

**REQUEST FOR QUOTATION (RFQ)**

Request for Quotation	Response Date	Estimated Delivery Period
16 February 2022	23 February 2022 at 12:00	12 months

<b>RFQ Number</b>	<b>SOC DEV SHELTERS/ ADS_GEOTECH002 GBV</b>
<b>Service Provider Discipline</b>	<input type="checkbox"/> <b>GEOTECHNICAL INVESTIGATIONS</b>
<b>Project Name</b>	<b>SHELTER FOR GENDER BASED VIOLENCE</b>
<b>Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• Professionals are to provide Geotechnical Investigations services for Shelter for GBV.</li> <li>• This RFQ to be advertised on the website.</li> <li>• Being on this panel does not obligate you to respond to this RFQ.</li> <li>• <b>Reponses are due on or prior at 12:00 on the 23 February 2022.</b></li> <li>• Responses must be hand-delivered to the JDA Tender Box at 3 Helen Joseph Street (formerly President Street), Newtown, Johannesburg, 2001. <b>There will be no compulsory briefing, procurement related questions must be directed to <a href="mailto:kmphela@jda.org.za">kmphele@jda.org.za</a> or <a href="mailto:ydinga@jda.org.za">ydinga@jda.org.za</a> and technical queries to <a href="mailto:tmogapi@jda.org.za">tmogapi@jda.org.za</a></b></li> <li>• Service providers will be automatically disqualified for failure to submit the "OFFER PAGE" which must be signed and completed in full.</li> <li>• <b>Service Providers will automatically be disqualified for failure to provide the certification of the lead engineer's professional registration with the Engineering Council of South Africa (ECSA) or South African Council for Natural Scientific Professions (SACNASP).</b></li> <li>• Service providers will be automatically disqualified for failure to price as required as stipulated in item #9 and #10 herein.</li> <li>• Service providers will be scored zero (0) for failure to submit an updated and valid BBBEE certificate.</li> <li>• JDA will only award business to suppliers who are registered on National Treasury's CSD (Central Supplier Database) and suppliers will no longer be required to provide an Original Tax Clearance Certificate or any other registration documents. Please supply evidence that you are registered on CSD.</li> <li>• Please note the original intention of this RFQ is to assist the JDA to achieve its area-based agency mandate, by enabling the procurement of the services of technical professionals and specialist consultants to assist in all pre-development work including planning, designing, conducting studies, feasibility or condition assessments and any statutory and legal applications.</li> <li>• This RFQ allows the JDA to draw in the necessary professional services to fast-track catalytic interventions across the priority development areas of the City.</li> <li>• <b>Form A, B, C and D must be completed in full.</b></li> <li>• <b>A copy of the latest municipal rates and taxes must be attached in the submission.</b></li> </ul>

<b>Requested By</b>	<p><b>Thembelihle Mogapi</b> <b>Project Manager</b> Telephone: +27 11 688 7858 <a href="mailto:tmogapi@jda.org.za">tmogapi@jda.org.za</a></p> <p>*Kindly address any technical questions via email rather than telephonically so that you may receive a full response in writing</p>
---------------------	--

## **1. BACKGROUND**

The City of Johannesburg Social Development Department has appointed the JDA to assist with the planning, design, and implementation of its capex programme. This programme seeks to implement capital projects aimed at addressing the issues of social ills within the City of Johannesburg.

The Department of Social Development has identified Two (2) facilities i.e., shelter for Gender Based Violence in Drieziek, Orange Farm and shelters for displaced people in Freedom Park, Devland.

In realizing the objectives as outlined, the JDA therefore requires professional additional service in address of the scope of services as may be required for planning, design, and implementation of social development shelters as identified above.

## **2. PURPOSE OF THE RFQ**

The purpose of this RFQ is to appoint professional Geotechnical Investigation to assist with the development of Shelter for Gender Based Violence.

## **3. EXTENT OF THE WORKS**

The extent of the works will inter alia include development of the new facility with the following elements:

- Office for Social worker
- Entrance and security screening area
- Reception area
- Boardroom
- Kitchen
- Dining area
- Ablution Facilities
- Laundry room
- Consultation room
- Lounge and TV area
- Family rooms
- Children indoor play area
- Outdoor gym

#### 4. LOCATION

The site is located in Drieziek, Orange Farm, Johannesburg on Erf 5164, Drieziek Ext .3. Site Coordinates (Coordinates: 26°27'59.90"S, 27°50'9.37"E)



Figure 1: Orange Farm Map



Figure 2: Site Map



## 4.2 Shelters for Displaced People

The site is located in Freedom Park, Devland, Johannesburg on Erf 2161 Devland Extension 30.

