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| BID ADVERTISEMENT FORM |

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| Bid description |  |
| Bid number |  |
| Name of institution |  |
| The place where goods, works or services are required |  |
| Closing date and time | **Date** | D | D | M | M | Y | Y | Y | Y | **Time** |  |
| Contact details  | Postal address |  |
| Physical address |  |
| Tel |  |
| Fax |  |
| email |  |
| Contact person |  |
| Where bids can be collected |  |
| Where bids should be delivered |  |
| Category *(refer to annexure A)* |  |
| Sector |  |
| Region  |  |
| Compulsory briefing session/site visit | Date |  |
| Time |  |
| Venue |  |

ANNEXURE A: COMMODITY CATEGORIES

* ACCOMMODATION, Leasing of
* AUDIO VISUAL EQUIPMENT
* BUILDING MATERIAL
* CHEMICALS: Agricultural/Forestry/Laboratory/ Water Care
* CLOTHING/TEXTILES
* COMPUTER EQUIPMENT
* COMPUTER SOFTWARE
* ELECTRICAL EQUIPMENT
* ELECTRONIC EQUIPMENT
* FURNITURE
* GENERAL
* MEDICAL
* OFFICE EQUIPMENT: Labour-saving devices
* PERISHABLE PROVISIONS
* STATIONERY/PRINTING
* STEEL
* TIMBER
* VEHICLE (all types)
* WORKSHOP EQUIPMENT

**SERVICES**

* BUILDING
* CIVIL
* ELECTRICAL
* FUNCTIONAL (including cleaning/security services)
* GENERAL
* MAINTENANCE (Electrical, mechanical equipment and plumbing)
* MECHANICAL
* PROFESSIONAL
* REPAIR AND MAINTENANCE OF VEHICLES
* TRANSPORT
* OTHER