

**9 July 20201**

Dear Bidder

Kindly note that in order to minimize contact during the COVID-19 Pandemic, the KZNGBB has provided an alternative method of submitting RFA Bid application documentation. Bidders may submit their application via email to the dedicated email address provided herein.

**NB: Please take note of the following:**

- The option relating to the submission of the RFA Bid Documents **by the stipulated deadline** to the KZNGBB Offices located at **Redlands Estate, 1 George MacFarlane Lane, Wembley Pietermaritzburg, KwaZulu-Natal 320, is still available.**
- The submission of the bid documents via email is an alternative option that has been made available to bidders who wish to utilise this method of submission.

The procedure detailing the submission of the RFA Bid Documentation is listed here-below:

**Procedure to follow when submitting KZNGBB RFA Bids using an email address**

1. Only approved Email address to be used: [rfabids@kznghbb.org.za](mailto:rfabids@kznghbb.org.za)
2. Electronic submissions using the email platform must comply with the following:
  - 2.1. Email Subject : <Applicants Name>\_NNNN (Eg. Applicant Name\_0001)
  - 2.2. Each email **MUST NOT** exceed **15Mb** in size (including attachments-pdf file type)
  - 2.3. Applicants must ensure that they adhere to this format when using the electronic submission platform

2.4. Every email successfully submitted will receive an automatic confirmation of receipt

2.5. The email platform will **REMOVE** compressed/zipped attachments and this will result in the email being deemed as incomplete.

2.6. Only pdf file format attachments will be accepted

### **Technical Challenges**

***Should experience any technical challenges with regards to the submission of the RFA Bid Documents via email,, please contact Mr Sherwin Charles (KZNGBB – IT Manager) Mobile: 081 370 5531.***

Thank you and Stay Safe.

Yours Sincerely



**P. Baloyi**  
**Chief Executive Officer**