|  |
| --- |
| BID ADVERTISEMENT FORM |

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