



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS FOR WESTERN CAPE GOVERNMENT HEALTH

BID NUMBER: **WCGHSC0365/1/2022**

CLOSING DATE: **FRIDAY, 14 JULY 2023**

CLOSING TIME: **11:00**

SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR A THREE (3) YEAR PERIOD.

Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign bidding documents, certificates, questionnaires and specification forms may invalidate the bid. **The date stamp on each page is for official use and not for completion by bidders.**

Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. These conditions also apply to **a bid sent by courier** that is delivered in a courier pouch and is either signed off by the responsible official, or deposited in the bid box by the courier's representative. The envelope shall not contain documents related to any bid other than that indicated on the envelope.

Bid documents must be deposited in the **bid box marked DEPARTMENT OF HEALTH Bid Box marked "Department of Health"** situated at main entrance of Supply Chain Management Offices (M9 building) on premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville. **Open Mondays to Fridays from 6 am to 5 pm (excluding public holidays)**, please call the responsible official, Mr Grenville Carelse at (021) 834 9009 for assistance during office hours.

Please ensure that bids are delivered **to the correct address before bid closing**. **Late bids** will not be accepted for consideration and, where possible, will be **returned unopened** to the bidder accompanied by an explanatory letter. **No bidders' names or prices will be read out** after closing time when the bid box is opened and bids are removed by Sourcing officials.

All bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing. **Bidders already registered on the CSD** must have **confirmation of their registration AND ensure that their status is up to date** prior to bidding by contacting www.csd.gov.za.

Unregistered bidders or bidders with suspended registration will be deemed non-compliant and their bids will not be considered. Any prospective unregistered bidder must register as a supplier on the CSD prior to bidding.

Central Supplier Database self-registration only: www.csd.gov.za

Contact email: SCM.eProcurementDOH@westerncape.gov.za

Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.

The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGH) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).

Please refer all technical/specification enquiries to **Mr Grenville Carelse** at telephone no. (021) 834 9009 or email Grenville.carelse@westerncape.gov.za.

C Munnik

HEAD OF DEPARTMENT

DATE: 06/06/2023

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2).....
SIGNED SIGNED

PART A INVITATION TO BID

ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	WCGHSC0365/1/2022	CLOSING DATE:	14 JULY 2023	CLOSING TIME:	11H00
DESCRIPTION	WCGHSC0365/1/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR A THREE (3) YEAR PERIOD.				

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

Department of Health Bid Box marked "Department of Health" situated at main entrance of Supply Chain Management Offices (M9 building) on premises of Karl Bremer Hospital, c/o Mike Pienaar Boulevard & Frans Conradie Avenue, Bellville. Open Mondays to Fridays from 6 am to 5 pm (excluding public holidays). Please contact (Grenville Carelse) during office hours for directions should you have any difficulty finding the building.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	GRENVILLE CARELSE
TELEPHONE NUMBER	021-834 9009
FACSIMILE NUMBER	021-4832530
E-MAIL ADDRESS	Grenville.Carelse@westerncape.gov.za

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	GRENVILLE CARELSE
TELEPHONE NUMBER	021-834 9009
FACSIMILE NUMBER	021-4832530
E-MAIL ADDRESS	Grenville.Carelse@westerncape.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	WCSD REGISTRATION NO.	AND	CSD No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2).....
SIGNED SIGNED



ACREDITATION
SYSTEM (SANAS)

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE
ACCREDITED
REPRESENTATIVE
IN SOUTH AFRICA
FOR THE GOODS
/SERVICES
/WORKS
OFFERED?

☐ Yes

☐ No

[IF YES ENCLOSE PROOF]

ARE YOU A FOREIGN BASED
SUPPLIER FOR THE GOODS
/SERVICES /WORKS OFFERED?

☐ Yes

☐ No

[IF YES, ANSWER PART
B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.2 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. 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 SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.3 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH A RESULT SUMMARY PAGE (DOWNLOADED FROM EFILING) TOGETHER WITH THE BID.
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE AND CSD NUMBER AS MENTIONED IN 2.2 ABOVE.
- 2.5 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2).....
SIGNED SIGNED



SPECIFICATION COMPLIANCE SCHEDULE (GOODS)

WCGHSC0365/1/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR A THREE (3) YEAR PERIOD.

THIS BID IS DUE AT **11:00 ON** _____
VALIDITY PERIOD: **60 DAYS**

Paragraph	SPECIFICATION / CONDITION	INDICATION OF COMPLIANCE	
		NB By indicating YES within this column, the bidder confirms that it will meet the specified deliverable.	
1.	DELIVERY LOCATIONS		
1.1	Goods are required for delivery into the stores of hospitals and institutions, under the control of the Department of Health, Western Cape Provincial Government (please see the attached list) in such quantities as may be ordered from time to time. It is essential that sufficient stock be on hand and delivery cost of goods must be included in each item price.		
1.2	Have access to vehicles to ensure delivery of the required items to the various hospitals / institutions and Head Office timeously.	YES	NO
1.3	The successful service provider to provide their own manpower and equipment to various designated delivery areas.		
1.4	Complete full delivery within 14 calendar days from the date of the official order.		
2.	Organisational, Financial and Infrastructure Assessment		
2.1	Only bidders whose organisation and infrastructure are deemed by the Department to be adequate to provide the foreseeable and specific requirements of the contract in accordance with Organisational, Financial and Infrastructure Capacity of Bidder together with physical validation will be considered for acceptance.	YES	NO
3.	MANUFACTURE/SUPPLY AGREEMENT		
3.1	If you are not the manufacturer of the product(s) offered for this bid, please provide written proof from your supplier(s)/manufacturer(s) that they have no objection to you offering their product(s) against this bid, and that if you are awarded this bid, they will continue to supply this product to yourself to enable you to comply with your contractual obligations towards the Department of Health for the period indicated in the bid document.	YES	NO
3.2	All Stationery item samples must be delivered to Bellville GENSES Building Head Office on Karl Bremer Hospital premises on or before 14 July 2023 before bid closure at 11h00.	YES	NO



3.3	Under no circumstances will samples be accepted at the Head Office component of the Department of Health after the closing date and hour of this bid.	YES	NO
3.4	It is also the bidder's responsibility to provide written proof of those samples in terms of this bid delivered to the aforementioned office. This shall consist of a document with the name of the designated institution, a list of item number(s) and description(s) of the sample(s) submitted along with the quantities provided for each, the signature of the representative who delivered the samples and the signature of the official receiving the samples. This document must be included in the bid document submitted before the closing date.	YES	NO
3.5	Each sample must be marked with the bid number, item number and the bidder's name and address in clear, legible print of a reasonable size.	YES	NO
3.6	No representative samples will be accepted for evaluation after bid closure. Please provide a sample for which you have made an offer as proof of your ability to supply the specified goods and as evidence that the supplies or items perform as required under trial conditions.	YES	NO
3.7	Bidders must avail a descriptive catalogue or brochure to the department in electronic format of all stationery items for the region/s been tendered for. Failure to submit catalogue or brochure for all the items per region, will invalidate your offer.	YES	NO
3.8	Bidders must further ensure that sufficient samples are available on request at short notice after the bid closing for testing purposes, as and when requested by the Department.	YES	NO
3.9	The offers of bidders who are unable to comply with paragraph 3.3 to 3.5 with regard to the supply of samples will be disregarded or disqualified.	YES	NO
3.10	Samples of the successful bidders will be retained for the full contractual period.	YES	NO
3.11	Unsuccessful bidder's samples must be collected on conclusion of the contract or will be disposed of or destroyed. Communication will take place to bidders to uplift their samples.	YES	NO
3.12	ORDERING RESTRICTIONS Hospitals/institutions shall not be restricted to minimum order quantities.	YES	NO
4. 4.1	AWARD This bid will be awarded per region. It is therefore required for bidders to bid on all items per region , and not only quote on one item per region, and may not only quote on some items. Failure to submit a quote or offer for all the items per region, will invalidate your offer.		

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)



5.	MINIMUM REQUIREMENTS OF BIDDERS
5.1	Bidders must have a minimum of two years' experience in the supply and delivery of Stationery items. Please submit current references of business within the two (2) year period in this regard. Failure to submit the above documents will render the bid non-compliant. Copies of orders for this period must be submitted.
6.	SUPPLY CHAIN CONDITIONS
6.1	The bid will not be considered without the following documents:
6.2	Completed and signed WCBD 1 Invitation to Bid.
6.3	This contract will be governed through the General Conditions of Contract attached to this bid document and which must be <u>initialled on each page as confirmation of compliance thereto.</u>
6.4	The regulations promulgated in terms of the Public Finance Management Act (PFMA) 1999, allows an accounting officer to disregard the bid of any bidder if that bidder, or any of its directors has (amongst others): (i) abused the institution's supply chain management system (ii) committed fraud or any other improper conduct in relation to such system.
6.5	Consequently, you are required to submit <u>full and complete</u> information in respect of the declaration of interest.
6.6	Preference points will only be awarded in terms of an original or certified copy of the following: (a) a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) (b) an affidavit confirming annual total revenue and level of black ownership together with an affidavit issued by Companies Intellectual Property Commission (CIPC). (c) an affidavit issued by Companies Intellectual Property Commission (CIPC).
6.7	When completing the WCBD 6.1 Preference Points claim form attached to this bid, the bidder has to note the conditions pertaining to the award of preference points and therefore the form has to be completed in full (including any sub-contracting, which will be relevant in the event of the bidder not undertaking delivery itself.

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<p>EVALUATION CRITERIA</p> <p>Bidders who are not registered on Central Supplier Database (CSD) at the time of bid closing, or whose registration has been suspended will be deemed non-compliant and their bids will not be considered.</p> <p>Organisational and Infrastructure Assessment</p> <p>Bidders must have an admin office for the duration of the contract period within the borders of the Western Cape which is adequate to provide the foreseeable and specific requirements of the contract in accordance with Organisational and Infrastructure Capacity of Bidder together with physical validation will be considered for acceptance.</p> <p>Site visit to include: inspection the premises to ascertain a functional office; inspection of company vehicles; and inspection of how the service will be managed.</p> <p>Ascertain whether bidders have a minimum of two years' experience in the supply and delivery of Stationery items. Please submit references in this regard.</p> <p>Verify whether bidder has submitted references of previous contracts of such a nature for a period of Two (2) years.</p> <p>Submit proof of business transportation to deliver stationery items to various regions within the Western Cape Health facilities. Should the bidder make use of a courier service, proof of an agreement must be submitted. Bidders must also be aware that should a courier service do their deliveries, sub-contracting could not be more than 25% than the contractual amount. Re sub-contracting also note: WCBD1, Part B, paragraph 2.4 as well as WCBD6.1, paragraph 8</p> <p>Bidders must submit all stationery item samples as per list for evaluation purposes. Failure to submit these samples will invalidate your bid as non-compliant.</p> <p>Conduct a due diligence process to determine a bidder's capability and ability before awarding a contract.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>THE DEPARTMENT OF HEALTH WILL:</p> <p>The Department cannot guarantee order quantities. Stationery items will be requested as and when required.</p> <p>Bidders may submit items which are equal or similar to those brands <u>provided that</u> the quality of such products are equivalent to those identified. Before an alternative product is offered, the Department may request samples of such products.</p>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>PAYMENT CONDITIONS</p> <p>In the interest of security and expeditious payment, it is the policy of the Department to effect payments by electronic funds transfer (EFT) must be in an South African bank account. If a successful bidder is not yet a regular participant in Departmental contracts and has not been registered already, the supplier will be required to furnish the Department with its banking details for the systems in operation (Logis, BAS, Syspro) in order to be registered. Successful bidders must ensure, therefore, that their banking details are provided to institutions on request where necessary.</p> <p>Payment shall be 30 days from receipt of a valid tax invoice and delivery note.</p> <p>The penalties intended through clause 22 of the General Conditions of Contract, which forms part of the contract, will be imposed in the execution of this contract. Consequently, bidders must acquaint themselves with paragraphs 21 – 23 of the General Conditions of Contract which relates to the suppliers' performance on the contract.</p>



9.4	Bidders must note these conditions upfront to prevent their business and its directors/members/shareholders from possibly being restricted to do business with the public sector.
10. 10.1	NEGOTIATIONS The Department reserves the right to enter into negotiations with bidders (before the contract is concluded) and contractors (after the contract is concluded) regarding <i>inter alia</i> price revisions, increases and service delivery should it be deemed necessary.
11. 11.1	CONTACT DETAILS Please provide the particulars of the contact person responsible for all queries related to this bid: Name..... Designation: Telephone number: Fax number: Cellphone number: Email address: Physical address:

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

**Cape
ent**

Health
Mr G Carelse

Directorate Supply Chain Sourcing
Grenville.carelse@westerncape.gov.za | Tel: 021 8349009

**WCGHSC0365/1/2022
WCBD3.1**

PRICING SCHEDULE OF STATIONERY ITEMS

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

THE WESTERN CAPE DEPARTMENT OF HEALTH RETAINS THE RIGHT NOT TO ACCEPT THE LOWEST, HIGHEST OR ANY BID, OR TO ACCEPT PART OR WHOLE OF ANY BID.

