



**Head Office:**

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## TENDER INSTRUCTIONS

1. Bid documents should be completed with a black pen.
2. All pages of the tender documents should be initialled.
3. Tender documents should be fully completed.
4. All the necessary supporting documents should be attached to the tender documents.
6. On submission of bids, bidders should ensure that they sign a bids submission register at reception.
7. Bidders should ensure that along with the original bid documents, they should submit a USB and relevant supporting documents.
8. Late or telegraphic tenders, and those tenders not deposited in the relevant tender box, will **NOT** be accepted.
8. Bids from bidders who did not attend the compulsory briefing will **NOT** be considered.
9. Bids submitted without below mentioned supporting documents will **NOT** be considered:
  - Detailed proposal,
  - Detailed company profile,
  - Track records/references,
  - Proof of company registration,
  - Proof of registration on Central Supplier Database (CSD)
  - Proof of company address (not more than 3 months old),
  - Valid original tax clearance certificate as detailed in the tender advertisement
  - Latest Audited Annual Financial Statements (AFS)
  - Required Standard Bidding Documents
10. Bidders wishing to bid jointly or as a consortium should submit documents from all companies concerned as well as a joint agreement concluded by all



companies with the assistance of their legal representative. All companies should provide documents as state at point 9.

A joint BBBEE certificate with a joint contribution level should be obtained if bidders wish to claim BBBEE points (only if bid jointly or as a consortium)

#### Guide 80/20 and 90/10 procurement

11. 80/20 refers to procurement above R 30 000.00 (refer to SBD6.1)

12. Bids not scoring minimum points in terms of functionality will not be considered for the next evaluation phase (80/20 preferential point system).

13. All clarity seeking questions and enquiries should be directed to Supply Chain Management Division so that important information can be shared with other bidders.

Email: [tenders@fpb.org.za](mailto:tenders@fpb.org.za)