**PROCUREMENT DOCUMENT**

**FOR**

**ANNEXURE B RETURNABLE SCHEDULE**

**EXTERNAL AUDIT TENDER**

|  |  |
| --- | --- |
| **Reference No.:** | Wits 2025 18 |
| **Description:** | External Audit Services |
| **Issue Date:** | 29 June 2025 |
| **Issued by:** | CHIEF FINANCIAL OFFICER, University of the Witwatersrand Johannesburg |
| **Submission Date and Time:** | Date: 24th July 2025 | Time: 23h59 |
| **Important Information:** | Note the returnable schedules Annexures B,C and DNote the submission is via email |

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| --- |
| **Name of Tenderer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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1. SCHEDULE 1: SIGNED TENDER SUBMISSION AND DECLARATION OF INTEREST

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| **Signed Tender Submission****To be completed by a duly authorised representative of the Tenderer** |
| **Section 1A: Tenderers Details**

|  |  |
| --- | --- |
| **Name of Tenderer**: |  |
| **Entity registration number**: |  |
| **Contact person**: |  |
| **Email**: |  |
| **Telephone & Mobile no**: |  |
| **Physical address**: |  |

 |
| **Section 2: Declaration**The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Tenderer confirms that the contents of this Section 2: Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and: 1. neither the name of the Tenderer or any of its Personnel appear on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 (applicable to South African entities);
2. neither the Tenderer of any of its Personnel has within the last 5 (five) years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
3. the Tenderer is not associated, linked or involved with any other tendering entities submitting a Tender Submission;
4. the Tenderer has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a response or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender;
5. the Tenderer has no other relationship with any of the Tenderers or those individuals responsible for compiling the Tender Documents that could cause or be interpreted as a conflict of interest;
6. the Tenderer, its Personnel and its subcontractors (where applicable) do not have any relationship (family, friend or other) with any person employed by the University and/or who may be involved with the evaluation and/or adjudication of this Tender (if the statement is considered true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission);
7. the Tenderer, its Personnel and any other person connected with the Tenderer is not employed by the University (if the statement is considered not true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission);
8. the Tenderer has satisfied itself as to the correctness and validity of its Tender Submission, that the price(s) and rate(s) quoted cover all the goods and/or services in the Tender Documents; and that the price(s) and rate(s) cover all its obligations under a resulting Contract. Further, the Tenderer accepts that any mistakes regarding price(s) and calculations will be at its risk and confirm that the University will incur no additional costs whatsoever, over and above the amount submitted as part of its Tender Submission; and
9. the Tenderer agrees to be bound to the Tender Documents.
 |
| By signing below, the Tenderer agrees with all of the conditions, statements and terms contained the Tender Documents.

|  |  |
| --- | --- |
| Full Name of person signing on behalf of the Tenderer: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Capacity: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| Signature: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 1B: Declaration of Interest by the Tenderer**  |
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| The University mandates complete transparency from Tenderers concerning any existing or potential conflicts of interest. Failure to provide such disclosure will constitute a significant breach of the Tender Terms and Conditions or any resulting Contract that the University may award. Full disclosure must encompass assessing any affiliations between the Tenderer, its Personnel, shareholders, subcontractors, or any other entities associated with the Tenderer, and the University and/or its Personnel.I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acting on behalf of the Tenderer, declare as follows: *1. The following questionnaire must be completed on behalf of the Tenderer and returned to the University. . Tick the relevant box.* |
| 1.1 Does the Tenderer have an existing relationship with the University? | No | Yes |
| 1.2 Is the Tenderer or any person connected with the Tenderer employed by the University ? | No | Yes |
| 1.3 Does the Tenderer, or any person connected with the Tenderer, have any relationship (family, friend or other) with a person employed by the University and who may be involved with the evaluation and/or adjudication of this? | No | Yes |
| 1.4 Has the Tenderer, sub-contractors, or other persons associated with it:1. been convicted of any criminal offence; and
2. made reasonable enquiries, to the best of its knowledge and belief, has not been or is not the subject of any:
	1. pending disputes;
	2. investigations;
	3. inquiry by a regulatory body regarding any offence; or
	4. alleged offence of or in connection with slavery and human trafficking.
 | No | Yes |
| If Yes, to any of the above, describe the relationship details, potential conflict of interest and or other pertinent details below: |
| If No, to all of the above, the Tenderer is assumed to have no current, no future possible conflict of interest in the Tenderer becoming a supplier to the University and with respect to this Tender. |

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| Full Name of person signing on behalf of the Tenderer: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Capacity: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| Signature: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. SCHEDULE 2: TENDER CHECKLIST

