



January 2025

Cape Town: 396 Imam Haron Road, Lansdowne, 7780
Tel: 021 696 0145

P.O Box 2347 Clareinch 7740
Email: IRSA.Procurement@islamic-relief.org.za

TENDER APPLICATION FORM Ramadan & Al Fitra 2025 -Food Hampers

Please ensure that the Tender Application is completed and submitted in the following manner with the relevant supporting documents.

How did you come to know about the Tender?

PRESS

WEBSITE

FACEBOOK

E-MAIL

OTHER

SUPPLIER INFORMATION

Full Name & Surname:

Telephone Number:

Mobile Number:

Email Address:

Physical address:

Business Registration:

Director's ID (if sole proprietor without business registration number)

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TENDER SUBMISSION DOCUMENTS

1. Tender Application Form
2. Official Quote with prices on goods as per proposal. Quote to include Registration and VAT numbers
3. Conflict of Interest Declaration (if applicable)

Should your application be successful we would need the following documents:

1. Tax Clearance Certificate
2. VAT registration
3. Bank letter to validate Financial data
4. Certified Copy of ID or passport of Active Director/s (if business is a sole proprietor without a business registration number)

ISLAMIC RELIEF SOUTH AFRICA



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■ CUSTOMER SERVICES

<p>What provisions, if any, do you have in place to deal with out of hours queries (including weekends and public holidays)?</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>What is the process of escalating matters if we are not satisfied with a particular issue or the customer service as a general?</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Are you related to any member of Islamic Relief's Management, Directors, Staff, Volunteers or rightsholders? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide details.</p>	<p>.....</p> <p>.....</p> <p>.....</p>

■ CUSTOMER REFERENCES

<p>Have you previously conducted a service as specified in the tender document? Please provide details. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Are you related to any member of Islamic Relief's Management, Staff, Volunteers or Rights holders? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide details.</p>	<p>.....</p> <p>.....</p> <p>.....</p>

■ TENDER SUBMISSION PROCESS AND SUPPORT

We call for potential suppliers to submit Tender Applications for the respective regions via email to Tenders@islamic-relief.org.za by the **7th of February 2025** at 12h00 (SA Time)

Your submissions will be screened accordingly and Islamic Relief South Africa will revert back to you shortly after a Service Provider is selected by the Bid Evaluation Committee

For additional queries please e-mail directly to IRSA.Procurement@islamic-relief.org.za or you may make contact with the respective offices.