



Province of the
EASTERN CAPE
COMMUNITY SAFETY

Corner Independence Ave and Circular Drive, Erf 5000, Bisho, 5605, Eastern Cape
Private Bag X0057, Bisho, 5606 REPUBLIC OF SOUTH AFRICA Website: www.ecprov.gov.za

SPECIFICATION

SUPPLY AND DELIVERY OF STATIONERY OVER A PERIOD OF THREE (3) YEARS: SCMU15-21/22-002

NAME OF BIDDER: _____

CLOSING DATE: 15/11/2021

CLOSING TIME: 11:00

Issued by:

Supply Chain Management Unit
Department of Community Safety
Private Bag X0057
BISHO
5606

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BID ADVERT

Department of Community Safety seeks services of experienced and capable service providers for supply and delivery of stationery over a period of three years. Interested bidders must meet the following minimum requirements:

- In terms of Regulation 4 of Preferential Procurement Regulations of 2017, this bid is only inviting responses from Exempted Micro Enterprises (EME) as defined in the said Regulation within the required service that already have existing operational stationery outlets.
- Must have offices within the Eastern Cape Province (provide with the bid, utility bill under the owner's name or entity name/ lease agreement with proof of with the proof of three (3) rental payments made before the closing date of the bid).
- Financial Statements for the past three financial years independently compiled and reported by a registered accounting / auditing professional (most recently compiled AFS must be provided with the bid as the department will not accept the inspection at the premises of the accounting/auditing firms).
- Provide a list of completed similar contracts with contactable references (provide letters under the client letter heads with fixed contact numbers).
- Provide letter from the bank indicating that there were no dishonored debit orders in the past six month.
- No selective bidding will be allowed (i.e. bidders must provide quotes to all items listed in the table to ease the evaluation/adjudication of bids).

Bidders will be evaluated in terms of the Revised Preferential Procurement Regulations 2017 where the 80/20 point system shall be applied. A pre-qualifying requirement of 60 % on functionality taking into account the minimum acceptable points required on each criterion will apply and bidders who fail to meet these requirements will be disqualified. Bid documents will be available from 22/10/2021 from the Supply Chain Management office. There will be no briefing session and bidders will be required to send electronic mails for any enquiries related to the bid from 22/10/2022 until 08/11/2021.

Completed Bid documents, enclosed in sealed envelopes, must be deposited into the Bid Box at the Department of Community Safety, Bisho on or before 15/11/2021 at 11:00, clearly marked: **SUPPLY AND DELIVERY OF STATIONERY OVER A PERIOD OF THREE YEARS – SCMU15-21/22-002**

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Department's Supply Chain Management Policy will apply
- The Department does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid
- The department reserves the right to negotiate the final terms and conditions of the contract with the successful bidder prior to awarding the contract.
- Bids which are late, incomplete, submitted by facsimile or electronically, will not be accepted and use of correction fluid will render the bid non-responsive
- The documents must remain intact and supporting document must be attached at the back of the bid document.
- Declaration pages must be fully completed and signed
- The Department of Community Safety shall not do business with any person who is in the service of the state.**

Please refer enquiries in writing to Mr. Z. Menziwa (SCM) at zosuliwe.menziwa@safetyec.gov.za and Ms N. Ntozini at ntombomzi.ntozini@safetyec.gov.za

Mr V.W. Mapolisa
Head of Department



SPECIFICATION

1. BACKGROUND

The Department of Safety and Liaison invites quotations from suitable service providers to supply and deliver stationery for the Department as per specification below.

2. DELIVERABLES

Please do not complete the shaded area.

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	BATTERIES (DURACELL OR EQUIVALENT)				
1.	9V SQUARE BATTERY RECHARGABLE (PACK OF 4)	EACH			
2.	1.5 V BATTERY AA RECHARGABLE (PACK OF 4)	EACH			
3.	1.5 BATTERY AAA RECHARGABLE (PACK OF 4)	EACH			
4.	1.5 BATTERY AA (PACK OF 4)	EACH			
5.	1.5 BATTERY AAA (PACK OF 4)	EACH			
6.	3 IN 1 CHARGING UNIT	EACH			
	BINDING ELEMENTS- SPIRAL				
7.	PLASTIC BINDING COMBS ASSORTED COLOURS 6MM (100)	BOX			
8.	PLASTIC BINDING COMBS ASSORTED COLOURS 8MM (100)	BOX			
9.	PLASTIC BINDING COMBS ASSORTED COLOURS 10MM (100)	BOX			
10.	PLASTIC BINDING COMBS ASSORTED COLOURS 12MM (100)	BOX			
11.	PLASTIC BINDING COMBS ASSORTED COLOURS 14MM (100)	BOX			
12.	PLASTIC BINDING COMBS ASSORTED COLOURS 16MM (100)	BOX			
13.	PLASTIC BINDING COMBS ASSORTED COLOURS 19MM (100)	BOX			
14.	PLASTIC BINDING COMBS ASSORTED COLOURS 22MM (50)	BOX			
15.	PLASTIC BINDING COMBS ASSORTED COLOURS 25MM (50)	BOX			
16.	PLASTIC BINDING COMBS ASSORTED COLOURS 28MM (50)	BOX			
17.	PLASTIC BINDING COMBS ASSORTED COLOURS 32MM (50)	BOX			
18.	PLASTIC BINDING COMBS ASSORTED COLOURS 38MM (50)	BOX			
19.	PLASTIC BINDING COMBS ASSORTED COLOURS 45MM (50)	BOX			
20.	PLASTIC BINDING COMBS ASSORTED COLOURS 51MM (50)	BOX			

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	CALCULATOR (SHARP OR EQUIVALENT)				
21.	TWIN POWER DESKTOP CALCULATOR 12 DIGIT	EACH			
22.	PREMIUM DESKTOP MEDIUM CALCULATOR 12 DIGIT LCD DISPLAY	EACH			
	CARBON				
23.	A4 CARBON BLK (100)	PKT			
	CD/DVD/MEMORYSTICK (VERBATIM OR EQUIVALENT)				
24.	CD-RW 8-12 X 700MB (10PACK)	EACH			
25.	CD-R 52 X 700MB (10 PACK)	EACH			
26.	DVD + R 16 X 4.7 GIG (10 P ACK)	EACH			
27.	DVD - R 8 X 8.5 GIG (10PACK) DVD - W 6 X 4.7 GIG (10 PACK)	EACH			
28.	8 GB USB FLASH DRIVE	EACH			
29.	16 GB USB FLASH DRIVE	EACH			
30.	32 GB USB FLASH DRIVE	EACH			
	CLIPS BULLDOG (SILVER)				
31.	SILVER BULLDOG CLIP 50MM EACH CLIP	EACH			
32.	SILVER BULLDOG CLIP 100MM EACH CLIP	EACH			
33.	SILVER BULLDOG CLIP 150MM EACH CLIP	EACH			

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	CLIPS FOLDBACK				
34.	FOLDBACK CLIPS BLACK (12) 19MM	BOX			
35.	FOLDBACK CLIPS BLACK (12) 25MM	BOX			
36.	FOLDBACK CLIPS BLACK (12) 32MM	BOX			
37.	FOLDBACK CLIPS BLACK (12) 41MM	BOX			
38.	FOLDBACK CLIPS BLACK (12) 51MM	BOX			
	GEMCLIPS				
39.	33MM COLOUR GEM CLIPS (10)	BOX			
40.	50MM COLOUR GEM CLIPS (10)	BOX			
	CLUTCH PENCIL (PENTEL OR EQUIVALENT)				
41.	CLUTCH PENCIL 0.5MM	EACH			
42.	CLUTCH PENCIL 0.7MM	EACH			
	CORRECTION FLUID/CORRECTION TAPES				
43.	CORRECTION PEN SHAKE/SQUEEZ PEN TYPE	EACH			
44.	CORRECTION TAPE 5MMX 5M	EACH			
45.	CUBE HOLDERS/PAPER	EACH			
46.	CUBE HOLDER 10X10X10 ALL COLOURS	EACH			