Site Coordinates (Coordinates: 26°17'46.66"S, 27°56'1.46"E)



Figure 3: Soweto Map



Figure 4: Site Map

## **5. STATUS QUO**

The population in Drieziek site has grown with high statistics on Gender Violence, resulted in increased demand for the upgrade of the existing shelter. The City of Johannesburg is planning to extend the shelter, to serve for the increased demand by upgrading the facilities to a dynamic concept meeting the minimum requirements service level standards.

## **6. SCOPE OF WORK**

The scope of work includes (but not limited) to the following key components:

### **6.1 Desktop Study**

The desktop study shall include the review and assessment of existing information as indicated below but not limited to:

- (a) Existing reference reports
- (b) Geological Maps, etc

### **6.2 Filed Investigation**

The investigation shall include the following but not limited to:

- a. Test Pitting and Profiling to describe the ground condition underlying the site.
- b. Laboratory Testing of samples from test pits for tests including, Foundation Indicator, California Bearing Ration (CBR) and Collapse Potential testing to determine basic engineering characteristics including:
  - Atterberg Limits (plastic limit, liquid limit and plasticity index)
  - Potential Expansiveness
  - Collapse Potential
  - Grading Analysis and
  - MOD AASHTO Density and CBR
- c. All field investigation shall be undertaken under strict supervision of a Professionally Registered Geotechnical Engineer.

### **6.3 Dolomite study, Investigations, Analysis and Recommendations.**

NB: (Only if required)

## 6.4 GEOTECHNICAL REPORT

### 6.4.1 Report Content

Based on the investigation as illustrated above and the soil classification parameters, the report shall discuss the assessment of the following geotechnical characteristics but not limited to:

- i. Existing geotechnical (e.g. surface and subsurface) conditions of the site.
- ii. Laboratory test results of the existing site surface samples should be taken at the intervals specified the relevant
- iii. Subsurface (substrata) exploration logs, location of exploration points, soil bearing capacity, etc. and recommendations.
- iv. Conducting all field and laboratory tests for determining the strength and compressibility characteristics of the soil.
- v. Geophysical exploration, if necessary.
- vi. Slope and rock stability evaluation, protection measures.
- vii. Preparation of drawings and charts.
- viii. Analysis of the results of the tests.
- ix. Groundwater conditions
- x. Soil Classification.

The Geotechnical Investigation Report shall be signed by a Professionally Registered Geotechnical Engineer.

## 7. TARGET AUDIENCE FOR OUPUT

Primary	Secondary
<ul style="list-style-type: none"><li>• Jo'burg Development Agency</li><li>• City of Jo'burg Social Development</li><li>• Jo'burg Property Company</li></ul>	<ul style="list-style-type: none"><li>• Jo'burg Roads Agency</li><li>• Jo'burg City Power</li><li>• Jo'burg Water</li><li>• Ward councillor</li><li>• Community members</li><li>• City of Johannesburg</li><li>• Business industry</li></ul>

## 8. TIMEFRAMES

The appointment for these projects will be for a period of 12 months. The construction period is estimated at 12 months to completion.

## 9. PRICING INSTRUCTIONS

Service Providers must submit their fee proposals to render the scope of services as outlined above and in accordance to the guidelines as stipulated in the gazette.

It is important to note the following:

- a) **The table to follow must be completed and submitted together with the Offer Page. A price must be submitted for each item listed in the table.**
- b) **A breakdown of how the fees calculated must be included in the proposal**
- c) **No hourly rates will be accepted.**
- d) **Failing to price as required will result in the tender being disqualified.**
- e) For every tangible deliverable, two hard copies and one electronic copy must be issued, the cost of which must be included in the offer price.
- f) Please also be reminded as per the original tender for the panel of Engineering service providers that:

4.1.1.4. Standard disbursements such as typing, drawings, reproduction, copying, and binding of documents, telephonic/electronic and facsimile communications, and courier should be accrued by a service provider. Additional disbursements must have the prior written agreement of the JDA, unless specifically contained in an agreed IPW / RFP

4.1.1.5. No disbursement costs (such as local travel and accommodation) should be accrued by a service provider without prior written agreement of the JDA, unless specifically contained in by an agreed IPW / RFP

