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TENDER LOGISTICS SERVICE AUTHORIZATION FORM

SECTION 1: CLIENT INFORMATION

Company Name: _____

Registration Number: _____

Registered Address: _____

Contact Person: _____

Phone: _____ Email: _____

SECTION 2: TENDER DETAILS

Tender Reference Number: _____

Tender Title/Description: _____

Issuing Authority/Department: _____

Tender Submission Deadline: _____ Time: _____

SECTION 3: AUTHORIZED SERVICES

I/We hereby authorize Second Office to perform the following logistics services on behalf of [Company Name] for the above-referenced tender:

☐ **DOCUMENT PURCHASE & COLLECTION**

Collection location: _____

Date/Time required: _____

We will: Purchase tender documents (if required), travel to collection point, collect physical tender pack, scan and email documents to you

☐ **BRIEFING PROXY SERVICE - R350/hour**

Briefing date/time _____

Briefing location: _____

We will: Attend compulsory briefing session with Letter of Authority, sign attendance register, collect handouts/addendums and provide written summary.

☐ **BULK PRINT & COLLATION**

Note: Base rate includes meeting attendance within East London municipal area.
Travel to other regions will be quoted separately.

Number of tender pack copies required: _____

Binding type: _____ Comb binding

Special printing instructions: _____

We will: Print required copies, quality-check for legibility/completeness, bind and seal specifications

IMPORTANT: We check PRINT QUALITY ONLY, not content compliance.

☐ **TENDER DELIVERY - "Last Mile Guarantee"**

Submission location: _____

Submission deadline – date/time: _____

We will: Hand-deliver tender to municipal tender box or submission location, deposit before deadline, take geo-tagged time-stamped photo proof, obtain stamped receipt (where available), send entry confirmation in submission register

CRITICAL TIMING REQUIREMENT:

- ☐ I will provide final, print-ready tender documents to Second Office at least 72 HOURS before the submission deadline

Date/time I will deliver documents to Second Office: _____

We cannot guarantee on-time submission if documents are received less than 72 hours before deadline.



SECTION 4: SCOPE ACKNOWLEDGMENT & LIABILITY DISCLAIMER

I/We acknowledge and understand that:

1. SECOND OFFICE PROVIDES LOGISTICS SERVICES ONLY

We DO:

- ✓ Handle physical collection and movement of tender documents
- ✓ Attend briefings and provide meeting summaries
- ✓ Print, bind, and check print quality of documents
- ✓ Hand-deliver tender submissions with proof of delivery

We DO NOT:

- X Verify tender compliance or technical requirements
- X Audit bid documents for completeness, accuracy, or compliance
- X Provide legal, financial, technical, or compliance consulting
- X Guarantee tender award, acceptance, or approval
- X Take responsibility for content errors or omissions in tender documents

2. ALL CONTENT RESPONSIBILITY REMAINS WITH CLIENT

All tender content, pricing, technical specifications, compliance documentation, BBBEE certificates, tax clearances, and bid requirements remain the sole responsibility of [Company Name].

3. PROOF OF SERVICE

Second Office will provide:

- ✓ Proof of document collection (photos, receipts, signatures where applicable)
- ✓ Proof of briefing attendance (signed attendance register, meeting summary, audio recording)
- ✓ Proof of submission (geo-tagged, time-stamped photo of tender box submission, stamped receipt where provided)



4. PRICING & PAYMENT

Pricing for services:

- Briefing Proxy Service: R350/hour (East London area; travel to other regions quoted separately)
- Document Purchase & Collection: Quoted based on location and tender pack cost
- Bulk Print & Collation: Quoted based on page count and number of copies required
- Tender Delivery: Quoted based on submission location and deadline urgency

Detailed pricing for your specific requirements will be provided in our service quote (see Section 6 below).

Payment terms:

- ☐ Deposit required (80% of quoted amount) before service commencement
- ☐ Balance due on completion
- ☐ As per agreed payment terms: _____

5. CLIENT RESPONSIBILITIES

Client agrees to:

- ✓ Provide all tender documents in final, print-ready format (PDF) by agreed deadline
- ✓ Provide documents at least 72 hours before submission deadline for delivery services
- ✓ Provide clear, written instructions for all services required
- ✓ Ensure tender pack is complete, compliant, and accurate (we do not verify compliance)
- ✓ Provide Letter of Authority for briefing attendance (template available on request)
- ✓ Make payment per agreed terms



6. LATE SUBMISSIONS & DELAYS

Second Office is not responsible for late submissions or missed deadlines due to:

- Client providing documents less than 72 hours before deadline
- Client delays in delivering final documents
- Printing errors caused by poor-quality source files provided by client
- Circumstances beyond our reasonable control (municipal office closures, natural disasters, etc.)

SECTION 5: SERVICE QUOTE ACCEPTANCE

This authorization form must be accompanied by Second Office's service quote for your specific requirements.

Service Quote Reference Number: _____
Total Quoted Amount: _____
Quote Date: _____

I/We accept the quoted amount and authorize Second Office to proceed with the services outlined above.

SECTION 6: AUTHORIZATION & SIGNATURE

I confirm that I am authorized to engage Second Office on behalf of [Company Name] for the tender logistics services outlined in this form.

I have read, understood, and agree to the scope acknowledgment and liability disclaimer in Section 4.

Authorized Signatory Name: _____
Authorized Signatory Position/Title: _____
Signature: _____ Date: _____

SECOND OFFICE ACCEPTANCE

Service Quote Issued: _____
Accepted by (Second Office): _____
Signature: _____ Date: _____