND SUBMISSIONS

- 9.1 All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267
Enquiries pertaining to the completion of tender documents can be directed to the Bid Office,
telephone. 012 351 1928/1286
- 9.2 Prospective bidder/bidders 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**
Tender Box OR Tambo Building (at the main gate)
460 Soutpansberg Road
Rietondale
Department of International Relations and Cooperation
Pretoria
0001
- 9.3 Prospective bidder/bidders are encouraged to submit their proposals before the closing date 28 August 2015 at 11 o'clock as late submissions will not be accepted and will be disqualified.

E-Mailed or faxed submissions shall not be accepted.

A non-compulsory briefing session will be held at Department of International Relations and Cooperation, 460 Soutpansberg Road, Rietondale, Pretoria on the 13th/August/ 2015 from 10:00a.m and interested bidders are invited to attend.

Non-compliance with any of the above conditions will result in your bid being non-responsive

INVITATION TO BID

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

BID NUMBER: DIRCO 05-2015/16 CLOSING DATE: ...28/08/2015..... CLOSING TIME: 11:00

DESCRIPTION: **INVITATION FOR THE APPOINTMENT OF A SERVICE PROVIDER (ANY NATURAL OR JURISTIC PERSON(S),BASED IN SOUTH AFRICA TO PROVIDE SERVICES FOR THE REMOVAL,PACKING,STORAGE(IN SOUTH AFRICA ONLY)AND INSURANCE OF HOUSEHOLD GOODS AND VEHICLES OF TRANSFERRED OFFICIALS TO AND FROM MISSIONS ABROAD,AND DOMESTIC MOVES WITHIN THE RSA,OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION(DIRCO)FOR A PERIOD OF FOUR 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: Ms I Kubayi & Mr L Nyondo

Tel: 012 351 1928 & 012 351 1286

Fax: 012 329 1267

E-mail address: Kubayii@dirco.gov.za & Nyondol@dirco.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: MR L Nyondo

Tel: +27 12-351 1286

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 optionTenders 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 CODE NUMBER Fax no CODE NUMBER

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 CODE NUMBER Fax no CODE NUMBER

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 or .

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

--

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.

--

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) 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 ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. 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
(SERVICES)**

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.
Closing date

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:
- At DIRCO/

LIST OF DOCUMENTS TO BE SUBMITTED - ANNEXURE B

- 1 **INSTRUCTIONS**
The Removal Companies should take note of these documents as they consist of all the conditions and related specifications in respect of the removal contract. The Bidder should state the name of the Removal Company on every page of all documents.

The EXCEL templates provided must reflect the relevant prices.
- 2 **DOCUMENTS TO BE COMPLETED:**
 - 2.1 **SPREADSHEETS - PRICING SCHEDULES**
 - 2.1.1 **INBOUND (MISSION - PRETORIA)**

2.1.1.1	Item 1.1	20ft/40ft Container Including / Excluding Motor Vehicle
2.1.1.2	Item 1.2	Various Airfreight Services
 - 2.1.2 **OUTBOUND (PRETORIA - MISSION)**

2.1.2.1	Item 2.1	20ft/40ft Container Including / Excluding Motor Vehicle
2.1.2.2	Item 2.2	Various Airfreight Services
2.1.2.3	Item 3	Small Airfreight - FOOD CONCESSION

2.1.3 INSURANCE AND STORAGE

- 2.1.3.1 **Item 4** **Insurance**
- 2.1.3.2 **Item 5** **Percentages**
- Storage**
- charges**

2.1.4 DOMESTIC MOVES TO ALL PROVINCES IN SOUTH AFRICA

- 2.1.4.1 **Item 6** **Transport of personal effects**

3 ANNEXURE C

Approved Shipping lines and/or Vessel:

**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 05 /2015/16
Closing Date 28 August 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)
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PRICES AS PER SCHEDULE BELOW

SBD 3.2

INBOUND (MISSION - PRETORIA)	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION	TOTAL ADDED CONTRACT PRICE IN SA RAND
2.1.1.1 Item 1.1 20ft/40ft Container Including / Excluding Motor Vehicle			
2.1.1.2 Item 1.2 Various Airfreight Services			
2.1.2 OUTBOUND (PRETORIA - MISSION)	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION	TOTAL ADDED CONTRACT PRICE IN SA RAND
2.1.2.1 Item 2.1 20ft/40ft Container Including / Excluding Motor Vehicle			
2.1.2.2 Item 2.2 Various Airfreight Services			

