



RE-ADVERT CD 24/2021

Supply and Delivery of Office Stationery

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1. Invitation

CENTLEC (SOC) Ltd, a municipal entity distributing electricity in Mangaung and other Municipalities hereby invite suitable professional service provider to supply and deliver office stationery for the period of thirty-six (36) months.

2. Minimum Submission Requirements

Any omission of the below listed items would render and automatic disqualification

- 2.1. Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.2.1. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3. The bidder must be registered on the National Treasury Centralized Suppliers Database.
- 2.4. Please note that the Special Conditions table as per point 3 below, needs to be met. All supporting documents needs to be submitted where applicable.

3. Special Conditions

Special Conditions	Yes	No	Supporting Documentation
The successful bidder will be expected to enter into a Service Level Agreement with CENTLEC for thirty-six (36) months.			N/A
Please note that CENTLEC (SOC) Ltd reserves the right to appoint more than one bidder where applicable.			N/A
All goods will be delivered at 30 Rhodes Avenue, Oranjesig, Bloemfontein, Supply Chain Stores.			N/A

4. Scope of Work

4.1 Suitable service provider(s) to supply and deliver office stationery as per lists provided below:

LIST OF OFFICE STATIONERY TO BE SUPPLIED

No.	Description
1	BINDER PAPER NO 646 38
2	BINDERS BINDING BOOK COVERS 5MM BLACK
3	BINDERS PLASTIC BINDING ELEMENTS 6MM (PACK OF 50)
4	BOOKCOUNTER HARD COVER A4
5	BOOK DUPLICATE PEN CARBON A4
6	BOOK EXERCISE BOOK HARD COVER A4 172 PAGES
7	BOOK INDEX HARD COVER (A4 192 PG)
8	BOOK MONTHLY TIME BOOK A4
9	BOOK PARCEL DELIVERY (JD416)
10	BOOK REPORTERS NOTE A5 (751)
11	BOSTIK CLEAR 25ML
12	BOSTIK PRESTICK 100G
13	CALCULATOR E12128V SEMI-DESK CALCULATOR 12 DIGITS
14	CARBON TYPING ULTRA FILM 410
15	CLAMP SPRING 3 (BULLDOG)
16	CLEANER WHITE BOARD CLEANER (LIQUID) 250ML
17	CLIP BOARD A4
18	CLIP PAPER VINYL COATED UPTURN
19	CLIPS COLOR PAPER CLIP ASSORTED COLORS (BOX OF 100)
20	CLIPS FOLD BACK METAL BINDER CLIPS 15MM
21	CLIPS FOLD BACK METAL BINDER CLIPS 19MM
22	CLIPS FOLD BACK METAL BINDER CLIPS 25MM
23	CLIPS FOLD BACK METAL BINDER CLIPS 32MM
24	CLIPS FOLD BACK METAL BINDER CLIPS 41MM
25	CLIPS FOLD BACK METAL BINDER CLIPS 55MM
26	CLIPS PAPER CLIP SILVER - 78MM
27	COTTON SHOP TWINE NO 304
28	DECIFIX DC FIC 10M ROLL
29	DIVIDERS A4 BOARD INDEX FILE DIVIDERS 10 TAB ASSORTED (PLAIN)
30	DIVIDERS A4 BOARD INDEX FILE DIVIDERS A-Z DIVISION ASSORTED
31	DIVIDERS A4 BOARD INDEX FILE DIVIDERS JAN- DEC DIVISION ASSORTED
32	ENVELOP A4 ENVELOP 324MMX229MM SEAL EASI (BOX OF 100)

