national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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FROM: Ms. N. Sidinile, Tel: (012) 315 5834**, Email:** ntombi.sidinile@treasury.gov.za

PROCEDURE TO PROQURE THROUGH RT74-2024 SUPPLY, DELIVERY, INSTALLATION OF PREFABRICATED ADJUSTABLE SHELVING, STEEL RACKING, DESIGNING OF MEZZANINE FLOORING, AND HIGH-DENSITY MOBILE FILING SYSTEMS

1 JANUARY 2024 TO 31 DECEMBER 2026

1. The Participating State Institution should approach Suppliers to provide quotation on rotation basis. For example, The Department can request for quotations from 3 or 5 suppliers.

2. The Participating State Institution must maintain their own rotation schedule in order to keep track on the utilization of Suppliers.

3. The quote prices must be equal or lower than the price listed in Annexure B: Contract Circular.

4. All the awarded suppliers submitted all the standard bidding documents with the tender document therefore there is no need to request suppliers to complete standard bidding documents, proof of specific goals and to rank.

5. The Participating State Institutions should never pay for any additional costs which are not outlined in Annexure A: Contract Circular.

6. Important general information

6.1. Please note that the delivered price is for the unit of measure (UOM) offered.

6.2. All prices are inclusive of 15% VAT.

6.3. All prices are on a delivered basis.

7. The Participating State Institutions are required to sign a Service Level Agreement with the Suppliers on RT74-2024 and both parties must ensure that the terms and conditions of the SLA do not contradict the provisions of Annexure C: Special Conditions of Contract. The Service Level Agreement should be for the duration of the contract, 1 January 2024 to 31 December 2026.

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Yours faithfully

Ms. NTOMBI SIDINILE
ACTING CHIEF DIRECTOR: TRANSVERSAL CONTRACTING
DATE: 25 JANUARY 2024