mandela bay
DEVELOPMENT AGENCY
RENEW • REVIVE • INSPIRE

T: +27 41 811 8200 **F:** +27 41 582 5235 **E:** info@mbda.co.za
1st Floor, Tramways Building Cnr Lower Valley Road & South Union Street
PO Box 74, Gqeberha, South Africa, 6000

mbda.co.za

REQUEST FOR QUOTATION (RFQ) AUTHORISATION FORM FOR GOODS/SERVICES

MBDA 06012 INTERNAL AUDIT ENGAGEMENTS	
DATE REQUESTED	**13 APRIL 2026**
DEPARTMENT	**INTERNAL AUDIT, RISK AND COMPLIANCE**
PROJECT NAME	**INTERNAL AUDIT ENGAGEMENTS**
DETAILED DESCRIPTION AND / SPECIFICATIONS	The MBDA seeks the services of suitably qualified internal auditors to undertake the following audits: **Please include the detailed cost breakdown as part of your proposal.** Completing the following internal audit engagements: **1. Compliance Audit / Governance Audit** Review the adequacy and effectiveness of processes to monitor compliance at the Entity, Stadium and STC including: • Evaluation of monitoring controls for changes to the legislative and regulatory environment; and • Assignment of roles and responsibilities to ensure legislative implementation and monitoring. • Specific compliance reviews as relevant to the **Entity's** processes including but not limited to (SDA, Planning, Health and Safety). **Stadium** processes including but not limited to (Stadium Operations, Trading, planning for events, Health and safety issues). **STC** processes including but not limited to (Health and safety, Operations) Evaluate the process through which: • Goals and values are established and communicated • Risk and control information is communicated • The accomplished of goals is monitored • Accountability is ensured and corporate ethics and values are preserved.

	2. Fraud prevention and monitoring plan and policy review Focus on the following: • Fraud risk governance • Fraud prevention • Fraud detection • Fraud response • Monitoring **MINIMUM REQUIREMENTS:** **1. Compliance Audit / Governance Audit** 1.1 The project director should be a qualified CA(SA) with 5 to 6 years with experience in of corporate law, risk management and regulatory frameworks. ***Years of experience are considered from professional registration date. Proof of qualification/ professional registration must be provided.*** 1.2 The project manager/senior manager should be a qualified Certified Internal Auditor (CIA)/ (PIA) or Chartered accountant (CA/SA) by designation with 3 to 4 years of corporate law, risk management and regulatory frameworks ***Years of experience are considered from professional registration date. Proof of qualification/ professional registration must be provided.*** 1.3 Internal Auditor with minimum qualification NQF Level 6 in Internal audit or Accounting or Finance or auditing or related business field with 1 to 2 years relevant experience **2. Fraud prevention and monitoring plan and policy review** 2.1 The project director should be a qualified certified fraud examiner with 5 to 6 years with Fraud and investigative experience. ***Years of experience are considered from professional registration date. Proof of qualification and ACFE professional registration must be provided.*** 2.2 The project manager/senior manager should be a qualified Certified Internal Auditor (CIA)/ (PIA) or Chartered accountant (CA/SA) by designation with 3 to 4 years Fraud and investigative experience ***Years***

<table>
<tr>
<td></td>
<td>
of experience are considered from professional registration date. Proof of qualification/ professional registration must be provided.
2.3 Internal Auditor with minimum qualification NQF Level 6 in Internal audit or Accounting or Finance or auditing or related business field with 1 to 2 years relevant experience
Years of experience are considered from professional registration date/ qualification date. Proof of qualification/ professional registration must be provided.
Failure to meet the minimum requirements will result in non-compliance.
Service providers must clearly indicate which engagement they are responding to. Each engagement will be evaluated separately.
<table>
<tr><td>ENGAGEMENT</td><td>TICK</td></tr>
<tr><td>1. Compliance Audit / Governance Audit</td><td></td></tr>
<tr><td>2. Fraud prevention and monitoring plan and policy review</td><td></td></tr>
</table>
Evidence for each engagement must be clearly indicated on your proposal.
PRICING PROPOSAL
An all-inclusive detailed costing proposal must be submitted on Annexure B
CLOSING DATE: MONDAY, 20 APRIL 2026 TIME: 16:00
</td>
</tr>
<tr>
<td>EVALUATION CRITERIA</td>
<td>The quotes will be evaluated on the 80/20 price and specific goals as per MBD 6.1 attached.</td>
</tr>
<tr>
<td>PAYMENT FOR SERVICES</td>
<td>
Payment will be issued after the goods have been delivered or the service has been rendered and deemed to be satisfactory.
Payments will be made within 30 days from receipt of a valid invoice, accompanied by a statement of account.
</td>
</tr>
</table>