33	ENVELOPE DL POCKET (WINDOW) 220 X 110MM (PER BOX OF 500)
34	ENVELOPE DL POCKET 220X110MM
35	ENVELOPE DL POCKET C4
36	ERASER MILAN DESIGN 320
37	ERASER WHITEBOARD ERASER
38	EXAM PAD A4 EXAM PAD PUNCHED 100 PAGES
39	FILE ACCESSIBLE WITH SPRING (A4 – PER PACK)
40	FILE FOLDER GREEN 357X457MM
41	FILE FOLDER YELLOW 357X457MM
42	FILE LEVER ARCH 312MM HIGH
43	GLUE STICK 40GM
44	GLUE STICK PRITT (10 GRAMS) 12 PER BOX
45	HIGHLIGHTERS ASSORTED COLORS (PACK OF 6)
46	LABELS ROUND ROLL LABELS ASSORTED COLORS C25MM 385 LABELS
47	MARKER BLACK WITH FINE HARD TIP
48	MARKER BLACK WITH SOFT TIP 6
49	MARKER PERMANENT MARKER BLACK
50	MARKER RED WITH FINE HARD TIPP
51	MARKERS WHITEBOARD MARKERS - ASSORTED COLORS (BOX OF 4)
52	NOTE POST-IT SIGN HERE STICKER NOTES ASSORTED 45MMX12MM
53	NOTE POST-IT SUPER STICKY COLOURED NOTES-5 COLORS 76MMX76MM
54	NUMBERING MACHINE - 8 DIGITS
55	PAPER ASSORTED COLORS 100 SHEETS (10 ASSORTED COLORS) 80GSM
56	PAPER PHOTOSTAD 80 GSM A4 WHITE (PER REAM)
57	PAPER PHOTOSTAD A3 WHITE (PER REAM)
58	PAPER RULED A4 (SINGLE)
59	PARKER REFILL BLACK (FINE/BROAD) (BOX OF 10)
60	PARKER REFILL BLUE (FINE/BROAD) (BOX OF 10)
61	PEN BALLPOINT MEDIUM POINT BLACK (BOX OF 50)
62	PEN BALLPOINT MEDIUM POINT BLUE (BOX OF 50)
63	PEN BALLPOINT RED MEDIUM POINT (BOX OF 50)
64	PEN ENERGEL -X GEL ROLLER PEN - RED (BOX OF 12)
65	PEN ENERGEL -X GEL ROLLER PEN -BLACK (BOX OF 12)
66	PENCIL 2H CROXLEY (PACK OF 12)
67	PENCIL HB CROXLEY (PACK OF 12)
68	PENCIL LEADS 0.5MM 2H PACK OF 12)
69	PENCIL LEADS HB (PACK OF 12)
70	PINS MAP PINS ASSORTED COLORS (BOX OF 100)
71	POUCH LAMINATING POUCH A3 150MIC (PACK OF 100)
72	POUCH LAMINATING POUCH A4 150MIC (PACK OF 100)
73	PUNCHER HEAVY DUTY, 2 HOLE PUNCH ,70 SHEETS

74	RUBBER BANDS SIZE-12 100G
75	RUBBER BANDS SIZE-128 100G
76	RUBBER BANDS 32 (100 GRAMS)
77	RULER CROXLEY STUDENT 30CM
78	SCISSORS HEAVY DUTY 110MM BLADE
79	SCISSORS ORIGINAL ORANGE HANDLED SCISSORS, 8 INCH
80	SHARPNER PENCIL DESK SHARPNER
81	STAPLES NO 56 CHISEL POINT (BOX OF 5000)
82	STAPLER OFFICE C15 MODEL DELUX
83	STAPLE REMOVER
84	STAPLES NO 26/6 STAPLES (BOX OF 5000)
85	STAPLES NO 66/8 FOR GIANT STAPLER (BOX OF 5000)
86	STORAGE BOX OPTIPLAN JUMBO ARCHIVE BOXES 245MMX325MMX175MM (PACK OF 5)
87	STORAGE BOX STORAGE BOXES WITH LIDS 255MMX330MMX460MM
88	TABS INDEX TABS NEON ASSORTED COLOURS 45MMX12MM
89	TAPE MASKING 24MM
90	TAPE MASKING 48MM
91	TAPE MATERIAL PINK 6MMX20M
92	TAPE SELLOTAPE CLEAR 12MM
93	WHITE DUCT TAPE - 48MMX50MM LARGE
94	TRANSPARENT INDEX TAB (5 STRIPS PER PACK)
95	BUFF TAGS NO.5 121MMX60MM PER BOX OF 1000

TABLE 1: OFFICE STATIONERY

5. Evaluation Criteria

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected. Please take note that CENTLEC (SOC) Ltd is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC (SOC) Ltd will evaluate the technical criteria first and will only look at the price and BBEE level of contribution if it is satisfied with the technical evaluation.

As a result of this, CENTLEC (SOC) Ltd does not bind itself in any way to select the bidder offering the lowest price. CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.

5.1 The relative technical weighting of the criteria is as follows:

No	Criteria	Description	Points
5.1.1	Track Record	Have they provided these products in the last four years? a) Three (3) letters = 30 points ; b) Four (4) letters or more = 40 points	40
5.1.2	Local (Mangaung) operational capability and economic investment	Does the bidder have a local office with operational capability, and will they use local resources and procure from local businesses Existing and established local office = 30 points	30
5.1.3	Delivery Period	Indicate the delivery period on the MBD form a) Three (3) to five (5) days = 20 points b) One (1) to three (3) days = 30 points	30
	Points		100

TABLE 2: EVALUATION CRITERIA

A bidder who gets a minimum of 80 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1 - 30 points

Item 2 - 30 points

Item 3 – 20 points

All Bidders that have passed the technical evaluation threshold of 80 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for B-BBEE as per the detail given below.