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| --- | --- | --- | --- | --- |
| **Item No.** | **Document Reference** | **Description** | **Action to be taken** | **Checked, Verified and Submitted** |
| Tenderer Checkbox | **For Office Use Only**: University Checkbox |
| 1. | Schedule 1 | Signed Submission and Declaration of Interest | Tenderers must complete and submit a copy of the Signed Submission signed by a duly authorised representative of the Tenderer.  |  |  |
| 2. | Schedule 2 | Tender Checklist | Tenderers must ensure all information is provided and complete the Tender Checklist. |  |  |
| 3. | Schedule 3 | Pre-qualification Response Document Pack | Tenderers must provide the documentation as requested under this Schedule 3. |  |  |
| 4. | Schedule 4 | Functionality Response Document Pack | Tenderers must provide the documentation as requested under this Schedule 5. |  |  |
| 5. | Schedule 5 | Other Information Required for Tender Consideration Purposes | Tenderers must provide the documentation as requested under this Schedule 6. |  |  |
| 7. | Schedule 6 | Contactable Client References | Tenderers must provide client references in the format prescribed in Schedule 7. |  |  |
| 8. | Annexure C | Pricing | Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents. |  |  |
| 9. | Annexure D | Contract | Tenderers must ensure that their proposed terms is submitted to the University |  |  |

1. SCHEDULE 3: PRE-QUALIFICATION RESPONSE DOCUMENT PACK
	1. All documents submitted by the Tenderer must be attached to this Schedule 3, compiled in the order and corresponding to the headings as set out in the table below within each section.
	2. The Tenderers pre-qualification response pack must contain the documentation in the table below, sequenced and attached as instructed:

|  |  |  |
| --- | --- | --- |
| **Please label as** | **Procurement Mandatory Criteria**  | **Tick (✓) if submitted** |
| Tenderer Checkbox |
|  | **It is compulsory that the Tenderer:** |  |
| **3A** | submit their registration of intent to tender or submits their interest by the date stipulated under section 2 as 8th July 2025 |  |
| **3B** | provides a company resolution authorising the signatory to submit on the Entity’s behalf (where applicable) |  |
| **3C** | ensures proper completion, signing and initialling (each page) of the original copy of the proposal document and submission by an authorised employee of the company.Submits a signed submission as per Schedule 1 in Annexure B and completes the declaration of interest section. Tenderer should disclose any potential conflict of interest in exercising the obligations and responsibilities related to the University’s requirements and contract as per Schedule 1 in Annexure B. |  |
| **3D** | provides a *valid* SARS Tax Clearance Certificate  |  |
| **3E** | provides a VAT Registration Certificate |  |
| **3F** | provides proof of company/close corporation *registration* and a copy of CIPC registration & directors/CM/CK certificates. The entity must have a Gauteng presence with registered offices located in South Africa. For partnerships/joint ventures/consortia, provide partnership/joint ventures/consortia agreements and members. |  |
| **3G** | submits Three (3) years latest Audited Annual Financial Statements (AFS) in line with the Companies Act where the Tenderer is able to share the information or to provide a letter from your auditors confirming that the entity is a going concern. Note the submitted AFS information will be kept confidential. (Where AFS are submitted these must be latest financial year and 2 years prior).  |  |
| **Schedule 5 5A** | provides evidence of applicable insurance for this industry. In particular, insurance information related to professional indemnity, public/general commercial liability insurance and any other Insurance relevant to this service. This will be assessed for acceptability. You may be requested to arrange for or increase the respective insurances if recommended for award, with no impact on the pricing schedule that was submitted.  |  |
| **Please label as** | **Functionality (including Technical) Mandatory Criteria**  |  |
| Tenderers must: |  |
| **3H** | submit a detailed profile of the Entity or Organisation  |  |
| **3I** | provide a detailed pricing proposal and the required mandatory schedules where the proposal covers all elements of the scope and as per the specifications provided in the Scope of Work document and the Tender documents |  |
| **3J** | provide proof of the company’s registration with relevant professional authorities. Provide your company's IRBA registration. Provide proof of current membership. |  |
| **3K** | provide the proposed team members registration with relevant professional bodies such as SAICA and IRBA. Provide proof of current membership with summary profiles/CVs of the proposed team members (partners and managers). |  |
| **3L** | show evidence of providing external audit services to an entity with a turnover exceeding R5 billion (five billion Rand) per annum. This must be a current client or a client within the last five (5) years. Contact details of the reference must be provided. |  |
| **3M** | provide at minimum three (3) contactable recent references (not older than 5 years) where external audit services were/are provided. Please note, one must be of a comparable size and scale to the University (as per above). References will be assessed for acceptability and relevancy and may be confirmed.  |  |
| **3N** | have a track record greater than or equal to 10 years in providing External Audit services. |  |
| **3O** | provide a lead partner that meets the following criteria. The Lead partner for the External Audit Tender must be registered with IRBA and have at least ten (10) years external audit experience (5 years’ experience must be that of a Lead Partner). |  |
| **3P** | provide evidence demonstrating that the company has rendered external audit services to a group and its constituents entities within a group structure for a minimum period of three years. Contact details of the reference must be provided. |  |
|  | **Other required documentation (non-mandatory but will be considered in the final stage of the tender)** |  |
| **Schedule 5****5B** | A valid B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit  |  |