GENERAL CONDITIONS	1.1. All prices must be exclusive of Value Added Tax (VAT). 1.2. All prices will be evaluated exclusive of VAT. 1.3. It is compulsory for all potential suppliers to be registered on the Central Supplier Database. 1.4. The MBDA reserves the right not to accept the lowest or any quotation and no reason to the acceptance or rejection of quotation will be furnished. SCM Listing Criteria and returnable document requirements: 1. Full CSD Report 2. Valid BBBEE certificate 3. Declaration for service of the state – MBD4 4. Municipal Billing clearance certificate or Municipal Statement of account or a lease agreement. 5. Certificate of Independent Bid Determination (MBD9) 6. Proof of banking details 1.5. Quotations to be valid for 60 days from closing date 1.6. The MBDA SCM policy will apply.
CONTACT PERSON	Name: Tembela Bacela Email: formal.quotes@mbda.co.za Tel: 041 811 8200
ANY ADDITIONAL REQUESTS/ COMMENTS	Service providers must ensure the following is adhered to: 1. All queries must be sent only in writing to formal.quotes@mbda.co.za, quoting the quote reference number. 2. All quotes must be submitted via email to formal.quotes@mbda.co.za quoting the quote reference number.

FUNCTIONALITY CRITERIA SCORE SHEET
PANEL OF INTERNAL AUDIT SERVICE PROVIDERS

Bidders must score at least a minimum of **36 out of 50** in respect of functionality in order to qualify for Appointment to the panel. A bidder that scores less than **36 out of 50** will be regarded as submitting a non-responsive bid and will be disqualified.

Criteria	Points
1. Relevant experience Overall experience of service providers in the public sector relevant to item relevant to the bid, as indicated in section 4 (above) and all proposals will be evaluated in line with the below criteria	**30**
a) Traceable appointment/purchase order and reference letter(s) confirming 9 or more accumulated years of experience = 30 points	30
b) Traceable appointment/purchase order and reference letter(s) confirming 7 to 8 accumulated years of experience = 20 points	20
c) Traceable appointment/purchase order and reference letter(s) confirming 5 to 6 accumulated years of experience = 15 points	15
d) Traceable appointment/purchase order and reference letter(s) confirming 3 to 4 accumulated years of experience = 10 points	10
Traceable reference letter (s) of accumulated experience; and client contact details must be provided failing which this functionality criteria will not be considered, and zero points scored. In order to claim points for the relevant number of years' experience, appointment and reference letters must clearly indicate the start date and end date of services rendered per reference for each year claimed. Bidders must fully complete B1 form attached. Failure to submit fully completed B1 form will result in zero (0) points allocated	

Criteria	Points
2. Proposal submitted is in line with Scope of Works	**20**
• Company Profile/s – 4 points	
• Understanding of the Scope -4 points	
• Proposed Implementation Plan – 4 points	
• Team Curriculum Vitae(s) – 4 points	
• Proposed Team Organogram – 4 points	
TOTAL	**50**

ANNEXURE “B”

PART 4 –PRICING SCHEDULE

FIRM PRICES (PURCHASES) (MBD 3.1)

Name of Bidder: ………………………………………	Ref Number: MBDA 06012
Closing Time: 16:00	Closing Date: 20 April 2026

TENDER WILL BE VALID FOR 60 CALENDAR DAYS

BID PRICE IN RSA CURRENCY
** (ALL APPLICABLE TAXES EXCLUDING)

Please include an all-inclusive detailed costing proposal.

1. Compliance Audit / Governance Audit

Profession	**Quantity**	**Hourly rate**	**Total cost**
Project Director			
Project Manager			
Internal Auditor			
Other cost (specify)			

2. Fraud prevention and monitoring plan and policy review

Profession	**Quantity**	**Hourly rate**	**Total cost**
Project Director			
Project Manager			
Internal Auditor			
Other cost (specify)			

PLEASE NOTE:

1. Costing must not exceed the rates per CIRCULAR 1/2025/26 - GUIDELINE ON FEES FOR AUDITS PERFORMED BY PRIVATE FIRMS ON BEHALF OF THE AUDITOR-GENERAL OF SOUTH AFRICA (AGSA). Or any updated applicable circular.
2. Payment of invoices shall be made within 30 days of receipt of a valid invoice.
3. Full quotation including total hours and rate per hour to be excluding VAT.
4. The successful Applicant shall on a monthly basis undergo a performance review by the MBDA that will assess the service provider's performance. If the successful Applicant is underperforming on a continuous basis, or not meeting the service level required as per the contract, the service provider will be issued with a written notification of such poor service. The MBDA shall be entitled to retain 10% of the monthly cost and only once the service delivery levels are as per the required standards set by the MBDA, will the MBDA release the retained 10%. Continued poor performance could result in the termination of the contract.

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:…………………………………………….

3.2 Identity Number: ………………………………………………………………………………

3.3 Position occupied in the Company (director, trustee, hareholder[2]):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5 Tax Reference Number:…………………………………………………………………………

3.6 VAT Registration Number: ……………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. ….……………………………………………………………

……………………………………………………………………………………………..

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;

(d) an employee of 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);
(e) an executive member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? ………YES / NO

3.9.1 If yes, furnish particulars………………………..…………………………………….

……………………………………………………………………………………………….

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ………………………………… YES / NO

3.10.1 If yes, furnish particulars.
………………………………………………………………………………
………………………………………………………………………………

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars
…………………………………………………………………………………
……………………………………………………………………………………………..

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
……………………………………………………………………………….
……………………………………………………………………………….

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.
……………………………………………………………………………….
……………………………………………………………………………….

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:
…………………………………………………………………………….
…………………………………………………………………………….

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

…………………………………..
Signature

……………………………………..
Date

………………………………….
Capacity

……………………………………….
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

---

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	7
4	6

5	4
6	3
7	2
8	1
Non-compliant Contributor	0

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in table 1 below:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Required proof for specific goals claimed
B-BBEE status contributor	10		B-BBEE certificate confirming B-BBEE level status contribution
Enterprise located within the Nelson Mandela Bay municipal area	5		Detailed CSD registration report demonstrating supplier address information together with municipal statement of account or lease agreement or billing clearance certificate

Enterprise owned by black women	3		Detailed CSD registration report / detailed B-BBEE certificate demonstrating black women ownership
Enterprise owned by black youth	2		Detailed CSD registration report / detailed B-BBEE certificate demonstrating black youth ownership
TOTAL POINTS	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm…………………………………………………

4.3. Company registration number: …………………………………………………………..

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……………………………………….

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….

DATE: ……………………………………………………….

ADDRESS: ……………………………………………………….

……………………………………………………….

……………………………………………………….

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD9)

I, the undersigned, in submitting the accompanying Proposal in relation to _________________

____hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: ____ that:
(Name of Applicant)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying Proposal will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the Applicant to sign this Certificate, and to submit the accompanying proposal, on behalf of the Applicant;

4. Each person whose signature appears on the accompanying Proposal has been authorized by the Applicant to determine the terms of, and to sign, the Proposal, on behalf of the Applicant;

5. For the purposes of this Certificate and the accompanying Proposal, I understand that the word "competitor" shall include any individual or organization, other than the Applicant, whether or not affiliated with the Applicant, who:

   (a) has been requested to submit a Proposal in response to this RFP;
   (b) could potentially submit a proposal in response to this RFP, based on their qualifications, abilities or experience; and

   (c) provides the same goods and services as the Applicant and/or is in the same line of business as the Applicant.

6. The Applicant has arrived at the accompanying Proposal independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;
   (b) methods, factors or formulas used to calculate prices;
   (c) the intention or decision to submit or not to submit, a Proposal;

(d) the submission of a Proposal which does not meet the specifications and conditions of the Proposal; or

(e) submitting a Proposal with the intention not to win the award.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the improvements to which this Proposal relates.

9. The terms of the accompanying Proposal have not been, and will not be, disclosed by the Applicant, directly or indirectly, to any competitor, prior to the date and time of the official opening of proposals or the awarding of the contract.

10. The Applicant (including any individual Applicant), and no member of the Applicant (if the Applicant is a Close Corporation), and no director and/or shareholder of the Applicant (if the Applicant is a Company), and no Trustee and/or beneficiary of the Applicant (if the Applicant is a Trust), and no person, including juristic persons (and including such juristic person's members, directors and/or shareholders, trustees and/or beneficiaries) having an interest in any Joint Venture Vehicle or Consortium constituting the Applicant has any interest in any competitor.

11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids, proposals and contracts, proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

________________________ ____________________

Signature Date

____

Name of Applicant

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

1 This Municipal Bid Document must form part of all Bid invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The Bid of any Bidder may be rejected if that Bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Bid Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
4.3	Was the Bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the Bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the Bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) …………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

………………………………………..   ………………………………..
Signature   **Date**

………………………………………..   ………………………………..
Position   **Name of Bidder**

BIDDERS DETAILS (PLEASE COMPLETE IN FULL)

QUOTE REFERENCE NUMBER:	………………………………………………………..
REQUEST FOR QUOTE FOR:	………………………………………………………..
NAME OF BIDDER :	………………………………………………………..
CSD SUPPLIER NO. :	**MAAA**……………………………………………
COMPANY REGISTRATION NO.:	………………………………………………………..
CONTACT PERSON :	………………………………………………………….
TELEPHONE NO. :	…………………………………………………………
EMAIL ADDRESS :	………………………………………………………….
PHYSICAL ADDRESS :	………………………………………………………….
	………………………………………………………….
	………………………………………………………….
	………………………………………………………….