5.2 Price and referential points scoring – (Stage 2)

A maximum of 80 Points is allocated for price on the following basis:

Where
$$P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right] \text{bid}$$

P_s = Points Scored for comparative price of under consideration

P_t = Comparative Price of bid under bid

P_{\min} = Comparative Price of lowest acceptable

In terms of Regulation 5(2) and 6(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:

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

Table 3 - BBBEE level status

6. Pricing

6.1 Contract Price

- 6.1.1 The contract price(s) shall be based on the market related values and price matching will be permitted.
- 6.1.2 Prices for year two (2) and three (3) can be adjusted for CPI and any other substantiated reasons beyond supplier's control.

6.2 Price Schedule

Prices must be quoted as per technical specification. All prices must be VAT exclusive.

No.	Description	Unit of Measure	Unit Price (Rands) Year 1	Unit Price (Rands) Year 2	Unit Price (Rands) Year 3
1	BINDER PAPER NO 646 38 (PACK OF 100)	PER PACK			
2	BINDERS BINDING BOOK COVERS 5MM BLACK	PER PACK			
3	BINDERS PLASTIC BINDING ELEMENTS 6MM (PACK OF 50)	PER PACK			
4	BOOK COUNTER HARD COVER A4	EACH			
5	BOOK DUPLICATE PEN CARBON A4	EACH			
6	BOO EXERCISE BOOK HARD COVER A4 172 PAGES	EACH			
7	BOOK INDEX HARD COVER (A4 192 PAGES)	EACH			
8	BOOK MONTHLY TIME BOOK A4	EACH			
9	BOOK PARCEL DELIVERY (JD416)	EACH			
10	BOOK REPORTERS NOTE A5 (751)	EACH			
11	BOSTIK CLEAR 25ML	EACH			
12	BOSTIK PRESTICK 100G	EACH			
13	CALCULATOR E12128V SEMI-DESK CALCULATOR 12 DIGITS	EACH			
14	CARBON TYPING ULTRA FILM 410	EACH			
15	CLAMP SPRING 3 (BULLDOG)	EACH			
16	CLEANER WHITE BOARD CLEANER (LIQUID) 250ml	EACH			
17	CLIP BOARD A4	EACH			

No.	Description	Unit of Measure	Unit Price (Rands) Year 1	Unit Price (Rands) Year 2	Unit Price (Rands) Year 3
18	CLIP PAPER VINYL COATED UPTURN (BOX OF 100)	PER BOX			
19	CLIPS COLOR PAPER CLIP ASSORTED COLORS (BOX OF 100)	PER BOX			
20	CLIPS FOLD BACK METAL BINDER CLIPS 15MM (BOX OF 12)	PER BOX			
21	CLIPS FOLD BACK METAL BINDER CLIPS 19MM (BOX OF 12)	PER BOX			
22	CLIPS FOLD BACK METAL BINDER CLIPS 25MM (BOX OF 12)	PER BOX			
23	CLIPS FOLD BACK METAL BINDER CLIPS 32MM (BOX OF 12)	PER BOX			
24	CLIPS FOLD BACK METAL BINDER CLIPS 41MM (BOX OF 12)	PER BOX			
25	CLIPS FOLD BACK METAL BINDER CLIPS 55MM (BOX OF 12)	PER BOX			
26	CLIPS PAPER CLIP SILVER - 78MM (BOX OF 100)	PER BOX			
27	COTTON SHOP TWINE NO 304	PER ROLL			
28	DECIFIX DC FIC 10M ROLL	PER ROLL			
29	DIVIDERS A4 BOARD INDEX FILE DIVIDERS 10 TAB ASSORTED (PLAIN)	PER PACK			
30	DIVIDERS A4 BOARD INDEX FILE DIVIDERS A-Z DIVISION ASSORTED	PER PACK			
31	DIVIDERS A4 BOARD INDEX FILE DIVIDERS JAN- DEC DIVISION ASSORTED	PER PACK			
32	ENVELOP A4 ENVELOP 324MMX229MM SEAL EASI (BOX OF 100)	PER BOX			
33	ENVELOPE DL POCKET (WINDOW) 220 X 110MM (BOX OF 500)	PER BOX			
34	ENVELOPE DL POCKET 220X110MM	PER BOX			
35	ENVELOPE DL POCKET C4 (BOX OF 250)	PER BOX			
36	ERASER MILAN DESIGN 320	EACH			
37	ERASER WHITEBOARD ERASER	EACH			
38	EXAM PAD A4 EXAM PAD PUNCHED 100 PAGES	EACH			
39	FILE ACCESSIBLE WITH SPRING (A4 - per pack)	EACH			
40	FILE FOLDER GREEN 357X457MM	EACH			
41	FILE FOLDER YELLOW 357X457MM	EACH			
42	FILE LEVER ARCH 312MM HIGH	EACH			