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
DISPENSERS					
47.	TAPE DISPENSER 26/75MM	EACH			
48.	PACKING TAPE DISPENSER	EACH			
DIVIDERS/INDEXES					
49.	A4 BOARD DIVIDERS RAINBOW DIVISION (10 TABS)	SET			
50.	A4 BOARD DIVIDERS RAINBOW DIVISION A - Z	SET			
51.	A4 BOARD DIVIDERS RAINBOW DIVISION 1 - 31	SET			
52.	A4 BOARD DIVIDERS RAINBOW DIVISION JAN - DEC	SET			
53.	A4 POLY INDICES NUMERICAL 1-31	SET			
54.	A4 POLY INDICES ALPHABETICAL A-Z	SET			
ENVELOPES					
55.	BROWN/WINDS/SEAL ENVELOPES (500)	BOX			
56.	C6 114X162 BROWN SELF SEAL ENVELOPES (500)	BOX			
57.	C6 114X162 BROWN/ WIND S/ SEAL ENVELOPES 500	BOX			
58.	C5 229X162 BROWN SELF SEAL ENVELOPES 500	BOX			
59.	C4 324X229 BROWN SELF SEAL ENVELOPES 250	BOX			
60.	C3 458X324 BROWN ENVELOPES 250	BOX			
ERASERS					
61.	HI-POLYMER ERASER LARGE	EACH			

NO	DESCRIPTION	QUANTITY	1 st PRICE INC VAT	2 ND PRICE INC VAT	3 RD PRICE INC VAT
	FASTNERS (FILE)				
62.	FILE FASTNERS METAL 80MM (50)	EACH			
63.	PAPER BINDERS 19MM	EACH			
64.	PAPER BINDERS 32MM	EACH			
65.	PAPER BINDERS 51MM	EACH			
66.	FILLING LACES 76MM	EACH			
67.	FILLING LACES 127MM	EACH			
68.	RING RE-INFORCEMENT PUNCHED HOLES PVC ROLLS	EACH			
	FINGERS CONES				
69.	FINGER CONES SMALL	EACH			
70.	FINGER CONES MEDIUM	EACH			
71.	FINGER CONES LARGE	EACH			
72.	FINGER CONES X-LARGE	EACH			
	FILES LEVER ARCH PVC/ BOARD (CROXLEY OR EQUIVALENT)				
73.	A4 FILE 2 RING 25MM ASSORTED COLOURS	EACH			
74.	A4 FILE 2 RING 30MM ASSORTED COLOURS	EACH			
75.	A4 FILE POLY INSERT SHOW FILES 70MM ARCH LEVER ASSORTED COLOURS	EACH			
76.	A4 FILE POLY INSERT SHOW FILES 50MM ARCH LEVER ASSORTED COLOURS	EACH			
77.	A4 FILE POLY FILES 75MM ARCH LEVER ASSORTED COLOURS	EACH			
78.	A4 FILE POLY FILES 50MM ARCH LEVER ASSORTED COLOURS	EACH			

NO	DESCRIPTION	QUANTITY	PRICE INC	PRICE INC	PRICE INC
			VAT	VAT	VAT
1 st	2 nd	3 rd			
79.	A4 FILE POLY FILES 40MM ARCH LEVER ASSORTED COLOURS	EACH			
80.	A4 POLY SPRING CLIP BOX	BOX			
81.	SUSPENSION FILES METAL RODS WITH TAGS ASSORTED COLOURS (25 PACK)	PACK			
FOLDERS					
82.	A4 POLY QUOTATION FOLDER ASSORTED COLOURS (PACK 10)	PACK			
83.	A4 QUOTATION CREATE A COVER ASSORTED COLOURS (PACK 10)	PACK			
84.A	A4 QUOTATION FOLDER HEAVY DUTY ASSORTED COLOURS	PACK			
84.B	MANILA FOLDER 100'S	PACK			
GLUE (PRIT OR EQUIVALENT)					
85.	GLUE STICK MEDIUM STICK 22G	EACH			
86.	GLUE STICK LARGE STICK 43G	EACH			
87.	PRESTIK 100G	EACH			
HARD COVER BOOKS (CROXLEY OR EQUIVALENT)					
88.	A5 HARD COVER BOOK COUNTER 192 PAGE	EACH			
89.	A4 HARD COVER BOOK COUNTER 96 PAGE	EACH			
90.	A4 HARD COVER BOOK COUNTER 192 PAGE	EACH			
91.	A4 HARD COVER BOOK COUNTER 288 PAGE	EACH			
HIGHLIGHTERS					
92.	HIGHLIGHTERS ALL COLOURS CHISEL TIP 1MM/4MM	EACH			
93.	HIGHLIGHTERS ALL COLOURS CHISEL TIP 2MM/5MM	EACH			

NO	DESCRIPTION	QUANTITY	PRICE INC 1 ST	PRICE INC 2 ND	PRICE INC 3 RD	VAT	VAT	VAT
	INK							
94.	S/PAD INK 30ML BLACK	EACH						
95.	S/PAD INK 30ML RED	EACH						
	LABELS							
96.	COLOUR CODE LABELS DIAMETER 10MM ASSORT COLOURS (700)	PACK						
97.	COLOUR CODE LABELS DIAMETER 19MM ASSORT COLOURS (250)	PACK						
98.	COLOUR CODE LABELS DIAMETER 32MM ASSORT COLOURS (75)	PACK						
99.	LEVER ARCH LABELS 12PK ASSORT COLOURS 70X 315 (12)	PACK						
100.	LABELS FOR BROTHER QL 560 LABEL MACHINE OR SIMILAR	PACK						
101.	75 X 38 ROLL ADDRESS LABELS (250) WHITE	PACK						
102.	83 X 33 ROLL ADDRESS LABELS (250) WHITE	PACK						
103.	100 X 50 ROLL ADDRESS LABEL (250) WHITE	PACK						
104.	A4 SELF ADHESIVE LABELS 90MM X 67MM 3 IN 1 PER CUT (100 SHEET)	PACK						
	LACES-FILING LACES/ TREASURY TAGS							
105.	89MM TREASURY TAG (1/LACES)	BOX						
106.	102MM TREASURY TAG (1/LACES)	BOX						
107.	127MM TREASURY TAG (1/LACES)	BOX						
108.	152MM TREASURY TAG (1/LACES)	BOX						
	LAMINATING POUCHES							
109.	A5 LAMINATING POUCHES GLOSS 150 MIC (100)	PACK						

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
110.	A4 LAMINATING POUCHES GLOSS 250 MIC (100)	PACK			
111.	A4 LAMINATING POUCHES GLOSS 150 MIC (100)	PACK			
112.	A3 LAMINATING POUCHES GLOSS 150 MIC (100)	PACK			
113.	A3 LAMINATING POUCHES GLOSS 250 MIC (100)	PACK			
	LEAD-CLUTCH PENCIL (PENCIL OR EQUIVALENT)				
114.	LEADS 0.5MM HB 12/TUBE	EACH			
115.	LEADS 0.7MM HB 12/TUBE	EACH			
	LETTER OPENERS				
116.	LETTER OPENER PLASTIC HANDLE	EACH			
	BOXES				
117.	MAGAZINE BOX PVC	EACH			
118.	WASTE PAPER BIN STEEL BLACK	EACH			
119.	STANDARD STORAGE BOX (10PACK)	EACH			
120.	A4 BOARD CONTAINERS 32CM	EACH			
121.	A4 FOLIO GREEN BOARD CONTAINERS 36CM	EACH			
122.	FOOLSCAPARCHIVE BOX (KRAFT)				
	PERMANENT MARKING PENS (ARTLINE OR EQUIVALENT)				
123.	MARKER LAUNDRY PERM MULTI COLOURS	EACH			

NO	DESCRIPTION	QUANTITY	1 ST PRICE INC VAT	2 ND PRICE INC VAT	3 RD PRICE INC VAT
124.	MARKER FINE TIP PERM MULTI COLOURS	EACH			
125.	MARKER CHISEL TIP PERM MULTI COLOURS	EACH			
	WHITEBOARD/FLIPCHART MARKER				
126.	W/ BOARD MARKER ASSORTED 6'S	SET			
127.	W/ BOARD MARKER PUMPI MULTI COLOURS	EACH			
128.	W/ BOARD MARKER BULLET TIPS 5MM	EACH			
129.	FLIP CHART MARKER BULLET MULTI COLOURS	EACH			
	NAME TAG HOLDERS				
130.	NAME BADGES WITH PIN AND CLIP 90MM X 57MM 50'S	EACH			
131.	NAME BADGES WITH PIN AND CLIP 90MM X 55MM 50'S	EACH			
	PADS EXAM/EXEC/SHORT HAND				
132.	EXAM PAD PUNCHED 100PG	EACH			
133.	SHORTHAND NOTE BOOK A5 100 PAGE	EACH			
	PENS				
134.	FINE PEN BALL POINT ALL COLOURS	EACH			
135.	CLICK MEDIUM PEN ALL COLOURS	EACH			
136.	HYPER GEL PEN ALL COLOURS	EACH			

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
137.	HYBRID ROLLER 0.8 REFILLABLE ALL COLOURS	EACH			
138.	SUPERB BALL PEN ALL COLOURS	EACH			
139.	ROLLER BALL ERGEL X METAL PEN ALL COLOURS	EACH			
140.	BLACK ROLLER BALL PENS G-2	EACH			
141.	RED ROLLER BALL PENS G-2	EACH			
	PENCIL (PENCIL OR EQUIVALENT)				
142.	OFFICE PENCIL HB	EACH			
	PINS				
143.	MAP PINS ASSTD COLOURS (100)	BOX			
144.	DRAWING PINS SILVER (100)	BOX			
145.	PUSH PINS ASSTD COLOURS (100)	BOX			
	POCKETS				
146.	A4 FILING SLEEVE MULTI PUNCHED FOR 2 AND 4 HOLES (100PKT)	EACH			
147.	A4 FLIP FILE (20 POKET)	EACH			
148.	A4 FLIP FILE (50 POKET)	EACH			
149.	A4 CARRY FOLDER WITH STUD MULTI COLOUR	EACH			

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	POST IT PADS				
150.	POST IT PADS (38 X 50) 2/PACK	PACK			
151.	POST IT PAD (130 X 75)	PACK			
152.	POP UP DISPENSER	PACK			
153.	POST IT FLAG 50 3M 25.4 X 43.6 MULTI COLOURS	PACK			
154.	POST IT FLAG 50 SIGN HERE 25.4 X 43.6	PACK			
155.	POST IT MINI FLAG 50 11.9 X 43.2 MULTI COLOURS	PACK			
156.	INFO MINI TAPE FLAGS 4 STD COLOUR	PACK			
	PUNCHERS (REXEL OR EQUIVALENT)				
157.	OFFICE PUNCH METAL MEDIUM 2 HOLE 36 SHEET	EACH			
158.	OFFICE PUNCH METAL MEDIUM 2 HOLE 63 SHEET	EACH			
159.	HEAVY DUTY 2 HOLE PUNCH 150 SHEET EXTRA LEVERAGE SELF CENTERING	EACH			
	RUBBER BANDS				
160.	RUBBER BANDS 1.5MM X 42MM 100 GRAM	PKT			
161.	RUBBER BANDS 3.5MM X 75MM 100 GRAM	PKT			
162.	RUBBER BANDS 5.0MM X 150MM 100 GRAM	PKT			
	RULERS (CROXLEY OR EQUIVALENT)				
163.	SHATTER-PROOF EDO RULER 30CM	EACH			

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	STAMP PADS				
164.	101 X 70 S/PAD METAL	EACH			
	SCISSORS (FOSKA OR EQUIVALENT)				
165.	ORANGE HANDLE SCISSORS 210MM	EACH			
	SHARPENERS				
166.	METAL SHARPENER DOUBLE HOLE	EACH			
167.	DESK SHARPENER 8 HOLES TWIN BLADE	EACH			
	STAPLE REMOVERS (GENMES OR EQUIVALENT)				
168.	STAPLE REMOVER (REMOVES UP TO 26/6)	EACH			
169.	STAPLE REMOVER HEAVY DUTY (REMOVES UP TO 23/24)	EACH			
	STAPLES (GENMES OR EQUIVALENT)				
170.	STAPLES 26/6 (5000)	BOX			
171.	STAPLES 23/8 (5000)	BOX			
172.	HEAVY DUTY STAPLE (2500)	BOX			
173.	HEAVY DUTY GIANT 66/8 (5000)	BOX			
174.	HEAVY DUTY GIANT 66/11 (5000)	BOX			

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
175.	HEAVY DUTY GIANT 66/14 (5000)	BOX			
STAPLERS (GENMES OR EQUIVALENT)					
176.	STAPLER 26/6 40 SHEETS	EACH			
177.	STAPLER ADJ DEPTH TO 65MM 20 TO 180 SHEETS	EACH			
TABS					
178.	SUSPENSION FILE TABS (25PACK)	EACH			
179.	MAXI TABS (32PACK)	EACH			
180.	INDEX TABS ASSORTED (48PACK)	EACH			
TAPES					
181.	CLEAR TAPE 12 X 33	EACH			
182.	CLEAR TAPE 48 X 50	EACH			
183.	PACKING TAPE BROWN 48 X 50	EACH			
184.	MASKING TAPE 18 X 40	EACH			
185.	BUFF TAGS 234G RING RE- INFORCED84MM X 42MM (BOX 1000)	BOX			
186.	PACKING CARTOONS 457MM X 305MM X 305MM	EACH			
187.	PACKING CARTOONS 610MM X 457MM X 305MM	EACH			
TRAYS- DOCUMENT TRAYS & RISERS					
188.	DESK LETTER TRAY PLASTIC	EACH			
189.	DESK LETTER TRAYS PLASTIC RISERS 4'S	PKT			

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
190.	DESK SORTER	EACH			
191.	LABELS FOR LETTER TRAYS	EACH			
	TWINE				
192.	COTTON STRING GENERAL USE 2MM X 100G	PACK			
	WHITE BOARD ACCESSORIES				
193.	6MM X 10M TAPES FOR WHITE BOARD	EACH			
194.	3MM X 10M TAPES FOR WHITE BOARD	EACH			
195.	WHITEBOARD ERASER SMALL 95 X 45	EACH			
196.	WHITEBOARD ERASER LARGE 145 X 55	EACH			
197.	WHITEBOARD CLEANER SPRAY 250ML	EACH			
	CLIPBOARDS				
198.	A4 PVC WELDED CLIPBOARD WITH COVER	EACH			
199.	A4 CLIPBOARD (WRITE AND WIPE)	EACH			
200.	CLEAN SCREEN 375ML	EACH			
201.	CLEANER WIPES	EACH			

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
202.	STD LINYARDS WITH ATTACHED POCKET/ SLEEVE	EACH			
203.	AA BATTERY FOR LASER POINTERS	EACH			
204.	AAA BATTERY FOR LASER POINTERS	EACH			
205.	FLIP CHART PAPER (50 PAGES)	EACH			
206.	5 COMPARTMENT ARCH LEVER FILE STORAGE BOX	EACH			
207.	ACCESSIBLE FOOLSCAP FILE MULT COLOURS	EACH			
208.	RED URGENT STICKERS	PACK			
CARTRIDGES					
209.	HP INK CARTRIDGE YELLOW 971	EACH			
210.	HP INK CARTRIDGE CYAN 971	EACH			
211.	HP INK CARTRIDGE MAGENTA 971	EACH			
212.	HP INK CARTRIDGE BLACK 970	EACH			
213.	CANON INK CARTRIDGE CYAN 426	EACH			
214.	CANON INK CARTRIDGE YELLOW 426	EACH			
215.	CANON INK CARTRIDGE BLACK 426	EACH			
216.	CANON INK CARTRIDGE HIGH BLACK 425	EACH			
217.	CANON INK CARTRIDGE MAGENTA 426	EACH			
218.	HP CARTRIDGE CE 278A	EACH			
219.	HP INK CARTRIDGE 415 A BLACK	EACH			
220.	HP INK CARTRIDGE 415 A YELLOW	EACH			
221.	HP INK CARTRIDGE 415 A CYAN	EACH			
222.	HP INK CARTRIDGE 415 A MAGENTA	EACH			
223.	HP INK CARTRIDGE 304 BLACK	EACH			

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
224.	HP INK CARTRIDGE 304 YELLOW	EACH			
225.	HP INK CARTRIDGE 304 CYAN	EACH			
226.	HP INK CARTRIDGE 304 MAGENTA	EACH			
227.	HP INK CARTRIDGE 128 MAGENTA	EACH			
228.	HP INK CARTRIDGE 128 CYAN	EACH			
229.	HP INK CARTRIDGE 128 YELLOW	EACH			
230.	HP INK CARTRIDGE 128 BLACK	EACH			
231.	BROTHER INK CARTRIDGE TN 469 MAGENTA	EACH			
232.	BROTHER INK CARTRIDGE TN 469 CYAN	EACH			
233.	BROTHER INK CARTRIDGE TN 469 YELLOW	EACH			
234.	BROTHER INK CARTRIDGE TN 469 BLACK	EACH			
STAMP					
235.	DATE STAMP	EACH			
236.	SIGNATURE STAMP	EACH			
237.	RECEIVED STAMP	EACH			
238.	ORDER STAMP	EACH			
239.	AUTOMATIC SELF INKING NUMBERING STAMP	EACH			
240.	6 DIGIT AUTOMATIC NUMBERING STAMP	EACH			
241.	8 DIGIT AUTOMATIC NUMBERING STAMP	EACH			
242.	10 DIGIT AUTOMATIC NUMBERING STAMP	EACH			
243.	NAME STAMP	EACH			

N.B. THE TOTALS MUST THEN BE POSTED TO THE PRICING SCHEDULE TO EASE THE EVALUATION PROCESS. ALL ITEMS MUST BE COSTED AND FAILURE TO DO THAT WILL RENDER THE BID NON-RESPONSIVE.

3. Quotation Qualification Criteria

3.1 EVALUATION CRITERIA ON FUNCTIONALITY/ QUALITY, PRICE AND BEE STATUS LEVEL:

The following criteria shall apply:-

- (a) Bids will be evaluated in two stages - functionality and in terms of the 80/20 preference point system
- (b) Bids will be evaluated within the ambit of the Preference Procurement Policy Framework Act No 5 of 2000 and section 38(1) a (iii) of the Public Financial Management Act 1 of 1999 as amended
- (c) A pre-qualifying requirement of 60 % on functionality taking into account the minimum acceptable points required on each criterion will apply and bidders who fail to meet these requirement will be disqualified.
- (d) 80 points will be allocated for price.

3.1.1 FUNCTIONALITY EVALUATION

- Bidders score on functionality will not be included in the final points scored but determined to establish functionality abilities;
- After calculation of the points for functionality, the proposal of all bids that obtained the minimum points for functionality will be considered;

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
1.. Bidders Experience	Provided at least four (4) reference letters under the client's letter head with fixed line contact numbers (i.e. 4 and more)	10	4	10
A minimum of at least three reference letters from recently satisfied previous clients that have been serviced in the last five years should be provided; the submission must be on the relevant client's letterhead and signed by an authorized person	Provided three (3) reference letters under the client's letter head with fixed line contact numbers	4	4	10

3.1.2 PRICE:

- 80 points will be awarded to the lowest bid (all other bids will receive points proportionately therefrom):

3.1.3 CALCULATION OF POINTS FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- Bidders are required to submit original and valid "B-BBEE Status Level Verification Certificate" or certified copies thereof together with their bids or quotations, to substantiate their B-BBEE rating claims.
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below.

B-BBEE Status level of Contributor	Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant	0

4. BID VALIDITY

Bids are to hold good for a period of 90 days.

5. BRIEFING SESSION

There will be no briefing session and bidders will be required to send electronic mails for any enquiries related to the bid from 22/10/2021 until 08/11/2021.

6. GENERAL CONDITIONS OF CONTRACT (GCC)

The General Conditions of Contract shall apply in this bid.

7. SPECIAL CONDITIONS OF CONTRACT (SCC)

- In terms of Regulation 4 of Preferential Procurement Regulations of 2017, this bid is only inviting responses from Exempted Micro Enterprises (EME) as defined in the said Regulation within the required service that already have existing operational stationery outlets.
- Must have offices within the Eastern Cape Province (must provide utility bill under the director's name or the bidder's name/ lease agreement with proof of three (3) rental payments made before the closing date of the bid).
- Financial Statements for the past three financial years independently compiled and reported by a registered accounting / auditing professional (most recently compiled AFS must be provided with the bid as the department will not accept the inspection at the premises of the accounting/auditing firms).
- Provide a list of completed similar contracts with contactable references (provide letters under the client letter heads with fixed contact numbers).
- The department shall not do business with any person in the service of the state.
- No selective bidding will be allowed (i.e. bidders must provide quotes to all items listed in the table to ease the evaluation/adjudication of bids).
- The amount reflected on the bid pricing schedule will be used to evaluate and adjudicate bids only since the bid will be awarded on rates basis.
- The department will conduct in-loco inspection with the recommended bidding entity.
- The successful bidder will be expected to deliver ordered goods (as and when the need arises) within seven (7) days from the date of receiving a purchase order.
- Bidders will be expected to provide quotes on all items for year 1, year 2 and year 3. Annual increase for year 2 and year 3 should not exceed the Consumer Price Index (CPI).

8. COMPLIANCE REQUIREMENTS:

The supplier[s] or service provider[s] should comply and take note that:

- Service providers that are not registered on the Central Supplier Database must do so before the award of the tender and the order can be issued, failing which the next service provider/supplier will be considered for the award;
- Compliance documents will be verified on the Central Supplier Database:- Tax Clearance Compliance status and Business registration (including restriction imposed to do business with the state);
- Certified copy / copies must be certified by a Commissioner of Oaths (i.e. Police Station, Post Office etcetera) and must be date stamped not longer than six (6) months prior to the closure of this bid;
- SBD 1 [Invitation to Bid; Part A and Part B] **MUST** be fully completed and submitted with the quotation;
- Both the Bid Pricing Form and the Pricing Schedule **MUST** be fully completed by bidders.

Department of Community Safety

Completed bids enclosed in a sealed envelope clearly marked “**Supply and Delivery of Stationery for a period of three years- SCMU15-21/22-002**” must be deposited in a Bid Box situated at the below address, namely:

9. SUBMISSION OF BIDS:

- Failure to meet above compliance requirements or those contained in the Bid Advert or in the Special Conditions of Contract will render the quotation[s] or bid non responsive and may be disqualified.
- Bidders should take note that price is not the only determining factor to award the bid.
- Bidders should familiarise themselves with the General Conditions of Contract, as attached;
- Bidders who are not registered for VAT are not eligible to include VAT in their pricing;
- Bidders must have provided supporting documentation not contained in the GSD summary report as per bid specification/ Terms of References (TOR) schedule requirement.
- Bidders must be legal entity or partnership (consortium);
- The SBD 9 [Certificate of Independent Bid Determination] forms **MUST** be fully completed;
- The SBD 8 [Declaration of Bidders Past SCM Practices] **MUST** be fully completed and submitted with the quotation;
- The SBD 7.1 (part 1) [Contract Form] **MUST** be fully completed and submitted with the quotation; (this form is more relevant to the preferred bidder and bidders will not be disqualified for non-completion)
- The SBD 6.1 [Preference Points Claim Form] **MUST** be fully completed and submitted with the quotation; (bidder(s) who fail to complete this form will not qualify to claim points for B-BBE and only points for price will be considered.
- The SBD 4 [Declaration of Interest] forms **MUST** be fully completed and submitted with the quotation;

Cnr Independence and Circular Drive
Erf 5000
Bisho

Closing date: 15/11/2021 at 11:00

10. BID ENQUIRIES

Enquiries pertaining this bid must be directed to the following officials, namely:

Mr. Z. Menziwa (Administrative)

Email: zosuliwe.menziwa@safetsec.gov.za

OR

Ms. N. Ntozini (Technical)

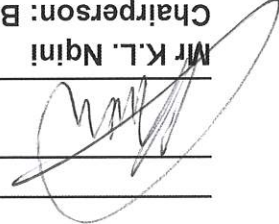
Email: ntombornzi.ntozini@safetsec.gov.za

End User Certifying the authenticity of the Specification Document

Ms N. Ntozini
Senior Admin Clerk: SCM
Date: 2021.11.01.15

Approves Specification Document/ Rejects Specification Document

Mr K.L. Ngini
Chairperson: Bid Specification Committee
Date: _____

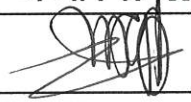


Mr. V.W. Mapolisa
Head of Department: Department of Safety and Liaison
Date: 15/10/2022



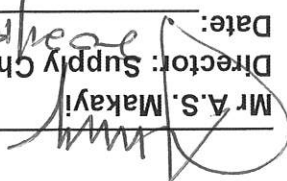
Approved/ Not Approved

MS N. Libala
Chief Financial Officer
Date: 15/10/2022

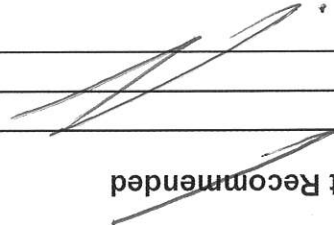


Supported/ Not Supported

Mr A.S. Makayi
Director: Supply Chain Management
Date: 15/10/2022



Recommended/ Not Recommended



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	CLOSING DATE:	CLOSING TIME:	DESCRIPTION
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER			
CODE		NUMBER	
CELLPHONE NUMBER			
CODE		NUMBER	
FACSIMILE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
B-BBEE STATUS LEVEL VERIFICATION			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
B-BBEE STATUS		AFFIDAVIT	
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
<input type="checkbox"/>		AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
<input type="checkbox"/>		A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
<input type="checkbox"/>		A REGISTERED AUDITOR	
NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs & QES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		SIGNATURE OF BIDDER DATE		CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.) TOTAL NUMBER OF ITEMS OFFERED		BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL INFORMATION MAY BE DIRECTED TO:		DEPARTMENT/ PUBLIC ENTITY CONTACT PERSON TELEPHONE NUMBER FACSIMILE NUMBER		E-MAIL ADDRESS	
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]		TOTAL BID PRICE (ALL INCLUSIVE)		OFFERED		CONTACT PERSON TELEPHONE NUMBER FACSIMILE NUMBER E-MAIL ADDRESS		CONTACT PERSON TELEPHONE NUMBER FACSIMILE NUMBER E-MAIL ADDRESS		CONTACT PERSON TELEPHONE NUMBER FACSIMILE NUMBER E-MAIL ADDRESS	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES), B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION, B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS	<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING, IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	BATTERIES (DURACELL OR EQUIVALENT)				
1.	9V SQUARE BATTERY RECHARGABLE (PACK OF 4)	EACH			
2.	1.5 V BATTERY AA RECHARGABLE(PACK OF 4)	EACH			
3.	1.5 BATTERY AAA RECHARGABLE (PACK OF 4)	EACH			
4.	1.5 BATTERY AA (PACK OF 4)	EACH			
5.	1.5 BATTERY AAA (PACK OF 4)	EACH			
6.	3 IN 1 CHARGING UNIT	EACH			
	BINDING ELEMENTS- SPIRAL				
7.	PLASTIC BINDING COMBS ASSORTED COLOURS 6MM (100)	BOX			
8.	PLASTIC BINDING COMBS ASSORTED COLOURS 8MM (100)	BOX			
9.	PLASTIC BINDING COMBS ASSORTED COLOURS 10MM (100)	BOX			
10.	PLASTIC BINDING COMBS ASSORTED COLOURS 12MM (100)	BOX			
11.	PLASTIC BINDING COMBS ASSORTED COLOURS 14MM (100)	BOX			
12.	PLASTIC BINDING COMBS ASSORTED COLOURS 16MM (100)	BOX			
13.	PLASTIC BINDING COMBS ASSORTED COLOURS 19MM (100)	BOX			
14.	PLASTIC BINDING COMBS ASSORTED COLOURS 22MM (50)	BOX			
15.	PLASTIC BINDING COMBS ASSORTED COLOURS 25MM (50)	BOX			
16.	PLASTIC BINDING COMBS ASSORTED COLOURS 28MM (50)	BOX			
17.	PLASTIC BINDING COMBS ASSORTED COLOURS 32MM (50)	BOX			
18.	PLASTIC BINDING COMBS ASSORTED COLOURS 38MM (50)	BOX			
19.	PLASTIC BINDING COMBS ASSORTED COLOURS 45MM (50)	BOX			
20.	PLASTIC BINDING COMBS ASSORTED COLOURS 51MM (50)	BOX			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	PRICE INC	PRICE INC	PRICE INC
			VAT	VAT	VAT
1 ST	2 ND	3 RD			
	CALCULATOR (SHARP OR EQUIVALENT)				
21.	TWIN POWER DESKTOP CALCULATOR 12 DIGIT	EACH			
22.	PREMIUM DESKTOP MEDIUM CALCULATOR 12 DIGIT LCD DISPLAY	EACH			
	CARBON				
23.	A4 CARBON BLK (100)	PKT			
	CD/DVD/MEMORYSTICK (PREFERABLY VERBATIM)				
24.	CD-RW 8-12 X 700MB (10 PACK)	EACH			
25.	CD-R 52 X 700MB (10 PACK)	EACH			
26.	DVD + R 16 X 4.7 GIG (10 P ACK)	EACH			
27.	DVD - R 8 X 8.5 GIG (10 PACK) DVD - W 6 X 4.7 GIG (10PACK)	EACH			
28.	8 GB USB FLASH DRIVE	EACH			
29.	16 GB USB FLASH DRIVE	EACH			
30.	32 GB USB FLASH DRIVE	EACH			
	CLIPS BULLDOG (SILVER)				
31.	SILVER BULLDOG CLIP 50MM EACH CLIP	EACH			
32.	SILVER BULLDOG CLIP 100MM EACH CLIP	EACH			
33.	SILVER BULLDOG CLIP 150MM EACH CLIP	EACH			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	CLIPS FOLDBACK				
34.	FOLDBACK CLIPS BLACK (12) 19MM	BOX			
35.	FOLDBACK CLIPS BLACK (12) 25MM	BOX			
36.	FOLDBACK CLIPS BLACK (12) 32MM	BOX			
37.	FOLDBACK CLIPS BLACK (12) 41MM	BOX			
38.	FOLDBACK CLIPS BLACK (12) 51MM	BOX			
	GEMCLIPS				
39.	33MM COLOUR GEM CLIPS (10)	BOX			
40.	50MM COLOUR GEM CLIPS (10)	BOX			
	CLUTCH PENCIL (PENCIL OR EQUIVALENT)				
41.	CLUTCH PENCIL REFILLS 0.5MM	EACH			
42.	CLUTCH PENCIL REFILLS 0.7MM	EACH			
	CORRECTION FLUID/CORRECTION TAPES				
43.	CORRECTION PEN SHAKE/SQUEEZ PEN TYPE	EACH			
44.	CORRECTION TAPE 5MMX 5M	EACH			
45.	CUBE HOLDERS/PAPER	EACH			
46.	CUBE HOLDER 10X10X10 ALL COLOURS	EACH			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
DISPENSERS					
47.	TAPE DISPENSER 26/75MM	EACH			
48.	PACKING TAPE DISPENSER	EACH			
DIVIDERS/INDEXES					
49.	A4 BOARD DIVIDERS RAINBOW DIVISION (10 TABS)	SET			
50.	A4 BOARD DIVIDERS RAINBOW DIVISION A - Z	SET			
51.	A4 BOARD DIVIDERS RAINBOW DIVISION 1 - 31	SET			
52.	A4 BOARD DIVIDERS RAINBOW DIVISION JAN - DEC	SET			
53.	A4 POLY INDICES NUMERICAL 1-31	SET			
54.	A4 POLY INDICES ALPHABETICAL A-Z	SET			
ENVELOPES					
55.	BROWN/WINDS/SEAL ENVELOPES (500)	BOX			
56.	C6 114X162 BROWN SELF SEAL ENVELOPES (500)	BOX			
57.	C6 114X162 BROWN/ WIND S/ SEAL ENVELOPES 500	BOX			
58.	C5 229X162 BROWN SELF SEAL ENVELOPES 500	BOX			
59.	C4 324X229 BROWN SELF SEAL ENVELOPES 250	BOX			
60.	C3 458X324 BROWN ENVELOPES 250	BOX			
ERASERS					
61.	HI-POLYMER ERASER LARGE	EACH			
TOTAL (YEAR1, 2, 3)					
COMBINED TOTAL FOR YEAR 1, 2, 3					

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	FASTNERS (FILE)				
62.	FILE FASTNERS METAL 80MM (50)	BOX			
63.	PAPER BINDERS 19MM	BOX			
64.	PAPER BINDERS 32MM	BOX			
65.	PAPER BINDERS 51MM	BOX			
66.	FILLING LACES 76MM	BOX			
67.	FILLING LACES 127MM	BOX			
68.	RING RE-INFORCEMENT PUNCHED HOLES PVC ROLLS	PACK			
	FINGERS CONES				
69.	FINGER CONES SMALL	EACH			
70.	FINGER CONES MEDIUM	EACH			
71.	FINGER CONES LARGE	EACH			
72.	FINGER CONES X-LARGE	EACH			
	FILES LEVER ARCH PVC/ BOARD (CROXLEY OR EQUIVALENT)				
73.	A4 FILE 2 RING 25MM ASSORTED COLOURS	EACH			
74.	A4 FILE 2 RING 30MM ASSORTED COLOURS	EACH			
75.	A4 FILE POLY INSERT SHOW FILES 70MM ARCH LEVER ASSORTED COLOURS	EACH			
76.	A4 FILE POLY INSERT SHOW FILES 50MM ARCH LEVER ASSORTED COLOURS	EACH			
77.	A4 FILE POLY FILES 75MM ARCH LEVER ASSORTED COLOURS	EACH			
78.	A4 FILE POLY FILES 50MM ARCH LEVER ASSORTED COLOURS	EACH			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
79.	A4 FILE POLY FILES 40MM ARCH LEVER ASSORTED COLOURS	EACH			
80.	A4 POLY SPRING CLIP BOX	BOX			
81.	SUSPENSION FILES METAL RODS WITH TAGS ASSORTED COLOURS (25 PACK)	PACK			
FOLDERS					
82.	A4 POLY QUOTATION FOLDER ASSORTED COLOURS (PACK 10)	PACK			
83.	A4 QUOTATION CREATE A COVER ASSORTED COLOURS (PACK 10)	PACK			
84. A	A4 QUOTATION FOLDER HEAVY DUTY ASSORTED COLOURS	EACH			
84. B	MANILA FOLDER IN 100'S	PACK			
GLUE (PRIT OR EQUIVALENT)					
85.	GLUE STICK MEDIUM STICK 22G	EACH			
86.	GLUE STICK LARGE STICK 43G	EACH			
87.	PRESTIK 100G	EACH			
HARD COVER BOOKS (CROXLEY OR EQUIVALENT)					
88.	A5 HARD COVER BOOK COUNTER 192 PAGE	EACH			
89.	A4 HARD COVER BOOK COUNTER 96 PAGE	EACH			
90.	A4 HARD COVER BOOK COUNTER 192 PAGE	EACH			
91.	A4 HARD COVER BOOK COUNTER 288 PAGE	EACH			
HIGHLIGHTERS					
92.	HIGHLIGHTERS ALL COLOURS CHISEL TIP 1MM/4MM	EACH			
93.	HIGHLIGHTERS ALL COLOURS CHISEL TIP 2MM/5MM	EACH			
TOTAL (YEAR1, 2, 3)					
COMBINED TOTAL FOR YEAR 1, 2, 3					

NO	DESCRIPTION	QUANTITY	PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
			1 ST	2 ND	3 RD
	INK				
94.	S/PAD INK 30ML BLACK	EACH			
95.	S/PAD INK 30ML RED	EACH			
	LABELS				
96.	COLOUR CODE LABELS DIAMETER 10MM ASSORT COLOURS (700)	PACK			
97.	COLOUR CODE LABELS DIAMETER 19MM ASSORT COLOURS (250)	PACK			
98.	COLOUR CODE LABELS DIAMETER 32MM ASSORT COLOURS (75)	PACK			
99.	LEVER ARCH LABELS 12PK ASSORT COLOURS 70X 315 (12)	PACK			
100.	LABELS FOR BROTHER QL 560 LABEL MACHINE OR SIMILAR	PACK			
101.	75 X 38 ROLL ADDRESS LABELS (250) WHITE	PACK			
102.	83 X 33 ROLL ADDRESS LABELS (250) WHITE	PACK			
103.	100 X 50 ROLL ADDRESS LABEL (250) WHITE	PACK			
104.	A4 SELF ADHESIVE LABELS 90MM X 67MM 3 IN 1 PER CUT (100 SHEET)	PACK			
	LACES-FILING LACES/ TREASURY TAGS				
105.	89MM TREASURY TAG (1/LACES) BOX				
106.	102MM TREASURY TAG (1/LACES) BOX				
107.	127MM TREASURY TAG (1/LACES) BOX				
108.	152MM TREASURY TAG (1/LACES) BOX				
	LAMINATING POUCHES				
109.	A5 LAMINATING POUCHES GLOSS 150 MIC (100) PACK				
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
110.	A4 LAMINATING POUCHES GLOSS 250 MIC (100)	PACK			
111.	A4 LAMINATING POUCHES GLOSS 150 MIC (100)	PACK			
112.	A3 LAMINATING POUCHES GLOSS 150 MIC (100)	PACK			
113.	A3 LAMINATING POUCHES GLOSS 250 MIC (100)	PACK			
114.	LEADS 0.5MM HB 12/TUBE	EACH			
115.	LEADS 0.7MM HB 12/TUBE	EACH			
	LETTER OPENERS				
116.	LETTER OPENER PLASTIC HANDLE	EACH			
	BOXES				
117.	MAGAZINE BOX PVC	EACH			
118.	WASTE PAPER BIN STEEL BLACK	EACH			
119.	STANDARD STORAGE BOX (10PACK)	EACH			
120.	A4 BOARD CONTAINERS 32CM	EACH			
121.	A4 FOLIO GREEN BOARD CONTAINERS 36CM	EACH			
122.	FOOLSCAP ARCHIVE BOX (KRAFT)	EACH			
	PERMANENT MARKING PENS (ARTLINE OR EQUIVALENT)				
123.	MARKER LAUNDRY PERM MULTI COLOURS	EACH			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	1 ST PRICE INC VAT	2 ND PRICE INC VAT	3 RD PRICE INC VAT
124.	MARKER FINE TIP PERM MULTI COLOURS	EACH			
125.	MARKER CHISEL TIP PERM MULTI COLOURS	EACH			
WHITEBOARD/FLIPCHART MARKER					
126.	W/ BOARD MARKER ASSORTED 6'S	SET			
127.	W/ BOARD MARKER PUMP IT MULTI COLOURS	EACH			
128.	W/ BOARD MARKER BULLET TIPS 5MM	EACH			
129.	FLIP CHART MARKER BULLET MULTI COLOURS	EACH			
NAME TAG HOLDERS					
130.	NAME BADGES WITH PIN AND CLIP 90MM X 57MM 50'S	EACH			
131.	NAME BADGES WITH PIN AND CLIP 90MM X 65MM 50'S	EACH			
PADS EXAM/EXEC/SHORT HAND					
132.	EXAM PAD PUNCHED 100PG	EACH			
133.	SHORTHAND NOTE BOOK A5 100 PAGE	EACH			
PENS					
134.	FINE PEN BALL POINT ALL COLOURS	EACH			
135.	CLICK MEDIUM PEN ALL COLOURS	EACH			
136.	HYPER GEL PEN ALL COLOURS	EACH			
TOTAL (YEAR1, 2, 3)					
COMBINED TOTAL FOR YEAR 1, 2, 3					

