 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	PRICING SCHEDULE – NON - FIRM PRICES (PURCHASES)	Page: 1 of 4

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT


NAME OF THE BIDDER		BID NUMBER	
---------------------------	--	-------------------	--

CLOSING TIME		CLOSING DATE	
---------------------	--	---------------------	--

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

ITEM NO	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

REQUIRED BY:	
AT:	
BRAND MODEL:	
COUNTRY OF ORIGIN:	

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Does the offer comply with the specification(s)?	YES		NO	
--	-----	--	----	--

If not to specification, indicate deviation(s)

PERIOD REQUIRED FOR DELIVERY	
-------------------------------------	--

DELIVERY	FIRM		NOT FIRM	
-----------------	-------------	--	-----------------	--

“All applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON-FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:


$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V) Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. THE FOLLOWING INDEX/INDICES MUST BE USED TO CALCULATE YOUR BID PRICE:

INDEX	DATED	INDEX	DATED	INDEX	DATE

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4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (DA, D2, etc. eg. Labour, Transport etc.)	PERCENTAGE OF BID PRICE


B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		


2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE


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**ITEMS LIST FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR GAUTENG PROVINCIAL
GOVERNMENT (GPG) AND ENTITIES**


No.	Material Number	Item Description	Unit of Measure	Price (INCLUSIVE OF APPLICABLE TAXES)
1.	104636	Book exercise A4 FR & M 192 pages H/C	Each	
2.	104636	Book exercise A4 FR & M 288 pages H/C	Each	
3.	191227	Book exercise A4 ruled & margin 32p S/C	Each	
4.	104651	Book shorthand A5 148x210mm 144 pages	Each	
5.	104639	Book exercise A4 ruled & margin 72p S/C	Each	
6.	174859	Book A5 journal pastel colours/black, 192 pages	Each	
7.	110158	Band rubber no 38 90 x 6mm brown 100g/box (150 mm x 3mm)	Box	
8.	104301	Band rubber 180 x 5mm cream 100g per packet	Packet	
9.	104585	Band rubber 51 x 1.6mm 100g per box	Box	
10.	104586	Band rubber 150 x 10mm 100g per box	Box	
11.	104587	Band rubber 125 x 2mm 100g per box	Box	
12.	104588	Band rubber 220 x 10mm 100g per box	Box	
13.	104589	Band rubber 40-76 x 5mm 100g per box	Box	
14.	104590	Band rubber 75 x 1.6mm 100g per box	Box	
15.	104591	Band rubber 127 x 5mm 100g per box	Box	
16.	183438	Binder file SFS eco plastic self-adhesive 10/box	Box	
17.	104408	Binder paper 32mm tin plated self-pierced	Each	
18.	104409	Binder paper 38mm tin plated self-pierced	Each	
19.	104411	Binder paper 50mm tin plated self-pierced	Each	

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No.	Material Number	Item Description	Unit of Measure	Price (INCLUSIVE OF APPLICABLE TAXES)
20.	104841	Binder paper slide A4 red 10mm 10/pack, Assorted colours as per the requirement of the purchaser	Pack	
21.	104842	Binder paper slide A4 red 7mm 10/pack, Assorted colours as per the requirement of the purchaser	Pack	
22.	116138	Box archive cardboard 437x330x250mm with lids	Each	
23.	126886	Container solid plastic A4 Black/Grey	Each	
24.	154754	Clip paper fold back steel springs 19mm	Each	
25.	154755	Clip paper fold back steel springs 32mm	Each	
26.	154756	Clip paper fold back steel springs 41mm	Each	
27.	154757	Clip paper fold back steel springs 50mm	Each	
28.	104708	Clip paper gem PVC 30mm small coloured	Each	
29.	111099	Cover Report Punch, each report cover must hold between 30-40 sheets of 80 gsm paper	Each	
30.	206479	Plastic Container, A4, 320 (L) × 105 (W) x 220 (H)	Each	
31.	104709	Clip paper gem PVC 50mm giant coloured	Each	
32.	110571	Element binding plastic A4 6mm black 100/box	Box	
33.	120495	Element binding plastic A4 ±14mm black, capacity binding of 125 sheets	Box	
34.	120483	Element binding plastic A4 ±10mm white, capacity binding of 65 sheets	Box	
35.	122797	Element binding plastic A4 ±32mm green, capacity binding of 280-310 sheets	Box	
36.	162227	Element binding plastic A4 16mm black, capacity binding of 135-145 sheets	Box	
37.	154814	Eraser pencil self-clean, soft PVC and latex-free 21x1mm	Box	
38.	100725	Eraser whiteboard magnetic surface or non-magnetic backed, 145mm (W) x 55mm (H)	Box	
39.	173390	File divider cardboard A4 10 divisions multi-colour (10/pack)	Pack	

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No.	Material Number	Item Description	Unit of Measure	Price (INCLUSIVE OF APPLICABLE TAXES)
40.	100641	File divider PVC 10 blank div A4 multi (10/pack)	Pack	
41.	121624	File divider PVC A-Z A4 multi coloured	Each	
42.	179387	File divider PVC number 1-10 A4 coloured	Each	
43.	195882	File folder flat cardboard yellow 25/box	Box	
44.	108671	File lever arch 2 ring PVC A4 75mm: The flat should be 634mm; The spine of the file should be 80mm; The height of the file should be 317mm	Each	
45.	154817	File ring 2 O-ring PVC A4 38mm	Each	
46.	112148	Thumb finger Size 1	Each	
47.	112149	Thumb finger Size 2	Each	
48.	112180	Thumb finger Size 3	Each	
49.	111911	Fluid correction pen white 8ml 1mm tip	Each	
50.	100700	Glue stick 40g white	Each	
51.	100645	110mm x 70mm Ink stamp pad endorsing black 30ml	Each	
52.	167900	147mm x 110mm Ink stamp pad endorsing red 30ml	Each	
53.	104919	Pad examination A4 80 sheets rule margin; 210mm(L) x 297mm(W) x 20mm(H)	Each	
54.	104366	Paper flipchart 860mm x 610mm 50sheets 60g punch	Each	
55.	170542	Pen Gel Black Fine 0.8mm 12/box	Box	
56.	100714	Pen Gel Red Fine 0.8mm 12/box	Box	
57.	163580	Pen Gel Black Fine BL77 12/box	Box	
58.	106278	Pen gel k118-8w 8 colours	Each	
59.	167781	Pen retractable gel ink black fine 0.7mm	Each	

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No.	Material Number	Item Description	Unit of Measure	Price (INCLUSIVE OF APPLICABLE TAXES)
60.	167782	Pen retractable gel ink blue fine 0.7mm	Each	
61.	154820	Pen highlighter chisel pink 10 or 12/pack	Pack	
62.	154823	Pen highlighter chisel orange 10 or 12/pack	Pack	
63.	104580	Punch paper desk 2 heavy duty: Shall have an adjustable paper guide to ensure correct lateral positioning of sheets (A4, A5, A6); Should punch no less than 30 sheets	Each	
64.	166303	Punch small 2 holes steel material: Shall have an adjustable paper guide to ensure correct lateral positioning of sheets (A4, A5, A6); Should punch no less than 30 sheets	Each	
65.	154844	Pencil black 12/box; Pencil, black lead core (3mm core), grade HB, quality wood casing, painted, hexagonal in shape, suitable for use on paper and plastic slate surfaces	Box	
66.	173398	Lead clutch pencil 2B 0.5mm 12 per tube	Each	
67.	104317	Pencil clutch 0.5mm double action	Each	
68.	104423	Sharpener pencil hand metal one hole	Each	
69.	104980	Pocket filing PVC A4 clear 100/pack; • 50 pockets	Pack	
70.	104978	Pouch laminating A3 150 micron 100/box	Box	
71.	156674	Pouch laminating A4 80 micron 100/box	Box	
72.	109301	Scissors office 215mm round right handed	Box	
73.	106916	Staples Size of 23/10; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
74.	183094	Staples Size of 23/13; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	

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No.	Material Number	Item Description	Unit of Measure	Price (INCLUSIVE OF APPLICABLE TAXES)
75.	104521	Staples Size of 23/15; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
76.	167833	Staples size of 23/13; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
77.	183094	Staples size of 23/8; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
78.	174725	Staples size of 24/6; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
79.	217118	Staples size of 24/8; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
80.	100699	Staples size of 26/6; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 1000 depending on the size including the requirements of the customer	Box	
81.	150302	Staples size of 26/8; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 5000 depending on the size including the requirements of the customer	Box	

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No.	Material Number	Item Description	Unit of Measure	Price (INCLUSIVE OF APPLICABLE TAXES)
82.	105012	Staples size of 66/11; Staples shall be made of steel wire; Legs of the staples shall have blunted or chisel ends; Quantity of staples in each box shall be 5000 depending on the size including the requirements of the customer	Box	
83.	183438	File binder; Self-adhesive plastic Snap Clip for use in A4 top retrieval files; 10 per packet	Packet	
84.	100716	Staple remover metal base	Each	
85.	104509	Stapler 100 sheet heavy duty	Each	
86.	100648	Stapler office 26/6 steel non-clog	Each	
87.	180116	Sticker sign here; 50 flags per dispenser; 24.5mm x 43.6mm	Dispenser	
88.	109500	Tape adhesive buff 55mx48mm	Each	
89.	173700	Tape adhesive clear 55mx48mm	Each	
90.	105030	Tape adhesive clear 12mx66mm	Each	
91.	108534	Holder Memo Paper • Cube size: 90 x 90 x 90mm.	Each	
92.	104868	Holder Pen & Pencil; Solid plastic moulded round- up organiser with 6 rounded recesses; Desktop Organiser Pen Holder - Black - 6 Cylinders	Each	
93.	124018	Calculator desktop; 12 Digit Big LCD Display 138 x 103 x 31mm 3 Digit Comma; 1 x SDS 270 Dual Power	Each	
94.	100614	Note pad "post-it" yellow 76x76mm; 65 sheets per pad	Pad	
95.	177549	Mouse pad; 5mm non-slip base; 230mmx185mm; Polyester fabric for good tracking; Assorted colours	Each	
96.	195727	Folder quotation polypropylene A4 blue; Flexible spine with removable spine label; Flexible 2 holes, 80mm filing mechanism; Up to 50 sheets filing capacity	Each	

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TOTAL BID PRICE FOR ALL ITEMS	R
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- i. The total bid price on a PRICING SCHEDULE must be the final calculated cost of all-inclusive prices that a bidder is offering for goods or services, including all costs and taxes if their bid is accepted.
- ii. This total price should be clearly indicated on the pricing schedule as a separate line item to demonstrate all calculations for the listed items.
- iii. All prices offered by the prospective bidders must be inclusive of all applicable taxes. All offered prices must be per unit of measure indicated in the price schedule.

NOTE: The price adjustment mechanism for the items contained in section 2 ABOVE will be reviewed on a 6-months basis for the entire 36 months (3 years) period of the contract.

NAME OF THE BIDDER: _____

SIGNATURE OF THE BIDDER: _____

DATE: _____



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PREFERENCE POINTS CLAIM FORM

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).


1.2 **To be completed by the organ of state**

[TICK APPLICABLE BOX]

<input type="checkbox"/>	The applicable preference point system for this tender is the 90/10 preference point system.
<input type="checkbox"/>	The applicable preference point system for this tender is the 80/20 preference point system.
<input type="checkbox"/>	Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“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; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).



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3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender



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4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



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Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)



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DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

4.4. Company registration number

4.5. TYPE OF COMPANY/ FIRM

[TICK APPLICABLE BOX]

<input type="checkbox"/>	Partnership/Joint Venture / Consortium
<input type="checkbox"/>	One-person business/sole propriety
<input type="checkbox"/>	Close corporation
<input type="checkbox"/>	Public Company
<input type="checkbox"/>	Personal Liability Company
<input type="checkbox"/>	(Pty) Limited
<input type="checkbox"/>	Non-Profit Company
<input type="checkbox"/>	State Owned Company

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –



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- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME	
DATE	
ADDRESS	