No.	Description	Unit of Measure	Unit Price (Rands) Year 1	Unit Price (Rands) Year 2	Unit Price (Rands) Year 3
43	GLUE STICK 40GM	EACH			
44	GLUE STICK PRITT (10 GRAMS)	EACH			
45	HIGHLIGHTERS ASSORTED COLORS (PACK OF 6)	PER PACK			
46	LABELS: ROUND ROLL LABELS ASSORTED COLORS C25mm 385 LABELS	PER BOX			
47	MARKER BLACK WITH FINE HARD TIP	EACH			
48	MARKER BLACK WITH SOFT TIP 6	EACH			
49	MARKER PERMANENT MARKER (BLACK)	EACH			
50	MARKER RED WITH FINE HARD TIPP	EACH			
51	MARKERS WHITEBOARD MARKERS - ASSORTED COLORS	EACH			
52	NOTE POST-IT SIGN HERE STICKER NOTES ASSORTED 45MMX12MM	EACH			
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54	NUMBERING MACHINE - 8 DIGITS	EACH			
55	PAPER ASSORTED COLORS 100 SHEETS (10 ASSORTED COLORS) 80GSM	PER REAM			
56	PAPER PHOTOSTAD 80 GSM A4 WHITE (PER REAM)	PER REAM			
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61	PEN BALLPOINT MEDIUM POINT BLACK (BOX OF 50)	PER BOX			
62	PEN BALLPOINT MEDIUM POINT BLUE (BOX OF 50)	PER BOX			
63	PEN BALLPOINT RED MEDIUM POINT (BOX OF 50)	PER BOX			
64	PEN ENERGEL -X GEL ROLLER PEN - RED	EACH			
65	PEN ENERGEL -X GEL ROLLER PEN -BLACK	EACH			
66	PENCIL 2H CROXLEY	EACH			
67	PENCIL HB CROXLEY	EACH			
68	PENCIL LEADS 0.5MM 2H	EACH			
69	PENCIL LEADS HB (PACK OF 12)	EACH			
70	PINS MAP PINS ASSORTED COLORS (BOX OF 100)	EACH			

No.	Description	Unit of Measure	Unit Price (Rands) Year 1	Unit Price (Rands) Year 2	Unit Price (Rands) Year 3
71	POUCH LAMINATING POUCH A3 150MIC (PACK OF 100)	PER PACK			
72	POUCH LAMINATING POUCH A4 150MIC (PACK OF 100)	PER PACK			
73	PUNCHER HEAVY DUTY, 2 HOLE PUNCH ,70 SHEETS	EACH			
74	RUBBER BANDS: SIZE-12 100GRAM	PER PACK			
75	RUBBER BANDS: SIZE-128 100GRAM	PER PACK			
76	RUBBER BANDS 32 (100 GRAMS)	PER PACK			
77	RULER CROXLEY STUDENT 30CM	EACH			
78	SCISSORS HEAVY DUTY 110MM BLADE	EACH			
79	SCISSORS ORIGIONAL ORANGE HANDLED SCISSORS, 8 INCH	EACH			
80	SHARPNER PENCIL DESK SHARPNER	EACH			
81	STAPLES NO 56 CHISEL POINT (BOX OF 5000)	PER BOX			
82	STAPLER OFFICE C15 MODEL DELUX	EACH			
83	STAPLER REMOVER	EACH			
84	STAPLES NO 26/6 STAPLES (BOX OF 5000)	PER BOX			
85	STAPLES NO 66/8 FOR GIANT STAPLER (BOX OF 5000)	PER BOX			
86	STORAGE BOX OPTIPLAN JUMBO ARCHIVE BOXES 245MMX325MMX175MM (PACK OF 5)	EACH			
87	STORAGE BOX STORAGE BOXES WITH LIDS 255MMX330MMX460MM	EACH			
88	TABS INDEX TABS NEON ASSORTED COLOURS 45MMX 12MM	EACH			
89	TAPE MASKING 24MM	EACH			
90	TAPE MASKING 48MM	EACH			
91	TAPE MATERIAL PINK 6MM X 20M	EACH			
92	TAPE SELLOTAPE CLEAR 12MM	EACH			
93	WHITE DUCT TAPE - 48MM X 50MM LARGE	EACH			
94	TRANSPARENT INDEX TAB (5 STRIPS PER PACK)	PER BOX			
95	BUFF TAGS NO.5 121MMX60MM PER BOX OF 1000	PER BOX			

TABLE 4 – PRICING SCHEDULE

7. Contact details

- 7.1 For any further technical information regarding the document contents please contact Mr Logean Leepile e-mail: Logean.Lleepile@centlec.co.za. Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 7.2 For Supply Chain Related questions, please contact Me. Palesa Makhele at Palesa.Makhele@centlec.co.za