NO	DESCRIPTION	QUANTITY	1 ST PRICE INC VAT	2 ND PRICE INC VAT	3 RD PRICE INC VAT
137.	HYBRID ROLLER 0.8 REFILLABLE ALL COLOURS	EACH			
138.	SUPERB BALL PEN ALL COLOURS	EACH			
139.	ROLLER BALL ERGEL X METAL PEN ALL COLOURS	EACH			
140.	BLACK ROLLER BALL PENS G-2	EACH			
141.	RED ROLLER BALL PENS G-2	EACH			
	PENCIL (PENCIL OR EQUIVALENT)				
142.	OFFICE PENCIL HB	EACH			
	PINS				
143.	MAP PINS ASSTD COLOURS (100)	BOX			
144.	DRAWING PINS SILVER (100)	BOX			
145.	PUSH PINS ASSTD COLOURS (100)	BOX			
	POCKETS				
146.	A4 FILING SLEEVE MULTI PUNCHED FOR 2 AND 4 HOLES (100PKT)	EACH			
147.	A4 FLIP FILE (20 POCKET)	EACH			
148.	A4 FLIP FILE (50 POCKET)	EACH			
149.	A4 CARRY FOLDER WITH STUD MULTI COLOUR	EACH			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	PRICE INC VAT	PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
		1 ST	2 ND	3 RD		
	POST IT PADS					
150.	POST IT PADS (38 X 50) 2/PACK	PACK				
151.	POST IT PAD (130 X 75)	PACK				
152.	POP UP DISPENSER	PACK				
153.	POST IT FLAG 50 3M 25.4 X 43.6 MULTI COLOURS	PACK				
154.	POST IT FLAG 50 SIGN HERE 25.4 X 43.6	PACK				
155.	POST IT MINI FLAG 50 11.9 X 43.2 MULTI COLOURS	PACK				
156.	INFO MINI TAPE FLAGS 4 STD COLOUR	PACK				
	PUNCHERS (REXEL OR EQUIVALENT)					
157.	OFFICE PUNCH METAL MEDIUM 2 HOLE 36 SHEET	EACH				
158.	OFFICE PUNCH METAL MEDIUM 2 HOLE 63 SHEET	EACH				
159.	HEAVY DUTY 2 HOLE PUNCH 150 SHEET EXTRA LEVERAGE SELF CENTERING	EACH				
	RUBBER BANDS					
160.	RUBBER BANDS 1.5MM X 42MM 100 GRAM	PKT				
161.	RUBBER BANDS 3.5MM X 75MM 100 GRAM	PKT				
162.	RUBBER BANDS 5.0MM X 150MM 100 GRAM	PKT				
	RULERS (CROXLEY OR EQUIVALENT)					
163.	SHATTER-PROOF EDO RULER 30CM	EACH				
	TOTAL (YEAR1, 2, 3)					
	COMBINED TOTAL FOR YEAR 1, 2, 3					

NO	DESCRIPTION	QUANTITY	1 st	2 nd	3 rd
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
	STAMP PADS				
164.	101 X 70 S/ PAD METAL	EACH			
	SCISSORS (FOSCA OR EQUIVALENT)				
165.	ORANGE HANDLE SCISSORS 210MM	EACH			
	SHARPENERS				
166.	METAL SHARPENER DOUBLE HOLE	EACH			
167.	DESK SHARPENER 8 HOLES TWIN BLADE	EACH			
	STAPLE REMOVERS (GENNES OR EQUIVALENT)				
168.	STAPLE REMOVER (REMOVES UP TO 26/6)	EACH			
169.	STAPLE REMOVER HEAVY DUTY (REMOVES UP TO 23/24)	EACH			
	STAPLES (PREFERABLY GENNES)				
170.	STAPLES 26/6 (5000)	BOX			
171.	STAPLES 23/8 (5000)	BOX			
172.	HEAVY DUTY STAPLE (2500)	BOX			
173.	HEAVY DUTY GIANT 66/8 (5000)	BOX			
174.	HEAVY DUTY GIANT 66/11 (5000)	BOX			
	TOTAL (YEAR1, 2, 3)				
	COMBINED TOTAL FOR YEAR 1, 2, 3				

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
175.	HEAVY DUTY GIANT 66/14 (5000)	BOX			
STAPLERS (GENMES OR EQUIVALENT)					
176.	STAPLER 26/6 40 SHEETS	EACH			
177.	STAPLER ADJ DEPTH TO 65MM 20 TO 180 SHEETS	EACH			
TABS					
178.	SUSPENSION FILE TABS (25PACK)	EACH			
179.	MAXI TABS (32PACK)	EACH			
180.	INDEX TABS ASSORTED (48PACK)	EACH			
TAPES					
181.	CLEAR TAPE 12 X 33	EACH			
182.	CLEAR TAPE 48 X 50	EACH			
183.	PACKING TAPE BROWN 48 X 50	EACH			
184.	MASKING TAPE 18 X 40	EACH			
185.	BUFF TAGS 234G RING RE- INFORCED84MM X 42MM (BOX 1000)	BOX			
186.	PACKING CARTOONS 457MM X 305MM X 305MM	EACH			
187.	PACKING CARTOONS 610MM X 457MM X 305MM	EACH			
TRAYS- DOCUMENT TRAYS & RISERS					
188.	DESK LETTER TRAY PLASTIC	EACH			
189.	DESK LETTER TRAYS PLASTIC RISERS 4'S	PKT			
TOTAL (YEAR1, 2, 3)					
COMBINED TOTAL FOR YEAR 1, 2, 3					

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
190.	DESK SORTER	EACH			
191.	LABELS FOR LETTER TRAYS	EACH			
TWINE					
192.	COTTON STRING GENERAL USE 2MM X 100G	RL			
WHITE BOARD ACCESSORIES					
193.	6MM X 10M TAPES FOR WHITE BOARD	EACH			
194.	3MM X 10M TAPES FOR WHITE BOARD	EACH			
195.	WHITEBOARD ERASER SMALL 95 X 45	EACH			
196.	WHITEBOARD ERASER LARGE 145 X 55	EACH			
197.	WHITEBOARD CLEANER SPRAY 250ML	EACH			
CLIPBOARDS					
198.	A4 PVC WELDED CLIPBOARD WITH COVER	EACH			
199.	A4 CLIPBOARD (WRITE AND WIPE)	EACH			
200.	CLEAN SCREEN 375ML	EACH			
201.	CLEANER WIPES	EACH			
TOTAL (YEAR1, 2, 3)					
COMBINED TOTAL FOR YEAR 1, 2, 3					

NO	DESCRIPTION	QUANTITY	1 ST	2 ND	3 RD
			PRICE INC VAT	PRICE INC VAT	PRICE INC VAT
202.	STD LINYARDS WITH ATTACHED POCKET/ SLEEVE	EACH			
203.	AA BATTERY FOR LASER POINTERS	EACH			
204.	AAA BATTERY FOR LASER POINTERS	EACH			
205.	FLIP CHART PAPER (50 PAGES)	EACH			
206.	5 COMPARTMENT ARCH LEVER FILE STORAGE BOX	EACH			
207.	ACCESSIBLE FOOLSCAP FILE MULT COLOURS	EACH			
208.	RED URGENT STICKERS	PACK			
CARTRIDGES					
209.	HP INK CARTRIDGE YELLOW 971	EACH			
210.	HP INK CARTRIDGE CYAN 971	EACH			
211.	HP INK CARTRIDGE MAGENTA 971	EACH			
212.	HP INK CARTRIDGE BLACK 970	EACH			
213.	CANON INK CARTRIDGE CYAN 426	EACH			
214.	CANON INK CARTRIDGE YELLOW 426	EACH			
215.	CANON INK CARTRIDGE BLACK 426	EACH			
216.	CANON INK CARTRIDGE HIGH BLACK 425	EACH			
217.	CANON INK CARTRIDGE MAGENTA 426	EACH			
218.	HP CARTRIDGE CE 278A	EACH			
219.	HP INK CARTRIDGE 415 A BLACK	EACH			
220.	HP INK CARTRIDGE 415 A YELLOW	EACH			
221.	HP INK CARTRIDGE 415 A CYAN	EACH			
222.	HP INK CARTRIDGE 415 A MAGENTA	EACH			
223.	HP INK CARTRIDGE 304 BLACK	EACH			
			TOTAL (YEAR1, 2, 3)		
			COMBINED TOTAL FOR YEAR 1, 2, 3		

