



# BOOKING FORM

To book please complete this form and return it to [info@howtotender.co.za](mailto:info@howtotender.co.za)

Please indicate your choice of workshop(s) that you want to attend (mark with X)

|                        |                                                   |                                     |  |
|------------------------|---------------------------------------------------|-------------------------------------|--|
| BECOME A TENDER EXPERT | WEBINAR (Online – MS Teams)<br>R 4 699 per person | 22 & 23 September 2026              |  |
|                        |                                                   | 20 & 21 October 2026                |  |
|                        | WORKSHOP IN MIDRAND<br>R 6 499 per person         | 15 & 16 September 2026<br>- MIDRAND |  |

| CONTACT DETAIL<br>(AS IT SHOULD APPEAR ON THE INVOICE) |       | NAMES AND SURNAMES OF ATTENDEES<br>(AS IT SHOULD APPEAR ON THE CERTIFICATE OF ATTENDANCE) |  |
|--------------------------------------------------------|-------|-------------------------------------------------------------------------------------------|--|
| Contact person                                         |       | 1.                                                                                        |  |
| Company name                                           |       | 2.                                                                                        |  |
| Postal address                                         |       | 3.                                                                                        |  |
|                                                        | Code: | 4.                                                                                        |  |
| E-mail                                                 |       | 5.                                                                                        |  |
| Telephone number                                       |       | 6.                                                                                        |  |
| VAT number                                             |       | 7.                                                                                        |  |
| PROMO CODE (IF APPLICABLE)                             |       |                                                                                           |  |

|                        |                                                                                    |                      |                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>CONTACT DETAIL:</b> | 071 484 1010<br><a href="mailto:info@howtotender.co.za">info@howtotender.co.za</a> | <b>BANK DETAILS:</b> | HowToTender (Pty) Ltd<br>FNB West Acres Branch code: 25 06 55<br>Cheque Account number: 627 735 305 16<br>VAT no: 4570288169 |
|------------------------|------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------|

## TERMS & CONDITIONS

### 1. Payment Terms

Webinar payments should be made no later than 24 hours prior to the webinar. Bookings received less than 24 hours before a webinar is payable immediately. Workshop payments should be made no later than 7 days prior to the workshop. Bookings received less than 7 days before a workshop is payable immediately. Payments must be made in SA Rand.

### 2. Cancellation/Substitution/Postponement

- Webinar participant substitutions are allowed, at no extra charge, prior to the event. Workshop substitutions must be made no later than 7 days prior to the event.
- Postponement from the client's side, may be allowed at no extra charge, limited to 6 months after original booking date.
- No refunds will be made should the client cancel the booking.
- If, for any reason, HowToTender decides to cancel or postpone this webinar for any reason whatsoever, (including, but not limited to any force majeure occurrence), payments will not be refunded but credited to a future event, valid for up to one year to be used at another event. No refunds, part refunds or alternative offers shall be made.
- Webinar and workshop programmes' 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. Client Information

The Client confirms that they allow HowToTender to retain their information on its database and consent to receive future communication from HowToTender. If the Client wishes to stop receiving such correspondence, please inform HowToTender.

### 5. Indemnity

- The Client hereby indemnifies HowToTender and its partners from any liability or any financial loss due to the non-rewarding 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, webinars, seminars, or conferences.
- HowToTender and its partners hereby do not guarantee that any attendees, to its workshops, seminars, webinars, or conferences, will automatically be successful in responding to quotations or competitive bids after attending one of HowToTender workshops, webinars, 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.

|            |  |       |  |       |  |
|------------|--|-------|--|-------|--|
| SIGNATURE: |  | NAME: |  | DATE: |  |
|------------|--|-------|--|-------|--|