**Tenderers are to replicate the table below and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the "Offer" page. The detailed fee proposal must indicate the fee scales used and the method of calculation used to determine the fee including any discounts applied if applicable. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal (which indicates the fee scales used and the method of calculation used to determine the fee including any discounts applied) will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.**



## 10. PRICING SCHEDULES

No	Description	Unit of Measure	Quantity	Unit Price	Total Amount
1	Liaison with Client and other Authorities	SUM	1		R
2	Desk top Study	SUM	1		R
3	Field Investigations and Analysis inclusive of the use of equipment required	SUM	1		R
4	Dolomite study, Investigations, Analysis and Recommendations inclusive of the equipment required. <b>NB: (Only if required)</b>	SUM	1		R
5	Laboratory Testing	SUM	1		R
6	Presentation of Report on investigations, testing, analysis and recommendations	SUM	1		R
	<b>Sub - Total Sum of Fees</b>				<b>R</b>

**Service Providers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the quoted amount.**

## 11. PRESENTATION OF QUOTATIONS

Submissions are to ONLY consist of the documentation as requested below.

Section Number	Information																																										
1.	<p>Tender OFFER Page, completed in FULL and SIGNED. <b>FAILING TO SUBMIT A PRICE ON THE OFFER PAGE AND TO SIGN THE OFFER PAGE WILL RESULT IN DISQUALIFICATION.</b> Service Providers are to complete the pricing table under item #10 herein. <b>FAILURE TO COMPLETE THE TABLE, PRICE ALL ITEMS AND SUBMIT WILL RESULT IN DISQUALIFICATION.</b></p> <p>The cost of the required services must be defined in rand terms. All disbursements, etc. are to be <b>covered</b> by / included in the quotation.</p> <p>Applicants must ensure that the <b>FINAL TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.</b></p>																																										
2.	Copy of CSD: No award will be made to a service provider who is not registered with National Treasury Central Supplier Database. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.																																										
3	Prices must be valid for 90 days																																										
4	<p>The points allocated to a tenderer will be in accordance with the <b>Preferential Procurement Regulations, 2017</b> published in Government Gazette No. 40553 dated 20 January 2017. An original and valid BBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.</p> <table border="1" data-bbox="408 1597 1297 1962"> <thead> <tr> <th rowspan="2">B-BBEE Status Level Of Contributor</th> <th rowspan="2">B-BBEE Recognition</th> <th colspan="2">Number of Points</th> </tr> <tr> <th>Tenders up to R30,000 R50 million</th> <th>Tenders above R50+ million</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>135%</td> <td>20</td> <td>10</td> </tr> <tr> <td>2</td> <td>125%</td> <td>18</td> <td>9</td> </tr> <tr> <td>3</td> <td>110%</td> <td>14</td> <td>6</td> </tr> <tr> <td>4</td> <td>100%</td> <td>12</td> <td>5</td> </tr> <tr> <td>5</td> <td>80%</td> <td>8</td> <td>4</td> </tr> <tr> <td>6</td> <td>60%</td> <td>6</td> <td>3</td> </tr> <tr> <td>7</td> <td>50%</td> <td>4</td> <td>2</td> </tr> <tr> <td>8</td> <td>10%</td> <td>2</td> <td>1</td> </tr> <tr> <td>Non-Compliant contributor</td> <td>0%</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	B-BBEE Status Level Of Contributor	B-BBEE Recognition	Number of Points		Tenders up to R30,000 R50 million	Tenders above R50+ million	1	135%	20	10	2	125%	18	9	3	110%	14	6	4	100%	12	5	5	80%	8	4	6	60%	6	3	7	50%	4	2	8	10%	2	1	Non-Compliant contributor	0%	0	0
B-BBEE Status Level Of Contributor	B-BBEE Recognition			Number of Points																																							
		Tenders up to R30,000 R50 million	Tenders above R50+ million																																								
1	135%	20	10																																								
2	125%	18	9																																								
3	110%	14	6																																								
4	100%	12	5																																								
5	80%	8	4																																								
6	60%	6	3																																								
7	50%	4	2																																								
8	10%	2	1																																								
Non-Compliant contributor	0%	0	0																																								

	<p>An EME must submit a sworn affidavit in line with the Construction Sector Code EME affidavit confirming the following:</p> <ul style="list-style-type: none"> <li>• Annual Turnover Revenue of R10 million or less; and</li> <li>• Level of Black ownership</li> </ul> <p>Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended</p> <p><b>ANY SUBMISSION OF A SWORN AFFIDAVIT BY QSE WILL RESULT IN THE SCORE OF ZERO POINTS.</b></p> <p>The value of the work will not exceed R50 million, therefore the bid will be evaluated on an 80/20 preference point system, whereby.</p> <p>Price =80  BBBEE status level = 20  Total points =100</p>
--	---

