

Annexure A

An official, signed letter should be send to National Treasury for participation.

NB: Department/Institution Letterhead
Contact person and details

National Treasury
Chief Director: Contract Management
Private Bag X115
PRETORIA
0001

By Email:
By Fax: 012 315-5058

For attention: <Contract Manager,
see <http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

**INVITATION TO PARTICIPATE ON TRANSVERSAL CONTRACT RTxx-20xx:
SUPPLY AND DELIVERY OF <DESCRIPTION> TO THE STATE FOR THE PERIOD
DD MMM YYY TO DD MMM YYY**

For and on behalf of _____(Department/Institution name)

YES, we herewith accept the invitation to participate on the above mentioned Transversal Term Contract.

The department/institution has an estimated budget of R_____ for the procurement of items on RTxx-20xx for the period (as stipulated in the contract – <http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

Annexure A

Kind Regards

For and on behalf of _____ (*Department/Institution name*)

Signature

Chief Financial Officer

Date: _____

Name & Surname _____

Tel no: _____

Fax: _____

Email: _____

Signature

Senior Manager: Supply Chain Unit

Date: _____

Name & Surname _____

Tel no: _____

Fax: _____

Email: _____

Signature

Accounting Officer

Date: _____

Name & Surname _____

Tel no: _____

Fax: _____

Email: _____