3.

1.

2.

Tax Clearance Certificate VAT Business Registration

Bank letter to validate financial data

Certified Copy of ID or passport of Active Director/s (if business is a sole proprietor without a business registration number)

**PRESS**

**OTHER**

**E-MAIL**

**FACEBOOK**

**WEBSITE**

1.

2.

3.

4.

**ISLAMIC RELIEF SOUTH AFRICA**

**Cape Town: 396 Imam Haron Road, Lansdowne, 7780 Tel: 021 696 0145**

Business Registration:

Director’s ID (if sole proprietor without business registration number)

**TENDER SUBMISSION DOCUMENTS**

Tender Application Form

Official Quote with prices on goods as per proposal. Quote to include Registration and VAT numbers

Conflict of Interest Declaration (if applicable)

1

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| --- | --- | --- |
|  |  |  |

**AUGUST/**

**SEPTEMBER 2023**

Should your application be successful we would need the following documents:

**SUPPLIER INFORMATION**

Full Name & Surname: Telephone Number: Mobile Number: Email Address: Physical address:

How did you come to know about the Tender?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Please ensure that the Tender Application is completed and submitted in the following manner with the relevant supporting documents.

**P.O Box 2347 Clareinch 7740 Email:** **IRSA.Procurement@islamic-relief.org.za**

**TENDER APPLICATION FORM**

**RANOWF**

**TENDER SUBMISSION PROCESS AND SUPPORT**

We call for potential suppliers to submit Tender Applications for the respective regions via email to

**Tenders@islamic-relief.org.za**by the **22nd September 2023** at 12h00 (SA Time)

Your submissions will be screened accordingly and Islamic Relief South Africa will revert to you shortly after a Service Provider is selected by the Bid Evaluation Committee

For additional queries please e-mail directly to **DBN.Procurement@islamic-relief.org.za**or you may make contact with the respective office in KwaZulu Natal.

**CUSTOMER SERVICES**

**SERIVCE PROVIDERS REFERENCES**

**ISLAMIC RELIEF**

**SOUTH AFRICA**

**Cape Town: 396 Imam Haron Road, Lansdowne, 7780 Tel: 021 696 0145**

**P.O Box 2347 Clareinch 7740 Email:** **IRSA.Procurement@islamic-relief.org.za**

2

Have you previously conducted a service as specified in the tender

document? Please provide details. YES NO

Are you related to any member of Islamic Relief’s Management, Staff, Volunteers or

Rights holders? YESNO If yes, please provide details.

What provisions, if any, do you have in place to deal with out of hours queries (including weekends and public holidays)?

What is the process of escalating matters if we are not satisfied with a particular issue or the customer service as a general?

**AUGUST/**

**SEPTEMBER 2023**

Are you related to any member of Islamic Relief’s Management, Directors, Staff,

Volunteers or rights holders?

If yes, please provide details. YES NO