

# BOOKING FORM



To book please complete this form and return it to [estelle@howtotender.co.za](mailto:estelle@howtotender.co.za)  
Please indicate your choice of workshop(s) that you want to attend (mark with X)

Become a Tender Expert  Intensive 2-day training  R 3 500 per person	Pretoria (Centurion)	25 & 26 June 2019	
	Durban (Morningside)	24 & 25 July 2019	
	Johannesburg (Randburg)	31 Jul & 1 Aug 2019	
	Cape Town (Durbanville)	14 & 15 August 2019	
	Port Elizabeth (Humewood)	23 & 24 October 2019	

### CONTACT DETAIL FOR DELEGATES

Contact person	
Company name	
Postal address	
E-mail	
Telephone number	
VAT number	

### **NAMES AND SURNAMES OF ATTENDEES (AS IT SHOULD APPEAR ON THE CERTIFICATE OF ATTENDANCE)**


*Should you have any special dietary requirements, it is the delegate's responsibility to arrange it with How to Tender and there will be a surcharge payable. Availability of special dietary requirements cannot be guaranteed.*

<p><b><u>Contact detail:</u></b>                  071 484 1010                  estelle@howtotender.co.za                  PO Box 313, Potchefstroom, 2520                  136 Rivier Street, Potchefstroom, 2531</p>	<p><b><u>Bank details:</u></b>                  HowToTender (Pty) Ltd                  FNB Potchefstroom Branch code: 25 06 55                  Cheque Account number: 627 735 305 16</p>
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## **Terms & Conditions:**

1. **Payment Terms**
  - a) Payment should be made not later than seven days prior to the workshop.
  - b) Bookings received less than 7 days before a workshop, is payable immediately.
  - c) We reserve the right to refuse admission if payment is not received on time and prior to the event.
  - d) An invoice will be sent immediately after the booking form has been received.
  - e) Due to limited event space, we recommend early registration to avoid disappointment.
  - f) Unless otherwise stated on the booking form, payment must be made in SA Rand.
2. **Cancellation/Substitution/Postponement**
  - a) Substitutions are allowed, at no extra charge, up to 5 working days prior to the event. Substitutions less than 5 days prior to an event, is at the sole discretion of How to Tender
  - b) Postponement, due to unexpected circumstances, may be allowed at no extra charge, if notice is given 5 working days prior to the event. Postponement less than 5 days prior to the event, is at the sole discretion of How to Tender and not guaranteed and the event fee at the venue is non-creditable.
  - c) Cancellations must be received in writing, by email/fax, five (5) working days before the event. Cancellations less than 5 days prior to the event, carry a 50% cancellation fee.
  - d) Non-payment does not constitute cancellation.
  - e) If, for any reason, HowToTender decides to cancel or postpone this event, HowToTender is not responsible for covering airfare, hotel, or any other travel costs incurred by clients. The event fee will not be refunded but can be credited to a future event.
  - f) Event programme content is subject to change without notice.
3. **Copyright**

All intellectual property rights in all materials produced or distributed by HowToTender, in connection with this event, is expressly reserved and any unauthorized duplication, publication or distribution is prohibited.
4. **The Client**
  - a) The Client confirms that they allow HowToTender to retain their information on its database, to be used by HowToTender, to assist in communicating products and services which may be of interest to the Client by letter, phone, fax, (Inc. automatic dialling) email or other electronic means. If the Client wishes to stop receiving such correspondence, please inform HowToTender.
  - b) For training and security purposes telephone calls may be recorded.
  - c) If HowToTender permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and if the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to one year to be used at another event. No refunds, part refunds or alternative offers shall be made.
5. **Indemnity**
  - a) The Client hereby indemnifies HowToTender and its partners from any liability or any financial loss due to the non-awarding of any tender, bid, request for proposal or request for quote by any Government or Private Entity that the Client responds to before and/or after attending one of HowToTender workshops, seminars, or conferences.
  - b) HowToTender and its partners hereby do not guarantee that any attendees, to its workshops, seminars, or conferences, will automatically be successful in responding to quotations or competitive bids after attending one of HowToTender workshops, seminars, or conferences.
6. **Governing law**

This Agreement shall be governed and construed in accordance with the law of South Africa and the parties submit to the exclusive jurisdiction of the South African Courts in Johannesburg. However only HowToTender is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.

I hereby declare that I have read and understood all the above.

Date: \_\_\_\_\_ Print name: \_\_\_\_\_ Signature: \_\_\_\_\_