TOTAL BID PRICE (in RSA Currency including vat R_____ (VAT MUST BE INCLUDED IN ALL ITEMS)

VALIDITY PERIOD: **60 DAYS**

Item No	Quantity	Description	Total bid price (VAT must be included in all items)
1	5 REGIONS	SERVICE: SUPPLY AND DELIVER STATIONERY ITEMS TO THE HEAD OFFICE, INSTITUTIONS/ HOSPITALS AND DISTRICT OFFICES OF THE DEPARTMENT OF HEALTH FOR A THREE (3) YEAR PERIOD	
2		<u>REGION 1:</u> SUPPLY AND DELIVER STATIONERY ITEMS TO GOVERNMENT INSTITUTIONS/ HOSPITALS WITHIN THE COMBINED METRO DISTRICTS (CENTRAL, EAST, NORTH & SOUTH) INCLUDING HEAD OFFICE.	R.....
3		<u>REGION 2:</u> SUPPLY AND DELIVER STATIONERY ITEMS TO INSTITUTIONS/ HOSPITALS WITHIN THE CAPE WINELANDS DEPARTMENT OF HEALTH INCLUDING THE DISTRICT OFFICE	R.....
4		<u>REGION 3:</u> SUPPLY AND DELIVER STATIONERY ITEMS TO INSTITUTIONS/ HOSPITALS WITHIN THE OVERBERG DEPARTMENT OF HEALTH DISTRICT INCLUDING THE DISTRICT OFFICE	R.....
5		<u>REGION 4:</u> SUPPLY AND DELIVER STATIONERY ITEMS TO INSTITUTIONS/ HOSPITALS WITHIN THE WEST COAST DEPARTMENT OF HEALTH DISTRICT INCLUDING THE DISTRICT OFFICE	R.....
		<u>REGION 5:</u> SUPPLY AND DELIVER STATIONERY ITEMS TO INSTITUTIONS WITHIN THE EDEN & CENTRAL KAROO DEPARTMENT OF HEALTH DISTRICT INCLUDING THE DISTRICT OFFICE	R.....
		NB: THIS TOTAL BID PRICE MUST BE THE SAME AS THAT REFLECTED ON THE WCBD 3.1 PRICING SCHEDULE	
		❖ All VAT and delivery cost must be included in the prices.	
		TOTAL BID AMOUNT	R.....



DESCRIPTION:

SERVICE: SUPPLY AND DELIVER STATIONERY ITEMS TO THE HEAD OFFICE, INSTITUTIONS/ HOSPITALS AND DISTRICT OFFICES OF THE DEPARTMENT OF HEALTH FOR THE PERIOD

BACKGROUND

It is the intention of the Department of Health, Western Cape Government to conclude a three (3) year departmental contract for the supply and delivery of stationery to all facilities and offices. It is the intention of the Department of Health to have the same quality products delivered to all its facilities and institutions. With this contract the Department of Health may contract with a single bidder or multiple bidders, for the full two years (in-line with the requirements of the Preferential Procurement Regulations) according to the services advertised.

The bidder must confirm that the following is complied with by indicating "YES" and by attaching the necessary documentation where required. By indicating "NO" the bidder confirms that it does not comply with the specifications and requirements.

PLEASE NOTE: DO NOT WRITE IN THE SHADED AREAS

DO NOT MAKE ADDITIONAL COMMENTS TO RELEVANT SPECIFICATIONS.

Bidders please note that you are required to indicate at paragraphs 1.1.1, 1.1.2, 1.1.3, 1.1.4, and 1.1.5 which of the services you intend submitting an offer for. The price of each item including VAT and delivery cost must be indicated on the addendums.

1.	DELIVERABLES		
1.1	The Service Provider must:		
1.1.1	REGION 1: Supply and deliver stationery items to hospitals/ institutions within the combined Metro Districts (Central, East, North & South) as well as Head Office in accordance with the specifications as reflected areas: Head Office - Cape Town (Metro) 4 Dorp Street, Cape Town; ARV Depot, 16 Chiappini Street, Cape Town; Norton Rose House – Cape Town 8 Riebeeck Street, Cape Town; Lady Michaelis Building Timour Hall (Attic), Road Plumstead; Clinical Engineering – Goodwood, inclusive of Hospital Engineering Services, Bellville and Zwaanswyk; Laundry Services, Tygerberg Hospital premises; Western Cape College of Nursing - Athlone; Groote Schuur Hospital, Observatory; Tygerberg Hospital; Red Cross War Memorial Children's Hospital, Rondebosch; Metro Regional Office – Bellville; Mowbray Maternity Hospital; New Somerset Hospital, Green point; Alexandra Hospital, Maitland; Stikland Hospital, Bellville; Valkenberg Hospital, Observatory; Lentegeur Hospital, Mitchells Plain; Western Cape Rehabilitation Centre, Mitchells Plain; Emergency Medical Services, Karl Bremer premises; Forensic Pathology Services, Tygerberg Hospital premises; Oral Health Services, Stellenbosch University premises, Tygerberg; Orthotic and Prosthetics Centre, Pinelands; Karl Bremer Hospital, Bellville; Bellville Health Park, Bellville; Eerste River Hospital; Khayelitsha Hospital; Helderberg Hospital, Victoria Hospital, Wynberg; Brooklyn Chest Hospital, Ysterplaat; Wesfleur Hospital, Atlantis; False Bay Hospital, Fish Hoek; Mitchell's Plain Hospital; Health Revitalization Project at Lentegeur).	YES	NO
1.1.2	REGION 2: Supply and deliver stationery items to hospitals/ institutions within the Cape Winelands District in accordance with the specifications as reflected areas: Worcester Hospital, Paarl Prov. Hospital, Brewelskloof Hospital, Ceres Hospital, Montagu Hospital, TC Newman Hospital, Robertson Prov. Hospital, Stellenbosch Prov. Hospital & Drakenstein Hospital.	YES	NO



1.1.3	REGION 3: Supply and deliver stationery items to hospitals/institutions within the Overberg District in accordance with the specifications as reflected areas: Otto du Plessis Hospital – Bredasdorp, Caledon Prov. Hospital, Hermanus Prov. Hospital & Swellendam Prov. Hospital.	YES	NO
1.1.4	REGION 4: Supply and deliver stationery items to hospitals/institutions within the West Coast District in accordance with the specifications as reflected areas: LAPA Munnik Hospital- Porterville, Citrusdal Prov. Hospital, Vredenburg Prov. Hospital, Vredendal Prov. Hospital, Swartland Hospital, Clanwilliam Hospital, Radie Kotze Hospital, Sontraal TB Hospital & ID Malmesbury Hospital.	YES	NO
1.1.5	REGION 5: Supply and deliver stationery items to hospitals/institutions within the Eden & Central Karoo District in accordance with the specifications as reflected areas: George Prov. Hospital, Alan Blyth Hospital, Knysna Prov. Hospital, Mossel Bay Hospital, Oudtshoorn Prov. Hospital, Riversdal Prov. Hospital, Uniondale Hospital, Harry Comay Hospital, Riversdal Hospital PHC Clinic, Nelspoort Hospital, Beaufort West Prov. Hospital, Laingsburg Hospital, Murraysburg Hospital & Prince Albert Hospital	YES	NO
1.6	The award will be done per region . It is however compulsory for bidders to bid on all the items per region and may not only quote on some items Failure to submit a quote or offer for all the items per region, will invalidate your offer.	YES	NO
1.7	<p>Firm prices</p> <p>Bidders must quote firm prices for the duration of this contract.</p> <p>Firm prices mean prices which are only subject to adjustments in accordance with the actual increase or decrease resulting from the changes, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding upon the contractor and demonstrably have an influence on the prices of any supplies, for the execution of the contract.</p> <p><u>Firm prices</u> linked to fixed period adjustments, i.e firm 1st, 2nd and 3rd year prices, only subject to the variables indicated in the above paragraph.</p>	YES	NO

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



BIDDERS NAME:

WCGHSC0365/1/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR A THREE (3) YEAR PERIOD.

NO	ITEM NAME	WESTERN CAPE GOVERNMENT HEALTH GOODS & SERVICES SOURCING BID OPENED @ 11:00 14: 07: 2023 1)..... 2) SIGNED SIGNED	UNIT OF MEASURE	COMMODITY	ITEM DESCRIPTION OFFERED (equal or similar to brand identified)
1	Clear, transparent, adhesive tape, 12mm x 66m		Each	adhesive tape	
2	Clear, transparent, adhesive tape, 18mm x 66m		Each	adhesive tape	
3	Clear, transparent, adhesive tape, 24mm x 66m		Each	adhesive tape	
4	Dispenser, dual core, 25mm core		Each	adhesive tape	
5	Double sided tape, 12mm x 33m		Each	adhesive tape	
6	Packaging tape, buff, 48mm x 100m		Each	adhesive tape	
7	Prestik 100g		Each	adhesive glue	
8	Glue stick 22 grams clear & quick solid glue - nontoxic - solvent free		Each	adhesive tape	
9	Glue stick 43 grams clear & quick solid glue - nontoxic - solvent free		Each	adhesive tape	
10	Magic tape, 12mm x 50m		Each	adhesive tape	
11	Masking tape, 18mm x 40m		Each	adhesive tape	
12	Masking tape, 24mm x 50m		Each	adhesive tape	
13	Masking tape, 36mm x 50m		Each	adhesive tape	
14	Masking tape, 48mm x 50m		Each	adhesive tape	
15	Masking tape, 72mm x 50m		Each	adhesive tape	
16	Packaging tape, clear, 48mm x 100m		Each	adhesive tape	
17	Tape legal Pink, 6mm x 20m		Each	adhesive tape	
18	Cube Refill paper, 90mm x 90mm, white		Each	books, pads & carbon	
19	A4 - 3 Quire quarter bound and thread sewn, hard cover Counter Book- Feint and Margin- 288pg,		Each	books, pads & carbon	
20	Duplicate A6 carbon book, feint ruled 105 x 148mm, soft		Each	books, pads & carbon	



	cover (100 pages)			
21	Duplicate A5 carbon book, soft cover, feint ruled 210 x 148mm (100 pages)	Each	books, pads & carbon	
22	Duplicate A4 carbon book, feint ruled 297 x 210mm, soft cover (100 pages)	Each	books, pads & carbon	
23	A4 Exam Pads 100 sheets, Punched, feint with margin,	Each	books, pads & carbon	
24	Staples 23/08 Heavy duty	Box/1000	Punches and staplers	
25	Notebook, Spiral, Feint Ruled, 210mm x148mm, 100 pages	Each	books, pads & carbon	
26	Cube Holder Desk, 90mm x 90mm	Each	books, pads & carbon	
27	Post-It Pad Notes, variety of colours per pack of 100 sheets, 76mm x 76mm Yellow	Pad/100	books, pads & carbon	
28	Post -It Flag pack of 100 sheets	Pad/100	books, pads & carbon	
29	Pop up flag, repositionable self-adhesive, 45 x 25mm, 100 sheets	Pad/100	books, pads & carbon	
30	Sign Here Flags, 25.4 x 43.6mm, 100 Flags Per Holder,	Pad/100	books, pads & carbon	
31	White board A4 Pastel 160gsm, printed both sides	Pack/500	books, pads & papers	
32	Blue board A4 Pastel 160gsm	Pack/500	books, pads & papers	
33	Green board A4 Pastel 160gsm	Pack/500	books, pads & papers	
34	Yellow board A4 Pastel 160gsm	Pack/500	books, pads & papers	
35	Pink board A4 Pastel 160gsm	Pack/500	books, pads & papers	
36	Carbon paper A4, Blue, per pack of 100 sheets	Pack	books, pads & papers	
37	12-digit display, LCD calculator, dual power, shift back key, percentage, mark up, square root, grand total	Each	calculators & adding machines	
38	CD-Rewritable Spindle 50/Pack 700MB	Pack/50	computer peripherals	
39	Flash Drive 32GB, memory stick	Each	computer peripherals	
40	Screen cleaning wipes 100 in bottle	Bottle/100	computer peripherals	
41	Punch, Office metal, 2hole, with removable confetti tray, 10 sheets of 80gsm punching capacity	Each	desktop & drawer accessories	
42	Finger Cones (NO.0) Small	Each	desktop & drawer accessories	