NO	DESCRIPTION	QUANTITY		
		1 ST	2 ND	3 RD
		PRICE	PRICE	PRICE
		INC VAT	INC VAT	INC VAT
224.	HP INK CARTRIDGE 304 YELLOW			
225.	HP INK CARTRIDGE 304 CYAN			
226.	HP INK CARTRIDGE 304 MAGENTA			
227.	HP INK CARTRIDGE 128 MAGENTA			
228.	HP INK CARTRIDGE 128 CYAN			
229.	HP INK CARTRIDGE 128 YELLOW			
230.	HP INK CARTRIDGE 128 BLACK			
231.	BROTHER INK CARTRIDGE TN 469 MAGENTA			
232.	BROTHER INK CARTRIDGE TN 469 CYAN			
233.	BROTHER INK CARTRIDGE TN 469 YELLOW			
234.	BROTHER INK CARTRIDGE TN 469 BLACK			
STAMP				
235.	DATE STAMP			
236.	SIGNATURE STAMP			
237.	RECEIVED STAMP			
238.	ORDER STAMP			
239.	AUTOMATIC SELF INKING NUMBERING STAMP			
240.	6 DIGIT AUTOMATIC NUMBERING STAMP			
241.	8 DIGIT AUTOMATIC NUMBERING STAMP			
242.	10 DIGIT AUTOMATIC NUMBERING STAMP			
243.	NAME STAMP			
TOTAL (YEAR1, 2, 3)				
COMBINED TOTAL FOR YEAR 1, 2, 3				
GRAND TOTAL OVER A PERIOD OF 3 YEARS (ADD ALL SUB TOTALS FROM EACH PAGE)				
SUPPLY LIST OF STATIONERY 2021/22				

BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

Total Price(amount in words):.....

.....
inclusive of VAT

Total Price (amount in figures)R inclusive of VAT

NAME OF BIDDER:.....

SIGNED ON BEHALF OF THE BIDDER:.....

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder², member):
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means -
 (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 (b) any municipality or municipal entity;
 (c) provincial legislature;
 (d) national Assembly or the national Council of provinces; or
 (e) Parliament.
²Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder / member:

Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Number / Peral Number

3 Full details of directors / trustees / members / shareholders.

.....

2.11.1 If so, furnish particulars:

2.11 Do you or any of the directors / trustees / shareholders / members / YES/NO
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

.....

2.10.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, YES/NO
 aware of any relationship (family, friend, other) between
 any other bidder and any person employed by the state
 who may be involved with the evaluation and or adjudication
 of this bid?

.....

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS
CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

Signature
Date
Position
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable;
- 1.2
- 1.3 Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

POINTS	PRICE	B-BBEE STATUS LEVEL OF CONTRIBUTOR	Total points for Price and B-BBEE must not exceed
			100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contributor are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

Where
 Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

$$Ps = 80 \left(1 - \frac{P_{min}}{P_t - P_{min}} \right)$$

A maximum of 80 points is allocated for price on the following basis: 80/20

THE 80/20 PREFERENCE POINT SYSTEMS

3. POINTS AWARDED FOR PRICE

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

YES NO
(Tick applicable box)

7.1.1 If yes, indicate:
 i) What percentage of the contract will be subcontracted.....%
 ii) The name of the subcontractor.....
 iii) The B-BBEE status level of the subcontractor.....
 iv) Whether the sub-contractor is an ME or QSE

YES NO

(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

7. SUB-CONTRACTING

6.1 B-BBEE Status Level of Contributor: = (maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

5.1 Bidders who claim points in respect of B-BBEE Status Level of contribution must complete the following:

5. BID DECLARATION

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

v)Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION

.....

.....

.....

.....

.....

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>ADDRESS</p> <p>DATE:</p> <p>SIGNATURE(S) OF BIDDER(S)</p>	<p>2.</p> <p>1.</p> <p>WITNESSES</p>
--	--

- (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- iiii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - ii) The information furnished is true and correct;

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Technical Specification(s)
 - Preference Certificates in terms of the Preferential Procurement Regulations 2017
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

<p>WITNESSES</p> <p>1</p> <p>2</p>
--

**CONTRACT FORM - PURCHASE OF GOODS/WORKS
PART 2 (TO BE FILLED IN BY THE PURCHASER)**

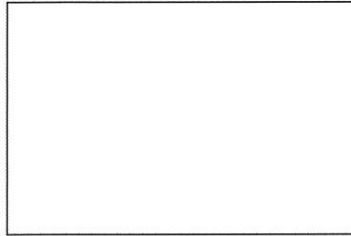
1. I in my capacity
- as under reference number dated for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (VAT INCL)	BRAND	DELIVERY PERIOD	POINTS CLAIMED FOR HDIS	POINTS CLAIMED FOR RDP GOALS

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)
SIGNATURE



WITNESSES
1.
2.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/>	<input type="checkbox"/>
4.4.1	If so, furnish particulars:		



CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature
Date
Position
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
 - 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
 - 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
 - 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
- ¹ Includes price quotations, advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

SBD 9

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every

respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions of delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature	_____
Date	_____
Position	_____
Name of Bidder	_____

GENERAL CONDITIONS OF CONTRACT

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1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

4. STANDARDS

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3. GENERAL

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2. APPLICATION

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. PATENT RIGHTS**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. PERFORMANCE SECURITY**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations.

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. PACKING

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in any subsequent instructions ordered by the purchaser.

10. DELIVERY AND DOCUMENTS

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier:

10.2 Documents to be submitted by the supplier are specified

11. INSURANCE

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

12. TRANSPORTATION

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. INCIDENTAL SERVICES

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the

country of final destination.
under normal use of the supplied goods in the conditions prevailing in the specifications) or from any act or omission of the supplier, that may develop (except when the design and/or material is required by the purchaser's contract shall have no defect, arising from design, materials, or workmanship contract. The supplier further warrants that all goods supplied under this recent improvements in design and materials unless provided otherwise in the unused, of the most recent or current models, and that they incorporate all 15.1 The supplier warrants that the goods supplied under the contract are new,

15. WARRANTY

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(b) in the event of termination of production of the spare parts: warranty obligations under the contract; and
(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any or distributed by the supplier.

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured

14. SPARE PARTS

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

19. ASSIGNMENT

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

18. CONTRACT AMENDMENTS

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

17. PRICES

16.4 Payment will be made in Rand unless otherwise stipulated .

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16. PAYMENT

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

20. SUBCONTRACTS

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. TERMINATION FOR DEFAULT

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

- (b) if the Supplier fails to perform any other obligation(s) under the contract;

or

- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27. SETTLEMENT OF DISPUTES

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

26. TERMINATION FOR INSOLVENCY

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25. FORCE MAJEURE

is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32. TAXES AND DUTIES

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31. NOTICES

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

30. APPLICABLE LAW

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

29. GOVERNING LANGUAGE

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

28. LIMITATION OF LIABILITY

(b) the purchaser shall pay the supplier any monies due the supplier.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. NATIONAL INDUSTRIAL PARTICIPATION (NIP) PROGRAMME

33.1 The NIP programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. PROHIBITION OF RESTRICTIVE PRACTICES

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor / s was / were involved in a collusive bidding (or bid rigging).

34.2 If a bidder / s or contractor / s based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Commission Act no.89 of 1998.

34.3 If a bidder(s) or contractor (s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid (s) for such item (s) offered and / or terminate the contract in whole or part, and / or restrict the bidder (s) or contractor (s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder (s) or contractor (s) concerned.

ANNEXURE A

PAST EXPERIENCE

Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of Works, the Contract value and name of Employer.

PREVIOUS AND/OR CURRENT PROJECTS UNDERTAKEN				
EMPLOYER	NATURE OF WORK	VALUE OF WORK	DURATION AND COMPLETION DATE	EMPLOYER CONTACT NO.

DATE

SIGNATURE OF BIDDER