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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: \_\_\_\_\_