## **12. RISK TOLARENCE FRAMEWORK**

The JDA has adopted a Risk Tolerance Framework (RTF) which directs the JDA to consider its risk exposure to contractors/Service Providers in terms of the number of contracts awarded to a single Contractor/service provider or the total value of contracts awarded to a single Contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual **Professional Service providers i.e. Geotechnical Engineers** is either:

1. The greater of **R8 million** or four contracts/ projects in the current financial year or
2. The greater of **R12 million** or six contracts/projects over two financial years (current year and previous financial year).

And

For **multi-disciplinary professional teams** in instances where the value of the contracts awarded is (e.g. more than one discipline being provided by the same bidder) is either:

1. The greater of **R12 million** or six contracts/ projects in the current financial year or
2. The greater of **R20 million** or nine contracts/projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above, in other words whether it falls within the ambit of the Risk Tolerance Framework as acceptable. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

## THE OFFER

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)				
<b>BID / RFQ NUMBER</b>				
<b>BID / RQP DESCRIPTION</b>				
<b>DECIPLINE</b>				
<b>NAME OF BIDDER</b>				
<b>POSTAL ADDRESS</b>				
<b>STREET ADDRESS</b>				
<b>EMAIL ADDRESS</b>				
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>CELLPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>FACSIMILE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>				
<b>CSD SUPPLIER NUMBER<sup>1</sup></b>				
<b>COMPANY REGISTRATION NUMBER</b>				
<b>TAX VERIFICATION PIN</b>				
<b>TOTAL BID PRICE (Excluding Vat)</b>		R		
<b>TOTAL BID PRICE IN WORDS (Excluding Vat)</b>				
<b>SIGNATURE OF BIDDER</b>				
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>				
<b>DATE</b>				

---

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on National Treasury's CSD and suppliers will no longer be required to provide an Original Tax Clearance Certificate or any other registration documents.

**FORM A: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

A Any bid will be rejected if:  
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder.....
- ii. Company Registration Number.....
- iii. Municipality where business is situated .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity:.....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....
  - 5. ....
  - 6. ....
  - 7. ....

C Documents to be attached.

- i. **A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)**
- ii. **A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)**
- iii. **Proof of directors**
- iv.

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....  
.....

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATE:

**FORM B: DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
- 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: .....

3.2 Identity Number: .....

3.3 Position occupied in the company (director, trustees, shareholder\*\*)

.....  
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**

If yes, furnish particulars

.....  
.....

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

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**



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**

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**

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**

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 businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....



\*\* “Stakeholder’ 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.

**FORM C: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

for *Shelter for Gender Based Violence*

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid 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 paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
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 products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. **I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids 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

.....  
Position

.....  
Name of Bidder

.....  
Date

**FORM D: BUSINESS DECLARATION**

**Name of Company:** .....

**Contact Person:**.....

**Postal Address:**

.....  
.....

**Physical Address:**

.....  
.....

**Telephone Number:**

.....

**Fax Number:** .....

**Cell Number:** .....

**E-mail Address:**

.....

**Company/enterprise Income  
Tax Reference Number**

:.....  
(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number:**

.....

**Company Registration Number:**

.....

**CSD Supplier Number:**

.....

**Tax Pin Number:**

.....

**1. Type of firm**

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick one box)

**2. Principal business activities**

.....

.....

.....

**3. Total number of years company has been in business:**

.....

**4. Detail all trade associations/professional bodies in which you have membership**

.....

.....

.....

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

**If yes, what was its previous name?**

.....



6. How many permanent staff members are employed by the firm:

Full Time : .....

Part Time : .....

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last three years.

R ..... Year (2018).....

R ..... Year (2019).....

R ..... Year (2020).....

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE

10. Banking details

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the "ACB Electronic Fund Transfer Service" and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days** notice in writing.

BANK : .....

BRANCH : .....

BRANCH CODE : .....

ACCOUNT NUMBER : .....

ACCOUNT HOLDER : .....

**TYPE OF ACCOUNT** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

*Please include letter from bank confirming banking details or a cancelled cheque*

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....

**DATE** : .....

<b>BANK STAMP</b>     
---------------------------------------