



# **national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**  
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**TRANSVERSAL CONTRACTING**  
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Ref: RT8-2020

**PROCEDURE TO PROCURE THROUGH RT8-2020**  
**TRANSPORTATION OF CARGO AND FURNITURE RELOCATION SERVICES**  
**1 NOVEMBER 2020 TO 31 OCTOBER 2023**

1. The Participating State Institution should approach Suppliers to provide quotation on rotational 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 A: 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, B-BBEE certificate 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 RT8-2020 and both parties must ensure that the terms and conditions of the SLA do not contradict the provisions of the Annexure C: Special Conditions of Contract. The Service Level Agreement should for the duration of the contract, 01 November 2020 to 31 October 2023.

Yours faithfully



**PHUMZILE MTSWENI**

**for CHIEF DIRECTOR: TRANSVERSAL CONTRACTING**

**DATE:** 4/11/2020