43	Finger Cones (NO.00) Extra Small	Each	desktop & drawer accessories	
44	Finger Cones (NO.1) Medium	Each	desktop & drawer accessories	
45	Finger Cones (NO.2) Large	Each	desktop & drawer accessories	
46	Finger Cones (NO.3) Extra Large	Each	desktop & drawer accessories	
47	Stapler, Pliers Type	Each	desktop & drawer accessories	
48	Paper Clip, Bulldog 75 mm - 100 Per Box	Box/100	desktop & drawer accessories	
49	Paper Clips, Silver, 33mm - 100 Per Box	Box/100	desktop & drawer accessories	
50	Paper Clips, Giant Silver Wavy, 78mm - 50 Per Box	Box/50	desktop & drawer accessories	
51	Paper Clips, Large Gem Clip, 50mm -100 Per Box	Box/100	desktop & drawer accessories	
52	Clip, foldback 51mm- 12 per box	Box/12	desktop & drawer accessories	
53	Pins, drawing 12mm plastic coated, assorted colours 100 per box	Box/100	desktop & drawer accessories	
54	Plastic rulers, 30cm, assorted colours, shatter resistant, opaque	Each	desktop & drawer accessories	
55	Staples - All Steel - 26/6, Box of 5000	Box/5000	desktop & drawer accessories	
56	Punch, metal, 2-hole, with adjustable paper & margin guide, handle lock with special hard rills, easy waste disposal, 72 sheets of 80gsm punching capacity,	Each	desktop & drawer accessories	
57	Rubber Bands, no. 16, 500g,	Pack	desktop & drawer accessories	
58	Rubber Bands, no. 32, 500g,	Pack	desktop & drawer accessories	
59	Rubber Bands, no. 38, 500g,	Pack	desktop & drawer accessories	
60	Rubber Bands, no. 64, 100g,	Pack	desktop & drawer accessories	

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



61	Staple remover, metal, for office and home use, locks closed, durable and high quality	Each	desktop & drawer accessories	
62	Staple remover, metal, heavy duty	Each	desktop & drawer accessories	
63	Stapler, Heavy Duty, Staples 100 Sheets for 23/10 staples	Each	desktop & drawer accessories	
64	Staples, Heavy Duty 23/13, per box	Each	desktop & drawer accessories	
65	Scissors, Office 21cm per each	Each	desktop & drawer accessories	
66	Vision letter tray set 320 x 235mm assorted colours 3 Tier must include stand and risers	Set	desktop & drawer accessories	
67	Treasury (filing laces) tags 38mm	Box/100	desktop & drawer accessories	
68	Treasury (filing laces) tags 102mm	Box/100	desktop & drawer accessories	
69	Metal Cutters 154mm	Each	desktop & drawer	
70	Sharpener pencil, 1 hole, metal silver	<div style="border: 1px solid black; padding: 5px; text-align: center;"> WESTERN CAPE GOVERNMENT HEALTH GOODS & SERVICES SOURCING BID OPENED @ 11:00 14: 07: 2023 1)..... 2) SIGNED SIGNED </div>		
71	Envelope C4, A4, 324 x 229mm, Brown, 250 Per Box			
72	Manilla Envelopes, DLB 110mm x 220mm, Seal Easi with window, Box of 500	Box	envelopes	
73	Manilla Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box	envelopes	
74	White Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box/500	Envelopes	
75	Envelope C4, A4, 324 x 229mm, White, 250 Per Box	Box/250	Envelopes	
76	Manilla Envelopes, C6, 114mm x 162mm, Seal Easi, no window, Box of 500	Box/500	Envelopes	
77	Manilla Ward Tags per box/1000 No.6	Box/1000	facilities management	
78	Pocket Filing Plastic Sleeves, A4 pack of 100, multi-punched, 50-micron	Pack	Files, filing & storage	
79	Binding Element Spiral Strips Black, 16mm	Box/100	Files, filing & storage	



80	Binding Element Spiral Strips Black, 32mm			
81	Binding Element Spiral Strips Black, 38mm	Box/50	Files, filing & storage	
82	Binding Element Spiral Strips Black, 45mm	Box/50	Files, filing & storage	
83	Binding Element Spiral Strips Black, 51mm	Box/50	Files, filing & storage	
84	Create A Cover, 25mm, A4, Quotation folder, PVC, flexible 2-hole filing mechanism with a filing capacity of up to 50 pages, heavy duty clear PVC front cover with a full cover pocket. Opaque rear cover and spine.	Each	Files, filing & storage	
85	Fastener Paper Indian Gem Clip 38mm	Box	Files, filing & storage	
86	File fasteners metal 50's - 8cm	Box/50	Files, filing & storage	
87	File Lever Arch 80mm A4 PVC Assorted Colours	Each	Files, filing & storage	
88	File Lever Arch, Cardboard, A4, 2Hole, 318mm Height, 80mm spine with plastic compressor, black mottled.	Each	Files, filing & storage	
89	File A4, Ring binder, 2 Ring, PVC, Polypropylene, Assorted colours	Each	Files, filing & storage	
90	File divider - A4 - numbered A to Z	Pack	Files, filing & storage	
91	Plastic sleeves, Extra durable 0.15mm foil thickness top and right opening assorted colours 100 per pack	Pack/100	Files, filing & storage	
92	Carboard storage box A4 STD ARC per each	Each	Files, filing & storage	
93	Box archive, tidy file 108 x 260 x 366mm	Each	Files, filing & storage	
94	File divider - A4 - extra wide 5 division	Each	Files, filing & storage	
95	File divider index 10 to view (blank, not numbered)	Each	Files, filing & storage	
96	File divider index January - December	Each	Files, filing & storage	
97	File divider index 1 - 12 (numbered)	Each	Files, filing & storage	
98	File divider index 1 - 31 (numbered)	Each	Files, filing & storage	
99	Bubble wrap 1250mm x100m, clear plastic	Roll	Files, filing & storage	
100	Corrugated Cardboard box 550 X 450 X 350, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20	Files, filing & storage	



101	Corrugated Cardboard box 480 x 380 x 230, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20	Files, filing & storage	
102	Corrugated Cardboard box 360 x 360 x 250, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20	Files, filing & storage	
103	Corrugated Cardboard box 380 x 280 x 180 boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20	Files, filing & storage	
104	Corrugated Cardboard box 300 x 230 x 300, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20	Files, filing & storage	
105	Corrugated Cardboard box 178 x 178 x 305, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25	Files, filing & storage	
106	Corrugated Cardboard box 255 x 155 x 150, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25	Files, filing & storage	
107	Clamp, book binding, file fasteners, silver	Box/100	Files, filing & storage	
108	Maxi tabs, Ideal for writing on & clearly marking reference tabs for books & files, 30mm x 70mm.	pack	files, filing & storage	
109	Ready sorter, 750 x 130mm, A-Z, 1-31, January-December, Mon-Sun	Each	files, filing & storage	
110	Suspension file A4 & foolscap kraft with encapsulated steel rods, clear plastic tabs and perforated label inserts included per box of 25	box/25	Files, filing & storage	
111	Carry folder plastic with button closure, 160-micron	Each	Files, filing & storage	
112	Expanding file, PVC, 6 division with labels, assorted colours	Each	Files, filing & storage	
113	Ring reinforcement, self-adhesive white, per box of 250	box/250	labels & labelling machines	
114	Labels colour code, self-adhesive, colour coding, stock	box/700	labels & labelling	



	control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 10mm Red, round per box/700			
115	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 19mm Blue, round per box/250	box/250	labels & labelling machines	
116	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 25mm Green, round per box/125	box/125	labels & labelling machines	
117	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 32mm Yellow, round per box/75	box/75	labels & labelling machines	
118	Punched Flipchart paper (newsprint), economy, 50 sheets, 590 x 840mm	Each	Paper & board	
119	A3 Laminating Pouches 100 Micron, 100 per box	Box/100	presentation, conference	
120	A4 Laminating Pouches 100 Micron, 100 per box	Box/100	presentation, conference	
121	Eraser whiteboard, non-magnetic 145 x 55mm	Each	presentation, conference	
122	Eraser whiteboard, magnetic 145 x 55mm	Each	presentation, conference	
123	Refill for magnetic eraser 145 x 55mm per pack of 12	pack/12	presentation, conference	
124	Stamp pads 110 x 70mm	Each	Rubber stamps & daters	
125	Endorsing ink for stamp pads, black, 30ml	Bottle	Rubber stamps & daters	
126	Endorsing ink for stamp pads, red, 30ml	Bottle	Rubber stamps & daters	
127	Black retractable pen, medium point, 50 in a box	Box/50	writing & correction instruments	
128	Blue retractable pen, medium point, 50 in a box	Box/50	writing & correction instruments	
129	Red retractable pen, medium point, 50 in a box	Box/50	writing & correction instruments	
130	Eraser - Large - Wrapped in Plastic, White Colour, 65mm x 22mm x 12mm,	Each	writing & correction instruments	
131	Highlighters, Lilac	Box	writing & correction instruments	



132	Highlighters, Yellow	Box	writing & correction instruments	
133	Highlighters, Orange	Box	writing & correction instruments	
134	Highlighters, Lime	Box	writing & correction instruments	
135	Highlighters, Pink	Box	writing & correction instruments	
136	Highlighters, Light Blue	Box	writing & correction instruments	
137	Pencils, sharpened, HB, 12 per box	Box	writing & correction instruments	
138	Pens, Black - Artline Ballpoint 1.0mm ball -Box of 12	Box	writing & correction instruments	
139	Pens, Blue - Artline Ballpoint 1.0mm ball, Box of 12	Box	writing & correction instruments	
140	Pens, Red - Artline Ballpoint 1.0mm ball - Box of 12	Box	writing & correction instruments	
141	Pens, Black, pentel 0.7mm superb ballpoint pen BK77A	Box	writing & correction instruments	
142	White Board Cleaner bottle per 250ml	Bottle	writing & correction instruments	
143	White Board Marker – Black, 10 per pack	Pack	writing & correction instruments	
144	White Board Marker - Dark Blue 10 per pack	Pack	writing & correction instruments	
145	White Board Marker - Green 10 per pack	Pack	writing & correction instruments	
146	White Board Marker - Red 10 per pack	Pack	writing & correction instruments	
147	Permanent Marker Red, bullet tip, 1,5mm	Box/12	writing & correction instruments	
148	Permanent Marker Blue, bullet tip, 1,5mm	Box/12	writing & correction instruments	
149	Permanent Marker Black, bullet tip, 1,5mm	Box/12	writing & correction instruments	
150	Permanent Marker Green, bullet tip, 1,5mm	Box/12	writing & correction instruments	
151	Permanent Marker Black, chisel tip, 1,5mm	Box/12	writing & correction	



			instruments	
152	Permanent Marker Red, chisel tip, 1,5mm	Box/12	writing & correction instruments	
153	Correctional fluid Pen 18ml, with fine metal point and click cap	Each	writing & correction instruments	
154	File- A- Drawer, contents of up to 8 lever arch files on backing boards. The drawer has a front and rear handle for easy transport around the workplace. Can be used with the Stack – A-Trainer and Compu-Stacka, 5 units per pack, Code description size(mm) 080060 File-A-Drawer (Kraft) 490L x 370W X 290H	Pack/5	SFS Offsite Storage Box	
155	staples 23/08 Heavy duty			

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)

SIGNED

SIGNED



BIDDERS PRICE SCHEDULE OF REGION 1:

WCGHSC0365/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR PRICE A THREE (3) YEAR PERIOD.

NO	ITEM NAME	UNIT OF MEASURE	YEAR 1 PRICE	YEAR 2 PRICE	YEAR 3 PRICE
1	Clear, transparent, adhesive tape, 12mm x 66m	Each			
2	Clear, transparent, adhesive tape, 18mm x 66m	Each			
3	Clear, transparent, adhesive tape, 24mm x 66m	Each			
4	Dispenser, dual core, 25mm core	Each			
5	Double sided tape, 12mm x 33m	Each			
6	Packaging tape, buff, 48mm x 100m	Each			
7	Prestik 100g	Each			
8	Glue stick 22 grams clear & quick solid glue - nontoxic - solvent free	Each			
9	Glue stick 43 grams clear & quick solid glue - nontoxic - solvent free	Each			
10	Magic tape, 12mm x 50m	Each			
11	Masking tape, 18mm x 40m	Each			
12	Masking tape, 24mm x 50m	Each			
13	Masking tape, 36mm x 50m	Each			
14	Masking tape, 48mm x 50m	Each			
15	Masking tape, 72mm x 50m	Each			
16	Packaging tape, clear, 48mm x 100m	Each			
17	Tape legal Pink, 6mm x 20m	Each			
18	Cube Refill paper, 90mm x 90mm, white	Each			
19	A4 - 3 Quire quarter bound and thread sewn, hard cover Counter Book- Feint and Margin- 288pg,	Each			
20	Duplicate A6 carbon book, feint ruled 105 x 148mm, soft cover (100 pages)	Each			
21	Duplicate A5 carbon book, soft cover, feint ruled 210 x 148mm (100 pages)	Each			
22	Duplicate A4 carbon book, feint ruled 297 x 210mm, soft cover (100 pages)	Each			



