

December 2023/
January 2024

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

TENDER APPLICATION FORM Ramadan Food Hampers

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

How did you come to know about the Tender?

PRESS

WEBSITE

FACEBOOK

E-MAIL

OTHER

SUPPLIER INFORMATION

Full Name & Surname:

Telephone Number:

Mobile Number:

Email Address:

Physical address:

Business Registration:

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

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TENDER SUBMISSION DOCUMENTS

1. Tender Application Form
2. Official Quote with prices on goods as per proposal. Quote to include Registration and VAT numbers
3. Conflict of Interest Declaration (if applicable)

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

1. Tax Clearance Certificate
2. VAT registration
3. Bank confirmation letter to validate Banking Details
4. Certified Copy of ID or passport of Active Director/s (if business is a sole proprietor without a business registration number)

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■ CUSTOMER SERVICES

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?
Are you related to any member of Islamic Relief's Management, Directors, Staff, Volunteers or rightsholders? If yes, please provide details. <input type="checkbox"/> YES <input type="checkbox"/> NO

■ CUSTOMER REFERENCES

Have you previously conducted a service as specified in the tender document? <input type="checkbox"/> YES <input type="checkbox"/> NO
Please provide names of service provider and contact details.

■ 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 **11th of January 2024** at 12h00 (SA Time)

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

For additional queries please e-mail directly to IRSA.Procurement@islamic-relief.org.za or you may make contact with the respective offices.