2.1.2.3 Item 3 Small Airfreight - FOOD CONCESSION			
2.1.3 INSURANCE AND STORAGE	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION	TOTAL ADDED CONTRACT PRICE IN SA RAND
2.1.3.1 Item 4 Insurance Percentages			
2.1.3.2 Item 5 Storage charges			
2.1.4 DOMESTIC MOVES TO ALL PROVINCES IN SOUTH AFRICA	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION	TOTAL ADDED CONTRACT PRICE IN SA RAND
2.1.4.1 Item 6 Transport of personal effects			
TOTAL			

PRICE ADJUSTMENTS

A

NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1-V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

SBD3.2

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

ANNEXURE A

LIST OF DOCUMENTS TO BE SUBMITTED

- 1 **INSTRUCTIONS**
 - 1.1 The successful bidder/bidders should take note of these documents as they consist of all the conditions and related specifications in respect of the removal contract. The successful bidder/bidders should state the name of the Removal Company on every page of all documents.

- 2 **DOCUMENTS TO BE COMPLETED:**
 - 2.1 **SPREADSHEETS - PRICE SCHEDULES**
 - 2.1.1 **INBOUND (MISSION - PRETORIA)**
 - 2.1.1.1 **Item 1.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle**
 - 2.1.1.2 **Item 1.2 Various Airfreight Services**
 - 2.1.2 **OUTBOUND (PRETORIA - MISSION)**
 - 2.1.2.1 **Item 2.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle**
 - 2.1.2.2 **Item 2.2 Various Airfreight Services**
 - 2.1.2.3 **Item 3 Small Airfreight - FOOD CONCESSION**
 - 2.1.3 **INSURANCE AND STORAGE**
 - 2.1.3.1 **Item 4 Insurance Percentages**
 - 2.1.3.2 **Item 5 Storage charges**
 - 2.1.4 **DOMESTIC MOVES TO ALL PROVINCES IN SOUTH AFRICA**
 - 2.1.4.1 **Item 6 Transport of personal effects**

- 3 **ANNEXURE B**

Approved Shipping lines and/or Vessel:

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 1.0	INBOUND : MISSION TO PRETORIA
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Item 1.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

Door-to-door shipment includes all costs in respect of the following:
Full export packing and wrapping at residence, transport to warehouse and port, all export documentation, freight cost to destination, customs clearance at destination, single delivery at destination, complete unwrapping and unpacking, single removal of debris and boxes and return of container, first 10 days inbond storage/ warehouse handling, wooden structure for motor vehicle, **but excludes** the following costs: Duties and taxes, quarantine/ customs inspection, ad-valorem, Wharfage/ Cargo dues, marine insurance, storage/ warehouse handling, special assembling of modular furniture/equipment, demurrage, inbond storage/ warehouse handling (except first 10 days).

MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT INCLUDING MOTOR VEHICLE	20 FCL 1050 CUFT EXCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT INCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT EXCLUDING MOTOR VEHICLE	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		RAND	RAND	RAND	RAND	RAND	RAND
Abidjan							
Abu Dhabi							
Abuja							
Accra							
Addis Ababa							
Algiers							
Almaty							
Amman							
Ankara							
Antananarivo							
Asmara							
Astana							
Athens							
Bahamas							
Bamaku							
Bangkok							
Baku	AIR FREIGHT						
Beijing							
Berlin							
Bern							
Bissau							
Brasilia							
Brazzaville							
Brussels							
Bucharest							
Budapest							
Buenos Aires							
Bujumbura	AIR FREIGHT						
Cairo							
Canberra							
Caracas							
Chicago							
Colombo							
Conakry							

Item 1.0 INBOUND : MISSION TO PRETORIA

Item 1.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

Door-to-door shipment includes all costs in respect of the following:
Full export packing and wrapping at residence, transport to warehouse and port, all export documentation, freight cost to destination, customs clearance at destination, single delivery at destination, complete unwrapping and unpacking, single removal of debris and boxes and return of container, first 10 days inbond storage/ warehouse handling, wooden structure for motor vehicle, **but excludes** the following costs: Duties and taxes, quarantine/ customs inspection, ad-valorem, Wharfage/ Cargo dues, marine insurance, storage/ warehouse handling, special assembling of modular furniture/equipment, demurrage, inbond storage/ warehouse handling (except first 10 days).

MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT INCLUDING MOTOR VEHICLE	20 FCL 1050 CUFT EXCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT INCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT EXCLUDING MOTOR VEHICLE	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		RAND	RAND	RAND	RAND	RAND	RAND
Copenhagen							
Cotonou							
Dakar							
Dar Es Salaam							
Damascus							
Doha							
Dubai							
Dublin							
Gaborone	ROAD						
Geneva							
Hanoi							
Harare	ROAD						
Havana							
Helsinki							
Hong Kong							
Islamabad							
Jakarta							
Jeddah							
Juba							
Kampala							
Khartoum							
Kiev							
Kigali							
Kingston	AIR FREIGHT						
Kinshasa							
Kuala Lumpur							
Kuwait City							
Lagos							
Libreville							
Lilongwe	ROAD						
Lima							
Lisbon							
London							
Los Angeles							
Luanda							
Lubumbashi	ROAD						
Lusaka	ROAD						
Madrid							
Malabo							
Manilla							
Maputo	ROAD						

Item 1.0 INBOUND : MISSION TO PRETORIA

Item 1.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

Door-to-door shipment Includes all costs in respect of the following:
Full export packing and wrapping at residence, transport to warehouse and port, all export documentation, freight cost to destination, customs clearance at destination, single delivery at destination, complete unwrapping and unpacking, single removal of debris and boxes and return of container, first 10 days inbond storage/ warehouse handling, wooden structure for motor vehicle, **but excludes** the following costs: Duties and taxes, quarantine/ customs inspection, ad-valorem, Wharfage/ Cargo dues, marine insurance, storage/ warehouse handling, special assembling of modular furniture/equipment, demurrage, inbond storage/ warehouse handling (except first 10 days).

MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT INCLUDING MOTOR VEHICLE	20 FCL 1050 CUFT EXCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT INCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT EXCLUDING MOTOR VEHICLE	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		RAND	RAND	RAND	RAND	RAND	RAND
Maseru	ROAD						
Mbabane	ROAD						
Mexico City							
Milan							
Minsk							
Monrovia							
Montivideo							
Moroni							
Moscow							
Mumbai							
Munich							
Muscat							
Nairobi							
Nauakhot							
N'djamena							
New Delhi							
New York							
Nlamey							
Oslo							
Ottawa							
Ouagadougou							
Paris							
Port Louis							
Prague							
Rabat							
Ramallah							
Riyadh							
Rome							
Santiago							
Sao Paulo							
Sao Tome							
Seoul							
Shanghai							
Singapore							
Sofia							
Stockholm							
Suva							
Taipei							
Teheran							
Tel Aviv							
The Hague							

Item 1.0	INBOUND : MISSION TO PRETORIA
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Item 1.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

Door-to-door shipment includes all costs in respect of the following:
Full export packing and wrapping at residence, transport to warehouse and port, all export documentation, freight cost to destination, customs clearance at destination, single delivery at destination, complete unwrapping and unpacking, single removal of debris and boxes and return of container, first 10 days inbond storage/ warehouse handling, wooden structure for motor vehicle, **but excludes** the following costs: Duties and taxes, quarantine/ customs inspection, ad-valorem, Wharfage/ Cargo dues, marine insurance, storage/ warehouse handling, special assembling of modular furniture/equipment, demurrage, inbond storage/ warehouse handling (except first 10 days).

MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT INCLUDING MOTOR VEHICLE	20 FCL 1050 CUFT EXCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT INCLUDING MOTOR VEHICLE	40 FCL 2100 CUFT EXCLUDING MOTOR VEHICLE	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		RAND	RAND	RAND	RAND	RAND	RAND
Tokyo							
Toronto							
Trinidad and Tabago							
Tripoli							
Tunis							
Vienna							
Warsaw							
Washington							
Wellington							
Windhoek	ROAD						
Yaounde							
GRAND TOTAL							

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 2.0	OUTBOUND : PRETORIA TO MISSION
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Item 2.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

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MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT	20 FCL 1050 CUFT	40 FCL 2100 CUFT	40 FCL 2100 CUFT	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		<i>INCLUDING MOTOR VEHICLE</i>	<i>EXCLUDING MOTOR VEHICLE</i>	<i>INCLUDING MOTOR VEHICLE</i>	<i>EXCLUDING MOTOR VEHICLE</i>		
		RAND	RAND	RAND	RAND	RAND	RAND
Abidjan							
Abu Dhabi							
Abuja							
Accra							
Addis Ababa							
Algiers							
Almaty							
Amman							
Ankara							
Antananarivo							
Asmara							
Astana							
Athens							
Bahamas							
Bamaku							
Bangkok							
Baku	AIR FREIGHT						
Beijing							
Berlin							
Bern							
Bissau							
Brasilia							
Brazzaville							
Brussels							
Bucharest							
Budapest							
Buenos Aires							
Bujumbura	AIR FREIGHT						
Cairo							
Canberra							
Caracas							
Chicago							
Colombo							
Conakry							
Copenhagen							
Cotonou							
Dakar							
Dar Es Salaam							
Damascus							
Doha							

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 2.0	OUTBOUND : PRETORIA TO MISSION
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Item 2.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

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MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT	20 FCL 1050 CUFT	40 FCL 2100 CUFT	40 FCL 2100 CUFT	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		INCLUDING MOTOR VEHICLE	EXCLUDING MOTOR VEHICLE	INCLUDING MOTOR VEHICLE	EXCLUDING MOTOR VEHICLE		
		RAND	RAND	RAND	RAND	RAND	RAND
Dubai							
Dublin							
Gaborone	ROAD						
Geneva							
Hanoi							
Harare	ROAD						
Havana							
Helsinki							
Hong Kong							
Islamabad							
Jakarta							
Jeddah							
Juba							
Kampala							
Khartoum							
Kiev							
Kigali							
Kingston	AIR FREIGHT						
Kinshasa							
Kuala Lumpur							
Kuwait City							
Lagos							
Libreville							
Lilongwe	ROAD						
Lima							
Lisbon							
London							
Los Angeles							
Luanda							
Lubumbashi	ROAD						
Lusaka	ROAD						
Madrid							
Malabo							
Manilla							
Maputo	ROAD						
Maseru	ROAD						
Mbabane	ROAD						
Mexico City							
Milan							
Minsk							

PRICING SCHEDULE

CLOSING TIME:

NAME OF BIDDER:

VALIDITY: 120 DAYS

Item 2.0	OUTBOUND : PRETORIA TO MISSION
-----------------	---------------------------------------

Item 2.1 20ft/40ft Containers equivalent to (32,85/66,83 cubic metres) Including / Excluding Motor Vehicle

**BID DOCUMENT : DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION - 2014
SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL EFFECTS OF TRANSFERRED OFFICIALS AND DEPARTMENTAL FURNITURE AND EQUIPMENT FROM ABROAD.**

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MISSION	MODE OF TRANSPORT: SHIPPING LINE/ VESSEL, ROAD OR AIRLINE	20 FCL 1050 CUFT	20 FCL 1050 CUFT	40 FCL 2100 CUFT	40 FCL 2100 CUFT	TOTAL AVERAGE COST	TOTAL CONTRACT PRICE PER MISSION
		INCLUDING MOTOR VEHICLE	EXCLUDING MOTOR VEHICLE	INCLUDING MOTOR VEHICLE	EXCLUDING MOTOR VEHICLE		
		RAND	RAND	RAND	RAND		
Rome							
Santiago							
Sao Paulo							
Sao Tome							
Seoul							
Shanghai							
Singapore							
Sofia							
Stockholm							
Suva							
Taipei							
Teheran							
Tel Aviv							
The Hague							
Tokyo							
Toronto							
Trinidad and Tabago							
Tripoli							
Tunis							
Vienna							
Warsaw							
Washington							
Wellington							
Windhoek	ROAD						
Yaounde							
GRAND TOTAL							