23	A4 Exam Pads 100 sheets, Punched, feint with margin,	Each			
24	Staples 23/08 Heavy duty	Box/1000			
25	Notebook, Spiral, Feint Ruled, 210mm x148mm, 100 pages	Each			
26	Cube Holder Desk, 90mm x 90mm	Each			
27	Post-It Pad Notes, variety of colours per pack of 100 sheets, 76mm x 76mm Yellow	Pad/100			
28	Post -It Flag pack of 100 sheets	Pad/100			
29	Pop up flag, repositionable self-adhesive, 45 x 25mm, 100 sheets	Pad/100			
30	Sign Here Flags, 25.4 x 43.6mm, 100 Flags Per Holder,	Pad/100			
31	White board A4 Pastel 160gsm, printed both sides	Pack/500			
32	Blue board A4 Pastel 160gsm	Pack/500			
33	Green board A4 Pastel 160gsm	Pack/500			
34	Yellow board A4 Pastel 160gsm	Pack/500			
35	Pink board A4 Pastel 160gsm	Pack/500			
36	Carbon paper A4, Blue, per pack of 100 sheets	Pack			
37	12-digit display, LCD calculator, dual power, shift back key, percentage, mark up, square root, grand total	Each			
38	CD-Rewritable Spindle 50/Pack 700MB	Pack/50			
39	Flash Drive 32GB, memory stick	Each			
40	Screen cleaning wipes 100 in bottle	Bottle/100			
41	Punch, Office metal, 2hole, with removable confetti tray, 10 sheets of 80gsm punching capacity	Each			
42	Finger Cones (NO.0) Small	Each			
43	Finger Cones (NO.00) Extra Small	Each			
44	Finger Cones (NO.1) Medium	Each			
45	Finger Cones (NO.2) Large	Each			
46	Finger Cones (NO.3) Extra Large	Each			
47	Stapler, Pliers Type	Each			
48	Paper Clip, Bulldog 75 mm - 100 Per Box	Box/100			

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



49	Paper Clips, Silver, 33mm - 100 Per Box	Box/100			
50	Paper Clips, Giant Silver Wavy, 78mm - 50 Per Box	Box/50			
51	Paper Clips, Large Gem Clip, 50mm - 100 Per Box	Box/100			
52	Clip, foldback 51mm- 12 per box	Box/12			
53	Pins, drawing 12mm plastic coated, assorted colours 100 per box	Box/100			
54	Plastic rulers, 30cm, assorted colours, shatter resistant, opaque	Each			
55	Staples - All Steel - 26/6, Box of 5000	Box/5000			
56	Punch, metal, 2-hole, with adjustable paper & margin guide, handle lock with special hard rills, easy waste disposal, 72 sheets of 80gsm punching capacity,	Each			
57	Rubber Bands, no. 16, 500g,	Pack			
58	Rubber Bands, no. 32, 500g,	Pack			
59	Rubber Bands, no. 38, 500g,	Pack			
60	Rubber Bands, no. 64, 100g,	Pack			
61	Staple remover, metal, for office and home use, locks closed, durable and high quality	Each			
62	Staple remover, metal, heavy duty	Each			
63	Stapler, Heavy Duty, Staples 100 Sheets for 23/10 staples	Each			
64	Staples, Heavy Duty 23/13, per box	Each			
65	Scissors, Office 21cm per each	Each			
66	Vision letter tray set 320 x 235mm assorted colours 3 Tier must include stand and risers	Set			
67	Treasury (filing laces) tags 38mm	Box/100			
68	Treasury (filing laces) tags 102mm	Box/100			
69	Metal Cutters 154mm	Each			
70	Sharpener pencil, 1 hole, metal silver	Each			
71	Envelope C4, A4, 324 x 229mm, Brown, 250 Per Box	Box			

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



Grenville.

1)..... 2)
SIGNED SIGNED

72	Manilla Envelopes, DLB 110mm x 220mm, Seal Easi with window, Box of 500	Box			
73	Manilla Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box			
74	White Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box/500			
75	Envelope C4, A4, 324 x 229mm, White, 250 Per Box	Box/250			
76	Manilla Envelopes, C6, 114mm x 162mm, Seal Easi, no window, Box of 500	Box/500			
77	Manilla Ward Tags per box/1000	Box/1000			
78	Pocket Filing Plastic Sleeves, A4 pack of 100, multi-punched, 50-micron	Pack			
79	Binding Element Spiral Strips Black, 16mm	Box/100			
80	Binding Element Spiral Strips Black, 32mm	Box/50			
81	Binding Element Spiral Strips Black, 38mm	Box/50			
82	Binding Element Spiral Strips Black, 45mm	Box/50			
83	Binding Element Spiral Strips Black, 51mm	Box/50			
84	Create A Cover, 25mm, A4, Quotation folder, PVC, flexible 2-hole filing mechanism with a filing capacity of up to 50 pages, heavy duty clear PVC front cover with a full cover pocket. Opaque rear cover and spine.	Each			
85	Fastener Paper Indian Gem Clip 38mm	Box			
86	File fasteners metal 50's - 8cm	Box/50			
87	File Lever Arch 80mm A4 PVC Assorted Colours	Each			
88	File Lever Arch, Cardboard, A4, 2Hole, 318mm Height, 80mm spine with plastic compressor, black mottled.	Each			
89	File A4, Ring binder, 2 Ring, PVC, Polypropylene, Assorted colours	Each			
90	File divider - A4 - numbered A to Z	Pack			
91	Plastic sleeves, Extra durable 0.15mm foil thickness top and right opening assorted colours 100 per pack	Pack/100			



92	Carboard storage box A4 STD ARC per each	Each			
93	Box archive, tidy file 108 x 260 x 366mm	Each			
94	File divider - A4 - extra wide 5 division	Each			
95	File divider index 10 to view (blank, not numbered)	Each			
96	File divider index January - December	Each			
97	File divider index 1 - 12 (numbered)	Each			
98	File divider index 1 - 31 (numbered)	Each			
99	Bubble wrap 1250mm x100m, clear plastic	Roll			
100	Corrugated Cardboard box 550 X 450 X 350, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
101	Corrugated Cardboard box 480 x 380 x 230, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
102	Corrugated Cardboard box 360 x 360 x 250, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
103	Corrugated Cardboard box 380 x 280 x 180 boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
104	Corrugated Cardboard box 300 x 230 x 300, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
105	Corrugated Cardboard box 178 x 178 x 305, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25			
106	Corrugated Cardboard box 255 x 155 x 150, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra	Pack/25			



	strength is needed				
107	Clamp, book binding, file fasteners, silver	Box/100			
108	Maxi tabs, Ideal for writing on & clearly marking reference tabs for books & files, 30mm x 70mm.	pack			
109	Ready sorter, 750 x 130mm, A-Z, 1-31, January-December, Mon-Sun	Each			
110	Suspension file A4 & foolscap kraft with encapsulated steel rods, clear plastic tabs and perforated label inserts included per box of 25	box/25			
111	Carry folder plastic with button closure, 160-micron	Each			
112	Expanding file, PVC, 6 division with labels, assorted colours	Each			
113	Ring reinforcement, self-adhesive white, per box of 250	box/250			
114	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 10mm Red, round per box/700	box/700			
115	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 19mm Blue, round per box/250	box/250			
116	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 25mm Green, round per box/125	box/125			
117	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 32mm Yellow, round per box/75	box/75			
118	Punched Flipchart paper (newsprint), economy, 50 sheets, 590 x 840mm	Each			
119	A3 Laminating Pouches 100 Micron, 100 per box	Box/100			
120	A4 Laminating Pouches 100 Micron, 100 per box	Box/100			
121	Eraser whiteboard, non-magnetic 145 x 55mm	Each			



122	Eraser whiteboard, magnetic 145 x 55mm	Each			
123	Refill for magnetic eraser 145 x 55mm per pack of 12	pack/12			
124	Stamp pads 110 x 70mm	Each			
125	Endorsing ink for stamp pads, black, 30ml	Bottle			
126	Endorsing ink for stamp pads, red, 30ml	Bottle			
127	Black retractable pen, medium point, 50 in a box	Box/50			
128	Blue retractable pen, medium point, 50 in a box	Box/50			
129	Red retractable pen, medium point, 50 in a box	Box/50			
130	Eraser - Large - Wrapped in Plastic, White Colour, 65mm x 22mm x 12mm,	Each			
131	Highlighters, Lilac	Box			
132	Highlighters, Yellow	Box			
133	Highlighters, Orange	Box			
134	Highlighters, Lime	Box			
135	Highlighters, Pink	Box			
136	Highlighters, Light Blue	Box			
137	Pencils, sharpened, HB, 12 per box	Box			
138	Pens, Black - Artline Ballpoint 1.0mm ball -Box of 12	Box			
139	Pens, Blue - Artline Ballpoint 1.0mm ball, Box of 12	Box			
140	Pens, Red - Artline Ballpoint 1.0mm ball - Box of 12	Box			
141	Pens, Black, pentel 0.7mm superb ballpoint pen BK77A	Box			
142	White Board Cleaner bottle per 250ml	Bottle			
143	White Board Marker – Black, 10 per pack	Pack			
144	White Board Marker - Dark Blue 10 per pack	Pack			
145	White Board Marker - Green 10 per pack	Pack			
146	White Board Marker - Red 10 per pack	Pack			
147	Permanent Marker Red, bullet tip, 1,5mm	Box/12			



148	Permanent Marker Blue, bullet tip, 1,5mm	Box/12			
149	Permanent Marker Black, bullet tip, 1,5mm	Box/12			
150	Permanent Marker Green, bullet tip, 1,5mm	Box/12			
151	Permanent Marker Black, chisel tip, 1,5mm	Box/12			
152	Permanent Marker Red, chisel tip, 1,5mm	Box/12			
153	Correctional fluid Pen 18ml, with fine metal point and click cap	Each			
154	File- A- Drawer, contents of up to 8 lever arch files on backing boards. The drawer has a front and rear handle for easy transport around the workplace. Can be used with the Stack – A-Trainer and Compu-Stacka, 5 units per pack, Code description size(mm) 080060 File-A-Drawer (Kraft) 490L x 370W X 290H	Pack/5			

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)

SIGNED

SIGNED



BIDDERS PRICE SCHEDULE OF REGION 2:

WCGHSC0365/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR PRICE A THREE (3) YEAR PERIOD.

NO	ITEM NAME	UNIT OF MEASURE	YEAR 1 PRICE	YEAR 2 PRICE	YEAR 3 PRICE
1	Clear, transparent, adhesive tape, 12mm x 66m	Each			
2	Clear, transparent, adhesive tape, 18mm x 66m	Each			
3	Clear, transparent, adhesive tape, 24mm x 66m	Each			
4	Dispenser, dual core, 25mm core	Each			
5	Double sided tape, 12mm x 33m	Each			
6	Packaging tape, buff, 48mm x 100m	Each			
7	Prestik 100g	Each			
8	Glue stick 22 grams clear & quick solid glue - nontoxic - solvent free	Each			
9	Glue stick 43 grams clear & quick solid glue - nontoxic - solvent free	Each			
10	Magic tape, 12mm x 50m	Each			
11	Masking tape, 18mm x 40m	Each			
12	Masking tape, 24mm x 50m	Each			
13	Masking tape, 36mm x 50m	Each			
14	Masking tape, 48mm x 50m	Each			
15	Masking tape, 72mm x 50m	Each			
16	Packaging tape, clear, 48mm x 100m	Each			
17	Tape legal Pink, 6mm x 20m	Each			
18	Cube Refill paper, 90mm x 90mm, white	Each			
19	A4 - 3 Quire quarter bound and thread sewn, hard cover Counter Book- Feint and Margin- 288pg,	Each			
20	Duplicate A6 carbon book, feint ruled 105 x 148mm, soft cover (100 pages)	Each			
21	Duplicate A5 carbon book, soft cover, feint ruled 210 x 148mm (100 pages)	Each			



22	Duplicate A4 carbon book, feint ruled 297 x 210mm, soft cover (100 pages)	Each			
23	A4 Exam Pads 100 sheets, Punched, feint with margin,	Each			
24	Staples 23/08 Heavy duty	Box/1000			
25	Notebook, Spiral, Feint Ruled, 210mm x148mm, 100 pages	Each			
26	Cube Holder Desk, 90mm x 90mm	Each			
27	Post-It Pad Notes, variety of colours per pack of 100 sheets, 76mm x 76mm Yellow	Pad/100			
28	Post -It Flag pack of 100 sheets	Pad/100			
29	Pop up flag, repositionable self-adhesive, 45 x 25mm, 100 sheets	Pad/100			
30	Sign Here Flags, 25.4 x 43.6mm, 100 Flags Per Holder,	Pad/100			
31	White board A4 Pastel 160gsm, printed both sides	Pack/500			
32	Blue board A4 Pastel 160gsm	Pack/500			
33	Green board A4 Pastel 160gsm	Pack/500			
34	Yellow board A4 Pastel 160gsm	Pack/500			
35	Pink board A4 Pastel 160gsm	Pack/500			
36	Carbon paper A4, Blue, per pack of 100 sheets	Pack			
37	12-digit display, LCD calculator, dual power, shift back key, percentage, mark up, square root, grand total	Each			
38	CD-Rewritable Spindle 50/Pack 700MB	Pack/50			
39	Flash Drive 32GB, memory stick	Each			
40	Screen cleaning wipes 100 in bottle	Bottle/100			
41	Punch, Office metal, 2hole, with removable confetti tray, 10 sheets of 80gsm punching capacity	Each			
42	Finger Cones (NO.0) Small	Each			
43	Finger Cones (NO.00) Extra Small	Each			
44	Finger Cones (NO.1) Medium	Each			
45	Finger Cones (NO.2) Large	Each			
46	Finger Cones (NO.3) Extra Large	Each			



47	Stapler, Pliers Type	Each			
48	Paper Clip, Bulldog 75 mm - 100 Per Box	Box/100			
49	Paper Clips, Silver, 33mm - 100 Per Box	Box/100			
50	Paper Clips, Giant Silver Wavy, 78mm - 50 Per Box	Box/50			
51	Paper Clips, Large Gem Clip, 50mm - 100 Per Box	Box/100			
52	Clip, foldback 51mm- 12 per box	Box/12			
53	Pins, drawing 12mm plastic coated, assorted colours 100 per box	Box/100			
54	Plastic rulers, 30cm, assorted colours, shatter resistant, opaque	Each			
55	Staples - All Steel - 26/6, Box of 5000	Box/5000			
56	Punch, metal, 2-hole, with adjustable paper & margin guide, handle lock with special hard rills, easy waste disposal, 72 sheets of 80gsm punching capacity,	Each			
57	Rubber Bands, no. 16, 500g,	Pack			
58	Rubber Bands, no. 32, 500g,	Pack			
59	Rubber Bands, no. 38, 500g,	Pack			
60	Rubber Bands, no. 64, 100g,	Pack			
61	Staple remover, metal, for office and home use, locks closed, durable and high quality	Each			
62	Staple remover, metal, heavy duty	Each			
63	Stapler, Heavy Duty, Staples 100 Sheets for 23/10 staples	Each			
64	Staples, Heavy Duty 23/13, per box	Each			
65	Scissors, Office 21cm per each	Each			
66	Vision letter tray set 320 x 235mm assorted colours 3 Tier must include stand and risers	Set			
67	Treasury (filing laces) tags 38mm	Box/100			
68	Treasury (filing laces) tags 102mm	Box/100			
69	Metal Cutters 154mm	Each			
70	Sharpener pencil, 1 hole, metal silver	Each			



71	Envelope C4, A4, 324 x 229mm, Brown, 250 Per Box	Box			
72	Manilla Envelopes, DLB 110mm x 220mm, Seal Easi with window, Box of 500	Box			
73	Manilla Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box			
74	White Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box/500			
75	Envelope C4, A4, 324 x 229mm, White, 250 Per Box	Box/250			
76	Manilla Envelopes, C6, 114mm x 162mm, Seal Easi, no window, Box of 500	Box/500			
77	Manilla Ward Tags per box/1000	Box/1000			
78	Pocket Filing Plastic Sleeves, A4 pack of 100, multi-punched, 50-micron	Pack			
79	Binding Element Spiral Strips Black, 16mm	Box/100			
80	Binding Element Spiral Strips Black, 32mm	Box/50			
81	Binding Element Spiral Strips Black, 38mm	Box/50			
82	Binding Element Spiral Strips Black, 45mm	Box/50			
83	Binding Element Spiral Strips Black, 51mm	Box/50			
84	Create A Cover, 25mm, A4, Quotation folder, PVC, flexible 2-hole filing mechanism with a filing capacity of up to 50 pages, heavy duty clear PVC front cover with a full cover pocket. Opaque rear cover and spine.	Each			
85	Fastener Paper Indian Gem Clip 38mm	Box			
86	File fasteners metal 50's - 8cm	Box/50			
87	File Lever Arch 80mm A4 PVC Assorted Colours	Each			
88	File Lever Arch, Cardboard, A4, 2Hole, 318mm Height, 80mm spine with plastic compressor, black mottled.	Each			
89	File A4, Ring binder, 2 Ring, PVC, Polypropylene, Assorted colours	Each			
90	File divider - A4 - numbered A to Z	Pack			
91	Plastic sleeves, Extra durable 0.15mm foil thickness top and right opening assorted colours 100 per pack	Pack/100			



92	Carboard storage box A4 STD ARC per each	Each			
93	Box archive, tidy file 108 x 260 x 366mm	Each			
94	File divider - A4 - extra wide 5 division	Each			
95	File divider index 10 to view (blank, not numbered)	Each			
96	File divider index January - December	Each			
97	File divider index 1 - 12 (numbered)	Each			
98	File divider index 1 - 31 (numbered)	Each			
99	Bubble wrap 1250mm x100m, clear plastic	Roll			
100	Corrugated Cardboard box 550 X 450 X 350, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
101	Corrugated Cardboard box 480 x 380 x 230, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
102	Corrugated Cardboard box 360 x 360 x 250, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
103	Corrugated Cardboard box 380 x 280 x 180 boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
104	Corrugated Cardboard box 300 x 230 x 300, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
105	Corrugated Cardboard box 178 x 178 x 305, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25			
106	Corrugated Cardboard box 255 x 155 x 150, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra	Pack/25			



	strength is needed				
107	Clamp, book binding, file fasteners, silver	Box/100			
108	Maxi tabs, Ideal for writing on & clearly marking reference tabs for books & files, 30mm x 70mm.	pack			
109	Ready sorter, 750 x 130mm, A-Z, 1-31, January-December, Mon-Sun	Each			
110	Suspension file A4 & foolscap kraft with encapsulated steel rods, clear plastic tabs and perforated label inserts included per box of 25	box/25			
111	Carry folder plastic with button closure, 160-micron	Each			
112	Expanding file, PVC, 6 division with labels, assorted colours	Each			
113	Ring reinforcement, self-adhesive white, per box of 250	box/250			
114	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 10mm Red, round per box/700	box/700			
115	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 19mm Blue, round per box/250	box/250			
116	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 25mm Green, round per box/125	box/125			
117	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 32mm Yellow, round per box/75	box/75			
118	Punched Flipchart paper (newsprint), economy, 50 sheets, 590 x 840mm	Each			
119	A3 Laminating Pouches 100 Micron, 100 per box	Box/100			
120	A4 Laminating Pouches 100 Micron, 100 per box	Box/100			
121	Eraser whiteboard, non-magnetic 145 x 55mm	Each			



122	Eraser whiteboard, magnetic 145 x 55mm	Each			
123	Refill for magnetic eraser 145 x 55mm per pack of 12	pack/12			
124	Stamp pads 110 x 70mm	Each			
125	Endorsing ink for stamp pads, black, 30ml	Bottle			
126	Endorsing ink for stamp pads, red, 30ml	Bottle			
127	Black retractable pen, medium point, 50 in a box	Box/50			
128	Blue retractable pen, medium point, 50 in a box	Box/50			
129	Red retractable pen, medium point, 50 in a box	Box/50			
130	Eraser - Large - Wrapped in Plastic, White Colour, 65mm x 22mm x 12mm,	Each			
131	Highlighters, Lilac	Box			
132	Highlighters, Yellow	Box			
133	Highlighters, Orange	Box			
134	Highlighters, Lime	Box			
135	Highlighters, Pink	Box			
136	Highlighters, Light Blue	Box			
137	Pencils, sharpened, HB, 12 per box	Box			
138	Pens, Black - Artline Ballpoint 1.0mm ball -Box of 12	Box			
139	Pens, Blue - Artline Ballpoint 1.0mm ball, Box of 12	Box			
140	Pens, Red - Artline Ballpoint 1.0mm ball - Box of 12	Box			
141	Pens, Black, pentel 0.7mm superb ballpoint pen BK77A	Box			
142	White Board Cleaner bottle per 250ml	Bottle			
143	White Board Marker – Black, 10 per pack	Pack			
144	White Board Marker - Dark Blue 10 per pack	Pack			
145	White Board Marker - Green 10 per pack	Pack			
146	White Board Marker - Red 10 per pack	Pack			
147	Permanent Marker Red, bullet tip, 1,5mm	Box/12			



148	Permanent Marker Blue, bullet tip, 1,5mm	Box/12			
149	Permanent Marker Black, bullet tip, 1,5mm	Box/12			
150	Permanent Marker Green, bullet tip, 1,5mm	Box/12			
151	Permanent Marker Black, chisel tip, 1,5mm	Box/12			
152	Permanent Marker Red, chisel tip, 1,5mm	Box/12			
153	Correctional fluid Pen 18ml, with fine metal point and click cap	Each			
154	File- A- Drawer, contents of up to 8 lever arch files on backing boards. The drawer has a front and rear handle for easy transport around the workplace. Can be used with the Stack – A-Trainer and Compu-Stacka, 5 units per pack, Code description size(mm) 080060 File-A-Drawer (Kraft) 490L x 370W X 290H	Pack/5			

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

Health
Mr G Carelse

Directorate Supply Chain Sourcing

Grenville.carelse@westerncape.gov.za | Tel: 021 8349009

**WCGHSC0365/1/2022
WCBD 3.1**

BIDDERS PRICE SCHEDULE OF REGION 3:

WCGHSC0365/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR PRICE A THREE (3) YEAR PERIOD.

NO	ITEM NAME	UNIT OF MEASURE	YEAR 1 PRICE	YEAR 2 PRICE	YEAR 3 PRICE
1	Clear, transparent, adhesive tape, 12mm x 66m	Each			
2	Clear, transparent, adhesive tape, 18mm x 66m	Each			
3	Clear, transparent, adhesive tape, 24mm x 66m	Each			
4	Dispenser, dual core, 25mm core	Each			
5	Double sided tape, 12mm x 33m	Each			
6	Packaging tape, buff, 48mm x 100m	Each			
7	Prestik 100g	Each			
8	Glue stick 22 grams clear & quick solid glue - nontoxic - solvent free	Each			
9	Glue stick 43 grams clear & quick solid glue - nontoxic - solvent free	Each			
10	Magic tape, 12mm x 50m	Each			
11	Masking tape, 18mm x 40m	Each			
12	Masking tape, 24mm x 50m	Each			
13	Masking tape, 36mm x 50m	Each			
14	Masking tape, 48mm x 50m	Each			
15	Masking tape, 72mm x 50m	Each			
16	Packaging tape, clear, 48mm x 100m	Each			
17	Tape legal Pink, 6mm x 20m	Each			
18	Cube Refill paper, 90mm x 90mm, white	Each			
19	A4 - 3 Quire quarter bound and thread sewn, hard cover Counter Book- Feint and Margin- 288pg,	Each			
20	Duplicate A6 carbon book, feint ruled 105 x 148mm, soft cover (100 pages)	Each			
21	Duplicate A5 carbon book, soft cover, feint ruled 210 x 148mm (100 pages)	Each			



22	Duplicate A4 carbon book, feint ruled 297 x 210mm, soft cover (100 pages)	Each			
23	A4 Exam Pads 100 sheets, Punched, feint with margin,	Each			
24	Staples 23/08 Heavy duty	Box/1000			
25	Notebook, Spiral, Feint Ruled, 210mm x148mm, 100 pages	Each			
26	Cube Holder Desk, 90mm x 90mm	Each			
27	Post-It Pad Notes, variety of colours per pack of 100 sheets, 76mm x 76mm Yellow	Pad/100			
28	Post -It Flag pack of 100 sheets	Pad/100			
29	Pop up flag, repositionable self-adhesive, 45 x 25mm, 100 sheets	Pad/100			
30	Sign Here Flags, 25.4 x 43.6mm, 100 Flags Per Holder,	Pad/100			
31	White board A4 Pastel 160gsm, printed both sides	Pack/500			
32	Blue board A4 Pastel 160gsm	Pack/500			
33	Green board A4 Pastel 160gsm	Pack/500			
34	Yellow board A4 Pastel 160gsm	Pack/500			
35	Pink board A4 Pastel 160gsm	Pack/500			
36	Carbon paper A4, Blue, per pack of 100 sheets	Pack			
37	12-digit display, LCD calculator, dual power, shift back key, percentage, mark up, square root, grand total	Each			
38	CD-Rewritable Spindle 50/Pack 700MB	Pack/50			
39	Flash Drive 32GB, memory stick	Each			
40	Screen cleaning wipes 100 in bottle	Bottle/100			
41	Punch, Office metal, 2hole, with removable confetti tray, 10 sheets of 80gsm punching capacity	Each			
42	Finger Cones (NO.0) Small	Each			
43	Finger Cones (NO.00) Extra Small	Each			
44	Finger Cones (NO.1) Medium	Each			
45	Finger Cones (NO.2) Large	Each			
46	Finger Cones (NO.3) Extra Large	Each			



47	Stapler, Pliers Type	Each			
48	Paper Clip, Bulldog 75 mm - 100 Per Box	Box/100			
49	Paper Clips, Silver, 33mm - 100 Per Box	Box/100			
50	Paper Clips, Giant Silver Wavy, 78mm - 50 Per Box	Box/50			
51	Paper Clips, Large Gem Clip, 50mm - 100 Per Box	Box/100			
52	Clip, foldback 51mm- 12 per box	Box/12			
53	Pins, drawing 12mm plastic coated, assorted colours 100 per box	Box/100			
54	Plastic rulers, 30cm, assorted colours, shatter resistant, opaque	Each			
55	Staples - All Steel - 26/6, Box of 5000	Box/5000			
56	Punch, metal, 2-hole, with adjustable paper & margin guide, handle lock with special hard rills, easy waste disposal, 72 sheets of 80gsm punching capacity,	Each			
57	Rubber Bands, no. 16, 500g,	Pack			
58	Rubber Bands, no. 32, 500g,	Pack			
59	Rubber Bands, no. 38, 500g,	Pack			
60	Rubber Bands, no. 64, 100g,	Pack			
61	Staple remover, metal, for office and home use, locks closed, durable and high quality	Each			
62	Staple remover, metal, heavy duty	Each			
63	Stapler, Heavy Duty, Staples 100 Sheets for 23/10 staples	Each			
64	Staples, Heavy Duty 23/13, per box	Each			
65	Scissors, Office 21cm per each	Each			
66	Vision letter tray set 320 x 235mm assorted colours 3 Tier must include stand and risers	Set			
67	Treasury (filing laces) tags 38mm	Box/100			
68	Treasury (filing laces) tags 102mm	Box/100			
69	Metal Cutters 154mm	Each			
70	Sharpener pencil, 1 hole, metal silver	Each			



71	Envelope C4, A4, 324 x 229mm, Brown, 250 Per Box	Box			
72	Manilla Envelopes, DLB 110mm x 220mm, Seal Easi with window, Box of 500	Box			
73	Manilla Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box			
74	White Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box/500			
75	Envelope C4, A4, 324 x 229mm, White, 250 Per Box	Box/250			
76	Manilla Envelopes, C6, 114mm x 162mm, Seal Easi, no window, Box of 500	Box/500			
77	Manilla Ward Tags per box/1000	Box/1000			
78	Pocket Filing Plastic Sleeves, A4 pack of 100, multi-punched, 50-micron	Pack			
79	Binding Element Spiral Strips Black, 16mm	Box/100			
80	Binding Element Spiral Strips Black, 32mm	Box/50			
81	Binding Element Spiral Strips Black, 38mm	Box/50			
82	Binding Element Spiral Strips Black, 45mm	Box/50			
83	Binding Element Spiral Strips Black, 51mm	Box/50			
84	Create A Cover, 25mm, A4, Quotation folder, PVC, flexible 2-hole filing mechanism with a filing capacity of up to 50 pages, heavy duty clear PVC front cover with a full cover pocket. Opaque rear cover and spine.	Each			
85	Fastener Paper Indian Gem Clip 38mm	Box			
86	File fasteners metal 50's - 8cm	Box/50			
87	File Lever Arch 80mm A4 PVC Assorted Colours	Each			
88	File Lever Arch, Cardboard, A4, 2Hole, 318mm Height, 80mm spine with plastic compressor, black mottled.	Each			
89	File A4, Ring binder, 2 Ring, PVC, Polypropylene, Assorted colours	Each			
90	File divider - A4 - numbered A to Z	Pack			
91	Plastic sleeves, Extra durable 0.15mm foil thickness top and right opening assorted colours 100 per pack	Pack/100			



92	Carboard storage box A4 STD ARC per each	Each			
93	Box archive, tidy file 108 x 260 x 366mm	Each			
94	File divider - A4 - extra wide 5 division	Each			
95	File divider index 10 to view (blank, not numbered)	Each			
96	File divider index January - December	Each			
97	File divider index 1 - 12 (numbered)	Each			
98	File divider index 1 - 31 (numbered)	Each			
99	Bubble wrap 1250mm x100m, clear plastic	Roll			
100	Corrugated Cardboard box 550 X 450 X 350, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
101	Corrugated Cardboard box 480 x 380 x 230, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
102	Corrugated Cardboard box 360 x 360 x 250, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
103	Corrugated Cardboard box 380 x 280 x 180 boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
104	Corrugated Cardboard box 300 x 230 x 300, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
105	Corrugated Cardboard box 178 x 178 x 305, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25			
106	Corrugated Cardboard box 255 x 155 x 150, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra	Pack/25			



	strength is needed				
107	Clamp, book binding, file fasteners, silver	Box/100			
108	Maxi tabs, Ideal for writing on & clearly marking reference tabs for books & files, 30mm x 70mm.	pack			
109	Ready sorter, 750 x 130mm, A-Z, 1-31, January-December, Mon-Sun	Each			
110	Suspension file A4 & foolscap kraft with encapsulated steel rods, clear plastic tabs and perforated label inserts included per box of 25	box/25			
111	Carry folder plastic with button closure, 160-micron	Each			
112	Expanding file, PVC, 6 division with labels, assorted colours	Each			
113	Ring reinforcement, self-adhesive white, per box of 250	box/250			
114	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 10mm Red, round per box/700	box/700			
115	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 19mm Blue, round per box/250	box/250			
116	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 25mm Green, round per box/125	box/125			
117	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 32mm Yellow, round per box/75	box/75			
118	Punched Flipchart paper (newsprint), economy, 50 sheets, 590 x 840mm	Each			
119	A3 Laminating Pouches 100 Micron, 100 per box	Box/100			
120	A4 Laminating Pouches 100 Micron, 100 per box	Box/100			
121	Eraser whiteboard, non-magnetic 145 x 55mm	Each			



122	Eraser whiteboard, magnetic 145 x 55mm	Each			
123	Refill for magnetic eraser 145 x 55mm per pack of 12	pack/12			
124	Stamp pads 110 x 70mm	Each			
125	Endorsing ink for stamp pads, black, 30ml	Bottle			
126	Endorsing ink for stamp pads, red, 30ml	Bottle			
127	Black retractable pen, medium point, 50 in a box	Box/50			
128	Blue retractable pen, medium point, 50 in a box	Box/50			
129	Red retractable pen, medium point, 50 in a box	Box/50			
130	Eraser - Large - Wrapped in Plastic, White Colour, 65mm x 22mm x 12mm,	Each			
131	Highlighters, Lilac	Box			
132	Highlighters, Yellow	Box			
133	Highlighters, Orange	Box			
134	Highlighters, Lime	Box			
135	Highlighters, Pink	Box			
136	Highlighters, Light Blue	Box			
137	Pencils, sharpened, HB, 12 per box	Box			
138	Pens, Black - Artline Ballpoint 1.0mm ball -Box of 12	Box			
139	Pens, Blue - Artline Ballpoint 1.0mm ball, Box of 12	Box			
140	Pens, Red - Artline Ballpoint 1.0mm ball - Box of 12	Box			
141	Pens, Black, pentel 0.7mm superb ballpoint pen BK77A	Box			
142	White Board Cleaner bottle per 250ml	Bottle			
143	White Board Marker – Black, 10 per pack	Pack			
144	White Board Marker - Dark Blue 10 per pack	Pack			
145	White Board Marker - Green 10 per pack	Pack			
146	White Board Marker - Red 10 per pack	Pack			
147	Permanent Marker Red, bullet tip, 1,5mm	Box/12			



148	Permanent Marker Blue, bullet tip, 1,5mm	Box/12			
149	Permanent Marker Black, bullet tip, 1,5mm	Box/12			
150	Permanent Marker Green, bullet tip, 1,5mm	Box/12			
151	Permanent Marker Black, chisel tip, 1,5mm	Box/12			
152	Permanent Marker Red, chisel tip, 1,5mm	Box/12			
153	Correctional fluid Pen 18ml, with fine metal point and click cap	Each			
154	File- A- Drawer, contents of up to 8 lever arch files on backing boards. The drawer has a front and rear handle for easy transport around the workplace. Can be used with the Stack – A-Trainer and Compu-Stacka, 5 units per pack, Code description size(mm) 080060 File-A-Drawer (Kraft) 490L x 370W X 290H	Pack/5			

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)

SIGNED

SIGNED

BIDDERS PRICE SCHEDULE OF REGION 4:
**WCGHSC0365/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT
HEALTH FACILITIES FOR PRICE A THREE (3) YEAR PERIOD.**

NO	ITEM NAME	UNIT OF MEASURE	YEAR 1 PRICE	YEAR 2 PRICE	YEAR 3 PRICE
1	Clear, transparent, adhesive tape, 12mm x 66m	Each			
2	Clear, transparent, adhesive tape, 18mm x 66m	Each			
3	Clear, transparent, adhesive tape, 24mm x 66m	Each			
4	Dispenser, dual core, 25mm core	Each			
5	Double sided tape, 12mm x 33m	Each			
6	Packaging tape, buff, 48mm x 100m	Each			
7	Prestik 100g	Each			
8	Glue stick 22 grams clear & quick solid glue - nontoxic - solvent free	Each			
9	Glue stick 43 grams clear & quick solid glue - nontoxic - solvent free	Each			
10	Magic tape, 12mm x 50m	Each			
11	Masking tape, 18mm x 40m	Each			
12	Masking tape, 24mm x 50m	Each			
13	Masking tape, 36mm x 50m	Each			
14	Masking tape, 48mm x 50m	Each			
15	Masking tape, 72mm x 50m	Each			
16	Packaging tape, clear, 48mm x 100m	Each			
17	Tape legal Pink, 6mm x 20m	Each			
18	Cube Refill paper, 90mm x 90mm, white	Each			
19	A4 - 3 Quire quarter bound and thread sewn, hard cover Counter Book- Feint and Margin- 288pg,	Each			
20	Duplicate A6 carbon book, feint ruled 105 x 148mm, soft cover (100 pages)	Each			
21	Duplicate A5 carbon book, soft cover, feint ruled 210 x 148mm (100 pages)	Each			



22	Duplicate A4 carbon book, feint ruled 297 x 210mm, soft cover (100 pages)	Each			
23	A4 Exam Pads 100 sheets, Punched, feint with margin,	Each			
24	Staples 23/08 Heavy duty	Box/1000			
25	Notebook, Spiral, Feint Ruled, 210mm x148mm, 100 pages	Each			
26	Cube Holder Desk, 90mm x 90mm	Each			
27	Post-It Pad Notes, variety of colours per pack of 100 sheets, 76mm x 76mm Yellow	Pad/100			
28	Post -It Flag pack of 100 sheets	Pad/100			
29	Pop up flag, repositionable self-adhesive, 45 x 25mm, 100 sheets	Pad/100			
30	Sign Here Flags, 25.4 x 43.6mm, 100 Flags Per Holder,	Pad/100			
31	White board A4 Pastel 160gsm, printed both sides	Pack/500			
32	Blue board A4 Pastel 160gsm	Pack/500			
33	Green board A4 Pastel 160gsm	Pack/500			
34	Yellow board A4 Pastel 160gsm	Pack/500			
35	Pink board A4 Pastel 160gsm	Pack/500			
36	Carbon paper A4, Blue, per pack of 100 sheets	Pack			
37	12-digit display, LCD calculator, dual power, shift back key, percentage, mark up, square root, grand total	Each			
38	CD-Rewritable Spindle 50/Pack 700MB	Pack/50			
39	Flash Drive 32GB, memory stick	Each			
40	Screen cleaning wipes 100 in bottle	Bottle/100			
41	Punch, Office metal, 2hole, with removable confetti tray, 10 sheets of 80gsm punching capacity	Each			
42	Finger Cones (NO.0) Small	Each			
43	Finger Cones (NO.00) Extra Small	Each			
44	Finger Cones (NO.1) Medium	Each			
45	Finger Cones (NO.2) Large	Each			
46	Finger Cones (NO.3) Extra Large	Each			



47	Stapler, Pliers Type	Each			
48	Paper Clip, Bulldog 75 mm - 100 Per Box	Box/100			
49	Paper Clips, Silver, 33mm - 100 Per Box	Box/100			
50	Paper Clips, Giant Silver Wavy, 78mm - 50 Per Box	Box/50			
51	Paper Clips, Large Gem Clip, 50mm - 100 Per Box	Box/100			
52	Clip, foldback 51mm- 12 per box	Box/12			
53	Pins, drawing 12mm plastic coated, assorted colours 100 per box	Box/100			
54	Plastic rulers, 30cm, assorted colours, shatter resistant, opaque	Each			
55	Staples - All Steel - 26/6, Box of 5000	Box/5000			
56	Punch, metal, 2-hole, with adjustable paper & margin guide, handle lock with special hard rills, easy waste disposal, 72 sheets of 80gsm punching capacity,	Each			
57	Rubber Bands, no. 16, 500g,	Pack			
58	Rubber Bands, no. 32, 500g,	Pack			
59	Rubber Bands, no. 38, 500g,	Pack			
60	Rubber Bands, no. 64, 100g,	Pack			
61	Staple remover, metal, for office and home use, locks closed, durable and high quality	Each			
62	Staple remover, metal, heavy duty	Each			
63	Stapler, Heavy Duty, Staples 100 Sheets for 23/10 staples	Each			
64	Staples, Heavy Duty 23/13, per box	Each			
65	Scissors, Office 21cm per each	Each			
66	Vision letter tray set 320 x 235mm assorted colours 3 Tier must include stand and risers	Set			
67	Treasury (filing laces) tags 38mm	Box/100			
68	Treasury (filing laces) tags 102mm	Box/100			
69	Metal Cutters 154mm	Each			
70	Sharpener pencil, 1 hole, metal silver	Each			



71	Envelope C4, A4, 324 x 229mm, Brown, 250 Per Box	Box			
72	Manilla Envelopes, DLB 110mm x 220mm, Seal Easi with window, Box of 500	Box			
73	Manilla Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box			
74	White Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box/500			
75	Envelope C4, A4, 324 x 229mm, White, 250 Per Box	Box/250			
76	Manilla Envelopes, C6, 114mm x 162mm, Seal Easi, no window, Box of 500	Box/500			
77	Manilla Ward Tags per box/1000	Box/1000			
78	Pocket Filing Plastic Sleeves, A4 pack of 100, multi-punched, 50-micron	Pack			
79	Binding Element Spiral Strips Black, 16mm	Box/100			
80	Binding Element Spiral Strips Black, 32mm	Box/50			
81	Binding Element Spiral Strips Black, 38mm	Box/50			
82	Binding Element Spiral Strips Black, 45mm	Box/50			
83	Binding Element Spiral Strips Black, 51mm	Box/50			
84	Create A Cover, 25mm, A4, Quotation folder, PVC, flexible 2-hole filing mechanism with a filing capacity of up to 50 pages, heavy duty clear PVC front cover with a full cover pocket. Opaque rear cover and spine.	Each			
85	Fastener Paper Indian Gem Clip 38mm	Box			
86	File fasteners metal 50's - 8cm	Box/50			
87	File Lever Arch 80mm A4 PVC Assorted Colours	Each			
88	File Lever Arch, Cardboard, A4, 2Hole, 318mm Height, 80mm spine with plastic compressor, black mottled.	Each			
89	File A4, Ring binder, 2 Ring, PVC, Polypropylene, Assorted colours	Each			
90	File divider - A4 - numbered A to Z	Pack			
91	Plastic sleeves, Extra durable 0.15mm foil thickness top and right opening assorted colours 100 per pack	Pack/100			



92	Carboard storage box A4 STD ARC per each	Each			
93	Box archive, tidy file 108 x 260 x 366mm	Each			
94	File divider - A4 - extra wide 5 division	Each			
95	File divider index 10 to view (blank, not numbered)	Each			
96	File divider index January - December	Each			
97	File divider index 1 - 12 (numbered)	Each			
98	File divider index 1 - 31 (numbered)	Each			
99	Bubble wrap 1250mm x100m, clear plastic	Roll			
100	Corrugated Cardboard box 550 X 450 X 350, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
101	Corrugated Cardboard box 480 x 380 x 230, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
102	Corrugated Cardboard box 360 x 360 x 250, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
103	Corrugated Cardboard box 380 x 280 x 180 boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
104	Corrugated Cardboard box 300 x 230 x 300, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
105	Corrugated Cardboard box 178 x 178 x 305, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25			
106	Corrugated Cardboard box 255 x 155 x 150, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra	Pack/25			



	strength is needed				
107	Clamp, book binding, file fasteners, silver	Box/100			
108	Maxi tabs, Ideal for writing on & clearly marking reference tabs for books & files, 30mm x 70mm.	pack			
109	Ready sorter, 750 x 130mm, A-Z, 1-31, January-December, Mon-Sun	Each			
110	Suspension file A4 & foolscap kraft with encapsulated steel rods, clear plastic tabs and perforated label inserts included per box of 25	box/25			
111	Carry folder plastic with button closure, 160-micron	Each			
112	Expanding file, PVC, 6 division with labels, assorted colours	Each			
113	Ring reinforcement, self-adhesive white, per box of 250	box/250			
114	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 10mm Red, round per box/700	box/700			
115	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 19mm Blue, round per box/250	box/250			
116	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 25mm Green, round per box/125	box/125			
117	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 32mm Yellow, round per box/75	box/75			
118	Punched Flipchart paper (newsprint), economy, 50 sheets, 590 x 840mm	Each			
119	A3 Laminating Pouches 100 Micron, 100 per box	Box/100			
120	A4 Laminating Pouches 100 Micron, 100 per box	Box/100			
121	Eraser whiteboard, non-magnetic 145 x 55mm	Each			



122	Eraser whiteboard, magnetic 145 x 55mm	Each			
123	Refill for magnetic eraser 145 x 55mm per pack of 12	pack/12			
124	Stamp pads 110 x 70mm	Each			
125	Endorsing ink for stamp pads, black, 30ml	Bottle			
126	Endorsing ink for stamp pads, red, 30ml	Bottle			
127	Black retractable pen, medium point, 50 in a box	Box/50			
128	Blue retractable pen, medium point, 50 in a box	Box/50			
129	Red retractable pen, medium point, 50 in a box	Box/50			
130	Eraser - Large - Wrapped in Plastic, White Colour, 65mm x 22mm x 12mm,	Each			
131	Highlighters, Lilac	Box			
132	Highlighters, Yellow	Box			
133	Highlighters, Orange	Box			
134	Highlighters, Lime	Box			
135	Highlighters, Pink	Box			
136	Highlighters, Light Blue	Box			
137	Pencils, sharpened, HB, 12 per box	Box			
138	Pens, Black - Artline Ballpoint 1.0mm ball -Box of 12	Box			
139	Pens, Blue - Artline Ballpoint 1.0mm ball, Box of 12	Box			
140	Pens, Red - Artline Ballpoint 1.0mm ball - Box of 12	Box			
141	Pens, Black, pentel 0.7mm superb ballpoint pen BK77A	Box			
142	White Board Cleaner bottle per 250ml	Bottle			
143	White Board Marker – Black, 10 per pack	Pack			
144	White Board Marker - Dark Blue 10 per pack	Pack			
145	White Board Marker - Green 10 per pack	Pack			
146	White Board Marker - Red 10 per pack	Pack			
147	Permanent Marker Red, bullet tip, 1,5mm	Box/12			



148	Permanent Marker Blue, bullet tip, 1,5mm	Box/12			
149	Permanent Marker Black, bullet tip, 1,5mm	Box/12			
150	Permanent Marker Green, bullet tip, 1,5mm	Box/12			
151	Permanent Marker Black, chisel tip, 1,5mm	Box/12			
152	Permanent Marker Red, chisel tip, 1,5mm	Box/12			
153	Correctional fluid Pen 18ml, with fine metal point and click cap	Each			
154	File- A- Drawer, contents of up to 8 lever arch files on backing boards. The drawer has a front and rear handle for easy transport around the workplace. Can be used with the Stack – A-Trainer and Compu-Stacka, 5 units per pack, Code description size(mm) 080060 File-A-Drawer (Kraft) 490L x 370W X 290H	Pack/5			

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)

SIGNED

SIGNED



WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

Health

Mr G Carelse

Directorate Supply Chain Sourcing

Grenville.carelse@westerncape.gov.za | Tel: 021 8349009

WCGHSC0365/1/2022
WCBD 3.1

BIDDERS PRICE SCHEDULE OF REGION 5:

WCGHSC0365/2022: SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR ALL WESTERN CAPE GOVERNMENT HEALTH FACILITIES FOR PRICE A THREE (3) YEAR PERIOD.

NO	ITEM NAME	UNIT OF MEASURE	YEAR 1 PRICE	YEAR 2 PRICE	YEAR 3 PRICE
1	Clear, transparent, adhesive tape, 12mm x 66m	Each			
2	Clear, transparent, adhesive tape, 18mm x 66m	Each			
3	Clear, transparent, adhesive tape, 24mm x 66m	Each			
4	Dispenser, dual core, 25mm core	Each			
5	Double sided tape, 12mm x 33m	Each			
6	Packaging tape, buff, 48mm x 100m	Each			
7	Prestik 100g	Each			
8	Glue stick 22 grams clear & quick solid glue - nontoxic - solvent free	Each			
9	Glue stick 43 grams clear & quick solid glue - nontoxic - solvent free	Each			
10	Magic tape, 12mm x 50m	Each			
11	Masking tape, 18mm x 40m	Each			
12	Masking tape, 24mm x 50m	Each			
13	Masking tape, 36mm x 50m	Each			
14	Masking tape, 48mm x 50m	Each			
15	Masking tape, 72mm x 50m	Each			
16	Packaging tape, clear, 48mm x 100m	Each			
17	Tape legal Pink, 6mm x 20m	Each			
18	Cube Refill paper, 90mm x 90mm, white	Each			
19	A4 - 3 Quire quarter bound and thread sewn, hard cover Counter Book- Feint and Margin- 288pg,	Each			
20	Duplicate A6 carbon book, feint ruled 105 x 148mm, soft cover (100 pages)	Each			
21	Duplicate A5 carbon book, soft cover, feint ruled 210 x 148mm (100 pages)	Each			



22	Duplicate A4 carbon book, feint ruled 297 x 210mm, soft cover (100 pages)	Each			
23	A4 Exam Pads 100 sheets, Punched, feint with margin,	Each			
24	Staples 23/08 Heavy duty	Box/1000			
25	Notebook, Spiral, Feint Ruled, 210mm x148mm, 100 pages	Each			
26	Cube Holder Desk, 90mm x 90mm	Each			
27	Post-It Pad Notes, variety of colours per pack of 100 sheets, 76mm x 76mm Yellow	Pad/100			
28	Post -It Flag pack of 100 sheets	Pad/100			
29	Pop up flag, repositionable self-adhesive, 45 x 25mm, 100 sheets	Pad/100			
30	Sign Here Flags, 25.4 x 43.6mm, 100 Flags Per Holder,	Pad/100			
31	White board A4 Pastel 160gsm, printed both sides	Pack/500			
32	Blue board A4 Pastel 160gsm	Pack/500			
33	Green board A4 Pastel 160gsm	Pack/500			
34	Yellow board A4 Pastel 160gsm	Pack/500			
35	Pink board A4 Pastel 160gsm	Pack/500			
36	Carbon paper A4, Blue, per pack of 100 sheets	Pack			
37	12-digit display, LCD calculator, dual power, shift back key, percentage, mark up, square root, grand total	Each			
38	CD-Rewritable Spindle 50/Pack 700MB	Pack/50			
39	Flash Drive 32GB, memory stick	Each			
40	Screen cleaning wipes 100 in bottle	Bottle/100			
41	Punch, Office metal, 2hole, with removable confetti tray, 10 sheets of 80gsm punching capacity	Each			
42	Finger Cones (NO.0) Small	Each			
43	Finger Cones (NO.00) Extra Small	Each			
44	Finger Cones (NO.1) Medium	Each			
45	Finger Cones (NO.2) Large	Each			
46	Finger Cone's (NO.3) Extra Large	Each			



47	Stapler, Pliers Type	Each			
48	Paper Clip, Bulldog 75 mm - 100 Per Box	Box/100			
49	Paper Clips, Silver, 33mm - 100 Per Box	Box/100			
50	Paper Clips, Giant Silver Wavy, 78mm - 50 Per Box	Box/50			
51	Paper Clips, Large Gem Clip, 50mm - 100 Per Box	Box/100			
52	Clip, foldback 51mm- 12 per box	Box/12			
53	Pins, drawing 12mm plastic coated, assorted colours 100 per box	Box/100			
54	Plastic rulers, 30cm, assorted colours, shatter resistant, opaque	Each			
55	Staples - All Steel - 26/6, Box of 5000	Box/5000			
56	Punch, metal, 2-hole, with adjustable paper & margin guide, handle lock with special hard rills, easy waste disposal, 72 sheets of 80gsm punching capacity,	Each			
57	Rubber Bands, no. 16, 500g,	Pack			
58	Rubber Bands, no. 32, 500g,	Pack			
59	Rubber Bands, no. 38, 500g,	Pack			
60	Rubber Bands, no. 64, 100g,	Pack			
61	Staple remover, metal, for office and home use, locks closed, durable and high quality	Each			
62	Staple remover, metal, heavy duty	Each			
63	Stapler, Heavy Duty, Staples 100 Sheets for 23/10 staples	Each			
64	Staples, Heavy Duty 23/13, per box	Each			
65	Scissors, Office 21cm per each	Each			
66	Vision letter tray set 320 x 235mm assorted colours 3 Tier must include stand and risers	Set			
67	Treasury (filing laces) tags 38mm	Box/100			
68	Treasury (filing laces) tags 102mm	Box/100			
69	Metal Cutters 154mm	Each			
70	Sharpener pencil, 1 hole, metal silver	Each			



71	Envelope C4, A4, 324 x 229mm, Brown, 250 Per Box	Box			
72	Manilla Envelopes, DLB 110mm x 220mm, Seal Easi with window, Box of 500	Box			
73	Manilla Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box			
74	White Envelopes, DLB, 110mm x 220mm, Seal Easi, no window, Box of 500	Box/500			
75	Envelope C4, A4, 324 x 229mm, White, 250 Per Box	Box/250			
76	Manilla Envelopes, C6, 114mm x 162mm, Seal Easi, no window, Box of 500	Box/500			
77	Manilla Ward Tags per box/1000	Box/1000			
78	Pocket Filing Plastic Sleeves, A4 pack of 100, multi-punched, 50-micron	Pack			
79	Binding Element Spiral Strips Black, 16mm	Box/100			
80	Binding Element Spiral Strips Black, 32mm	Box/50			
81	Binding Element Spiral Strips Black, 38mm	Box/50			
82	Binding Element Spiral Strips Black, 45mm	Box/50			
83	Binding Element Spiral Strips Black, 51mm	Box/50			
84	Create A Cover, 25mm, A4, Quotation folder, PVC, flexible 2-hole filing mechanism with a filing capacity of up to 50 pages, heavy duty clear PVC front cover with a full cover pocket. Opaque rear cover and spine.	Each			
85	Fastener Paper Indian Gem Clip 38mm	Box			
86	File fasteners metal 50's - 8cm	Box/50			
87	File Lever Arch 80mm A4 PVC Assorted Colours	Each			
88	File Lever Arch, Cardboard, A4, 2Hole, 318mm Height, 80mm spine with plastic compressor, black mottled.	Each			
89	File A4, Ring binder, 2 Ring, PVC, Polypropylene, Assorted colours	Each			
90	File divider - A4 - numbered A to Z	Pack			
91	Plastic sleeves, Extra durable 0.15mm foil thickness top and right opening assorted colours 100 per pack	Pack/100			



92	Carboard storage box A4 STD ARC per each	Each			
93	Box archive, tidy file 108 x 260 x 366mm	Each			
94	File divider - A4 - extra wide 5 division	Each			
95	File divider index 10 to view (blank, not numbered)	Each			
96	File divider index January - December	Each			
97	File divider index 1 - 12 (numbered)	Each			
98	File divider index 1 - 31 (numbered)	Each			
99	Bubble wrap 1250mm x100m, clear plastic	Roll			
100	Corrugated Cardboard box 550 X 450 X 350, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
101	Corrugated Cardboard box 480 x 380 x 230, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
102	Corrugated Cardboard box 360 x 360 x 250, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
103	Corrugated Cardboard box 380 x 280 x 180 boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
104	Corrugated Cardboard box 300 x 230 x 300, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/20			
105	Corrugated Cardboard box 178 x 178 x 305, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra strength is needed	Pack/25			
106	Corrugated Cardboard box 255 x 155 x 150, boxes should be glued, not stitched or stapled, A/C flute board, double walled combination - very strong corrugation used when extra	Pack/25			



	strength is needed				
107	Clamp, book binding, file fasteners, silver	Box/100			
108	Maxi tabs, Ideal for writing on & clearly marking reference tabs for books & files, 30mm x 70mm.	pack			
109	Ready sorter, 750 x 130mm, A-Z, 1-31, January-December, Mon-Sun	Each			
110	Suspension file A4 & foolscap kraft with encapsulated steel rods, clear plastic tabs and perforated label inserts included per box of 25	box/25			
111	Carry folder plastic with button closure, 160-micron	Each			
112	Expanding file, PVC, 6 division with labels, assorted colours	Each			
113	Ring reinforcement, self-adhesive white, per box of 250	box/250			
114	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 10mm Red, round per box/700	box/700			
115	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 19mm Blue, round per box/250	box/250			
116	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 25mm Green, round per box/125	box/125			
117	Labels colour code, self-adhesive, colour coding, stock control, location highlighting on maps and merchandise marking, allowing quick classification and identification, 32mm Yellow, round per box/75	box/75			
118	Punched Flipchart paper (newsprint), economy, 50 sheets, 590 x 840mm	Each			
119	A3 Laminating Pouches 100 Micron, 100 per box	Box/100			
120	A4 Laminating Pouches 100 Micron, 100 per box	Box/100			
121	Eraser whiteboard, non-magnetic 145 x 55mm	Each			



122	Eraser whiteboard, magnetic 145 x 55mm	Each			
123	Refill for magnetic eraser 145 x 55mm per pack of 12	pack/12			
124	Stamp pads 110 x 70mm	Each			
125	Endorsing ink for stamp pads, black, 30ml	Bottle			
126	Endorsing ink for stamp pads, red, 30ml	Bottle			
127	Black retractable pen, medium point, 50 in a box	Box/50			
128	Blue retractable pen, medium point, 50 in a box	Box/50			
129	Red retractable pen, medium point, 50 in a box	Box/50			
130	Eraser - Large - Wrapped in Plastic, White Colour, 65mm x 22mm x 12mm,	Each			
131	Highlighters, Lilac	Box			
132	Highlighters, Yellow	Box			
133	Highlighters, Orange	Box			
134	Highlighters, Lime	Box			
135	Highlighters, Pink	Box			
136	Highlighters, Light Blue	Box			
137	Pencils, sharpened, HB, 12 per box	Box			
138	Pens, Black - Artline Ballpoint 1.0mm ball -Box of 12	Box			
139	Pens, Blue - Artline Ballpoint 1.0mm ball, Box of 12	Box			
140	Pens, Red - Artline Ballpoint 1.0mm ball - Box of 12	Box			
141	Pens, Black, pentel 0.7mm superb ballpoint pen BK77A	Box			
142	White Board Cleaner bottle per 250ml	Bottle			
143	White Board Marker – Black, 10 per pack	Pack			
144	White Board Marker - Dark Blue 10 per pack	Pack			
145	White Board Marker - Green 10 per pack	Pack			
146	White Board Marker - Red 10 per pack	Pack			
147	Permanent Marker Red, bullet tip, 1,5mm	Box/12			



148	Permanent Marker Blue, bullet tip, 1,5mm	Box/12			
149	Permanent Marker Black, bullet tip, 1,5mm	Box/12			
150	Permanent Marker Green, bullet tip, 1,5mm	Box/12			
151	Permanent Marker Black, chisel tip, 1,5mm	Box/12			
152	Permanent Marker Red, chisel tip, 1,5mm	Box/12			
153	Correctional fluid Pen 18ml, with fine metal point and click cap	Each			
154	File- A- Drawer, contents of up to 8 lever arch files on backing boards. The drawer has a front and rear handle for easy transport around the workplace. Can be used with the Stack – A-Trainer and Compu-Stacka, 5 units per pack, Code description size(mm) 080060 File-A-Drawer (Kraft) 490L x 370W X 290H	Pack/5			

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



PROVINCIAL GOVERNMENT WESTERN CAPE

DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

6. Definitions

"bid" means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

"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;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

“business interest” means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

“Consortium or Joint Venture” 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;

“Controlling interest” means, the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

“Corruption”- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept any gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
 - (i) that amounts to the-
 - (aa) illegal, dishonest, unauthorised, incomplete, or biased; or
 - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
 - (ii) that amounts to-
 - (aa) the abuse of a position of authority;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

- (bb) a breach of trust; or
- (cc) the violation of a legal duty or a set of rules;
- (iii) designed to achieve an unjustified result; or
- (iv) that amounts to any other unauthorised or improper inducement to do or not to do anything, of the, is guilty of the offence of corruption.

“CSD” means the Central Supplier Database maintained by National Treasury;

“employee”, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“entity” means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person's -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

“intermediary” means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means – a provincial department or provincial public entity listed in Schedule 3C of the Act;

“Provincial Government Western Cape (PGWC)” means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

"RWOEE" means -

Remunerative Work Outside of the Employee's Employment

"spouse" means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
 - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
 - (i) resigned as an employee of the government institution or;
 - (ii) cease conducting business with an organ of state or;
 - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, 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 Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. 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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. 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 authorises accounting officers and accounting authorities to:

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

- 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.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. 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.

SECTION A DETAILS OF THE ENTITY	
CSD Registration Number	MAAA
Name of the Entity	
Entity registration Number (where applicable)	
Entity Type	
Tax Reference Number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.	

TABLE A

FULL NAME	DESIGNATION (Where a director is a shareholder, both should be confirmed)	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

B1.	Are any persons listed in Table A identified on the CSD as employees of an organ of state? (If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)	NO	YES
B2.	Are any employees of the entity also employees of an organ of state? (If yes complete Table B and attach their approved "RWOEE")	NO	YES
B3.	Are any family members of the persons listed in Table A employees of an organ of state? (If yes complete Table B)	NO	YES

TABLE B

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION/ RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./ PERSAL NO. (Indicate if not known)

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES To enable the prospective bidder to provide evidence of past and current performance.

C1.	Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C)	NO	YES
------------	--	----	-----

C2. TABLE C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

C3. Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?					NO	YES
C4. Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?					NO	YES
<p>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to (012) 326-5445.)</p>						
C5. If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?					NO	YES
					N/A	
C6. Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?					NO	YES
C7. 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?					NO	YES

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

- I, hereby swear/affirm;
- i. that the information disclosed above is true and accurate; ii. that I have read understand the content of the document;
 - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
 - iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;
 - v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
 - vi. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....
DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER:
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER:
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER:
2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....

SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ex officio: Republic of South Africa

Date:..... Place

Business Address:

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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 (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **"acceptable tender"** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 **"affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **"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;
- 1.6 **"bid"** means a written offer on the official bid documents or invitation of price quotations and **"tender"** is the act of bidding /tendering;
- 1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.8 **"consortium or joint venture"** 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;
- 1.9 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;

- 1.10 **"EME"** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"non-firm prices"** means all prices other than "firm" prices;
- 1.14 **"person"** includes a juristic person;
- 1.15 **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 1.16 **"proof of B-BBEE status level contributor"** means-
- (a) The B-BBEE status level certificate issued by an authorized body or person;
 - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- 1.22 **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;

- 1.24 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 11 October 2013;
- 1.25 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

2.1 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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2 Preference point system for this bid:

- (a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- (b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
(delete whichever is not applicable for this tender).

2.3 Preference points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

2.4 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

2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 2.6 The organ of state 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 organ of state.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the **bidder obtaining the highest number of total points** will be awarded the contract.
- 3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:
- (a) points out of 80 for price; and
 - (b) 0 points out of 20 for B-BBEE
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.
- 3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of tender under consideration
- P_{\min} = Price of lowest acceptable tender

5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

5.1 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 6.1 In terms of WCG interim strategy, 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 6.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission
- 6.3 A **QSE that is less than 51 per cent (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51 per cent black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 6.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7. BID DECLARATION

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

8. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 6

- 8.1 B-BBEE Status Level of Contribution..... = *(maximum of 20 points)*

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.

9. SUB-CONTRACTING

- 9.1 Will any portion of the contract be sub-contracted? **YES/NO** *(delete which is not applicable)*

- 9.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME or QSE? **YES/NO** *(delete which is not applicable)*

- 9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

10.4 TYPE OF COMPANY/ FIRM

☐ Partnership/ Joint Venture/ Consortium

☐ One-person business/ sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[SELECT APPLICABLE ONE]

10.5 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 contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 13O of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:
 - (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 10.5 (a) above will be reported to an appropriate law enforcement agency for investigation.

- (d) Any person convicted of an offence by a court is liable in the case of contravention of 10.5 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10 per cent of its annual turnover.
- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may be restricted 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.
- (f) The purchaser may, in addition to any other remedy it may have –
 - (i) disqualify the person from the bidding process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (iii) 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; and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

.....

WITNESSES:

1.

2.



SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

Full name and surname	
Identity number	

2. Hereby declare under oath as follows:

- (i) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- (ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise name	
Trading name	
Registration number	
Enterprise address	

3. I hereby declare under oath that:

- The enterprise is _____ % Black owned;
- The enterprise is _____ % Black woman owned;
- Based on management accounts and other information available for the _____ financial year, the income did not exceed R50 000, 000.00 (fifty million Rand)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or (e) as amended (select one) _____ of the dti Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box.**

100% Black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% Black owned	Level Two (125% B-BBEE procurement recognition)	
(a) At least 25% of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; For the service industry, include labour costs capped at 15%.	(b) At least 50% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained.	
(c) At least 25% transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.	(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operational or financial capacity.	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.		

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

Deponent signature: _____

Date: _____

Commissioner of Oaths signature & stamp





GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED





TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED



General Conditions of Contract

1. Definitions

1. 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.

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.

“Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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.

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

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

3. General

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.

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2).....
SIGNED SIGNED



- 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

4. Standards

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

5. Use of contract documents and information; inspection.

- 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 person shall be made in confidence and shall extend only so 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 securityS

- 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 of the amount specified in SCC.
- 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:

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

- 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, unless otherwise specified in SCC.





**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.

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2).....
SIGNED SIGNED

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 analysed 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 SCC, and 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 are specified in SCC.



10.2 Documents to be submitted by the supplier are specified in SCC.

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 in the manner specified in the SCC.

12. Transportation

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

13. Incidental services

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

- (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;
- (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
- (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.

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.

14. Spare parts

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

- 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 warranty obligations under the contract; and
- b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

15. Warranty

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

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 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 in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, 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.

16. Payment

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

WESTERN CAPE GOVERNMENT HEALTH GOODS & SERVICES SOURCING BID OPENED @ 11:00 14: 07: 2023 1)..... 2) SIGNED SIGNED	
---	--

Supplier shall furnish the purchaser with an invoice accompanied by a copy of delivery note and upon fulfilment of other obligations stipulated in the contract.

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

- 16.2 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 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 in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 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.

19. Assignment

- 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.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts 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:

**WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING**

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

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;
if the Supplier fails to perform any other obligation(s) under the contract;
or
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.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated





fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.



after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping 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 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 is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 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.
- 25.2 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.





**26. Termination
for insolvency**

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.

**27. Settlement of
Disputes**

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.

27.2 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 with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of
liability**

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

(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.

**29. Governing
language**

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.

**30. Applicable
law**

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

31. Notices

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

31.2 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.





**32. Taxes and
duties**

- 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.
- 32.2 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 an 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 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 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.

Js General Conditions of Contract (revised J)

WESTERN CAPE GOVERNMENT HEALTH
GOODS & SERVICES SOURCING

BID OPENED @ 11:00

14: 07: 2023

1)..... 2)
SIGNED SIGNED

