



## Form of Tender (for Services)

For the provision of

\_\_\_\_\_ [Description of services] (The Services) at  
\_\_\_\_\_. [Name and address of building]

To: The Owners' Corporation of \_\_\_\_\_ [Name and address of building] (the Employer)

1. Having examined the terms and conditions stipulated in the Tender Invitation Letter and the contract documents, I / We hereby offer to provide all or any portion of the Services in conformity with the tender offer details below and the aforesaid mentioned terms and conditions for the sum Rands including VAT  
\_\_\_\_\_ only (R \_\_\_\_\_).

### Tender Offer Details

Description of Services	
Company Background, Management Structure and Experience*	
No. & Ranks of Professional Staff to be Deployed*	
Frequency of Service*	
Deliverables / Delivery Schedule*	
Client Reference*	
Cost	
Payment Terms	
Other Terms and Conditions	

Note: Any amendments to the rates offered or description given must be signed by the person who signed this Form.

(\* To be modified or deleted to suit the Owners' Corporation needs)

Initial:



2. I / We agree to abide by this Tender for a period of 90 days from the date of submission thereof and that it may be accepted at any time before the expiry of that period.
3. I / We understand that the Employer is not bound to accept the lowest or any tender he may receive.

Name and Signature\_\_\_\_\_

in the capacity of\_\_\_\_\_

duly authorized to sign tender for and on behalf of

(Company and Corp Name)\_\_\_\_\_

Registered Address of Firm\_\_\_\_\_

Date\_\_\_\_\_

Witness (signature)\_\_\_\_\_

Witness Name\_\_\_\_\_

Witness Address\_\_\_\_\_

Initial:

