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## **OFFICE OF THE CHIEF JUSTICE TENDER ADDENDUM FOR BID NO OCJ2021/13**

<b>TO:</b>	<b>ALL TENDERERS</b>
<b>DATE:</b>	<b>13 DECEMBER 2021</b>
<b>FROM:</b>	<b>OFFICE OF THE CHIEF JUSTICE</b>
<b>BID NO:</b>	<b>OCJ2021/13</b>
<b>SUBJECT:</b>	<b>ADDENDUM NO.02</b>

**ADDENDUM 2: TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS FOR BID NO OCJ2021/13: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL, ACCOMMODATION AND CONFERENCE FACILITIES TO THE OFFICE OF THE CHIEF JUSTICE (OCJ) FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**BID NO: OCJ2021/13  
ADDENDUM NO.02**

**COMPLIED BY  
Office of the Chief Justice  
Private Bag x10  
Marshalltown  
2107**

**ADDENDUM 2: TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS FOR BID NO OCJ2021/13: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL, ACCOMMODATION AND CONFERENCE FACILITIES TO THE OFFICE OF THE CHIEF JUSTICE (OCJ) FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

This addendum forms part of addendum 02 tender document for BID NO OCJ2021/13.

Each tenderer for this contract shall incorporate the following amendments and additions as part of their respective tenders.

Each tenderer is required to acknowledge receipt and acceptance of the amendments and additions contained in this addendum and to submit the completed addendum with the tender.

The following corrections/additions to the Bid documents have been made:

**1. CORRECTIONS.**

- 1.1 Corrections under-pricing schedule: On the excel pricing schedule item 28 "**Management Fee**" must not be quoted.
- 1.2 Attached together with this addendum no.2 is the new excel pricing schedule to be used in submission of this bid, which does not have **Management Fee**.

**2. EXTENSION OF DATES**

- 2.1 The closing date of this bid has been extended from 15 December 2021 at 11:00am to 17 January 2022 at 11:00am

**3. ACCEPTANCE AND INCORPORATION OF ADDENDUM NO.2**

I/we accept that Addendum No.2 forms part of the tender documents.

I/We confirm that I/we

- a) Have noted the contents of this addendum;
- b) Have fully considered the addendum; and
- c) Have incorporated the addendum and additions contained in this addendum in my/our tender for Bid no. OCJ2021/13

NAME OF TENDERER (BLOCK LETTERS) .....

NAME OF SIGNATORY (BLOCK LETTERS) .....

SIGNED ON BEHALF OF THE TENDERER: .....

DATE: .....

TENDERER'S ADDRESS .....

**ADDENDUM 2: TERMS OF REFERENCE TO REQUEST FOR BIDS FROM SERVICE PROVIDERS FOR BID NO OCJ2021/13: APPOINTMENT OF A TRAVEL MANAGEMENT COMPANY TO PROVIDE TRAVEL, ACCOMMODATION AND CONFERENCE FACILITIES TO THE OFFICE OF THE CHIEF JUSTICE (OCJ) FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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TENDERER'S TEL NO .....  
.....

TENDERER'S FAX NO .....  
.....

NAME OF WITNESSES: 1 .....  
(BLOCK LETTERS)

SIGNATURE OF WITNESS: 1 .....

DATE: .....

NAME OF WITNESS: 2 .....  
(BLOCK LETTERS)

SIGNATURE OF WITNESS: 2 .....

DATE: .....

**OFFICE OF THE CHIEF JUSTICE TENDER ADDENDUM FOR BID NO OCJ2021/13**

**FORM FOR RECEIPT OF ADDENDUM NO. 2**

**NB:** This form for the receipt of addendum no.2 must be completed by the tenderer and submitted with the tender document (must be attached),

I/We acknowledge receipt of Addendum No.2 and have noted its contents.

SIGNED ON BEHALF OF THE TENDERER: .....

NAME OF SIGNATORY: .....

NAME AND ADDRESS OF TENDERE: .....

TEL NO: .....

FAX NO. ....

DATE: .....