1. SCHEDULE 4: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK
	1. All documents submitted by the Tenderer must be attached to this Schedule 5, compiled in the order and corresponding to the headings as set out in the table below within each section.
	2. The Tenderers response functionality response pack must contain the documentation in the table below, sequenced and attached as instructed:

|  |  |  |
| --- | --- | --- |
| ***Please label as*** | **Functionality Criteria** | **Tick (✓) if submitted Tenderer Checkbox** |
| **4A** | **1. Company References** |  |
| **4B** | **2. Risk methodology related to client acceptance / quality assurance / findings** |  |
| **4C** | **3. Company years of experience (External Audit Services) - Maturity of the company** |  |
| **4D** | **4. Audit Approach and Key focus areas for Higher education institutions and/or large public entities. Proposed Methodology / Deliverables / Audit Plan/Technical Expertise** |  |
| **4E**  | **5.      Resource Competency: Expertise of Partner and/or Senior manager to be placed on the University Audit and competency of the key personnel of the proposed external audit team****Expertise of Staff to be placed on this project** **AND COMPLETE THE SUMMARY TEMPLATE AS PER BELOW** |  |
| **4F** | **6. Competitive Advantage/Unique Specialised Services offerings** |  |

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| **Schedule 4E template: Competency & Capacity of Proposed management TEAM (Attach CVs, indicate QUALIFICATIONS, MEMBERSHIPS anD EXPERIENCE). The team must consist of resource competencies WHERE EXTERNAL AUDIT experience is present.** |
| **Indicate the size of the Proposed EXTERNAL Audit team:** |

**LEAD PARTNER for EXTERNAL AUDIT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team member Name** | **Years of External Audit Experience** | **IRBA membership registration period>=10 years**  | **Qualifications as per CV and indication of expertise/specialisation** | **Professional Body memberships** | **Track Record (for the last 10 years)** | **Reference letter attached from client (checklist for at least 1 letter to be attached)** |
|  |  |  |  |  | **Client details**  | **From and To period**  | **Description of services rendered** |  |
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**senior manager/manager for external audit**

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| --- | --- | --- | --- | --- | --- |
| **Team member Name** | **Years of External Audit Experience** | **Qualifications as per CV and indication of expertise/specialisation** | **Professional Body memberships** | **Track Record (for the last 5 years)** | **Reference letter attached from client (checklist for at least 1 letter to be attached)** |
|  |  |  |  | **Client details**  | **From and To period**  | **Description of services rendered** |  |
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1. SCHEDULE 5: OTHER INFORMATION REQUIRED FOR TENDER CONSIDERATION PURPOSES
	1. All documents submitted by the Tenderer must be attached to this Schedule 5, compiled in the order and corresponding to the headings as set out in the table below within each section.
	2. The Tenderers response pack must contain the documentation in the table below, sequenced and attached as instructed:

|  |
| --- |
| **Proof of Functionality (including Technical) Response** |
| ***Please label as:*** | ***Description*** | **Tick (✓) if submitted** |
| Tenderer Checkbox |
| 5A | Insurance Documentation |  |
| 5B | B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit  |  |

1. SCHEDULE 6: CONTACTABLE CLIENT REFERENCES

|  |
| --- |
| Include detailed references (as per the below table): * To demonstrate knowledge, skills and experience, the bidder must submit at least three recent client references where the bidder has successfully concluded external audit work of a similar scope and complexity in the past three (3) years.
* At least one reference must be of a comparable size and scale to the University. At least one reference letter must show evidence of providing external audit services to an entity with a turnover exceeding R5 billion (five billion Rand) per annum. This must be a current client or a client within the last five (5) years. Contact details of the reference must be provided.
* Please indicate (if any) similar work for higher education/public institutions that you have may have performed.
* **The experience of the firm in the external audit services need to be explicitly outlined in the client references letters** **with an indication of when service provided, whether the services received exceeded expectations, met expectations, or did not meet expectations.**

Note: References may be confirmed. List contract reference numbers, the contract period of performance including the contract start and end dates, contact persons, telephone numbers, email addresses and indicate the value and description of services provided. If in the University’s opinion, the client reference does not meet the University’s requirements, additional references may be requested from the Tenderer. |
| **Contactable reference #1** | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contract Period **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contactable reference #2** | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contract Period**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contactable reference #3** | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contract Period**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | **Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |