



public enterprises

Department:
Public Enterprises
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATIONS (RFQ)
RFQ SCM 113/1/2021-2022**

**REQUEST FOR QUOTATION (RFQ):
PROCUREMENT OF STATIONERY**

CLOSING DATE: 17 MARCH 2022

TIME: 11:00

1. BACKGROUND

The Department of Public Enterprises is the shareholder representative for Government with oversight responsibility over seven State Owned Companies (SOC) that operate in core sectors of the economy such as mining, defence, energy, logistics, aviation and forestry.

The SOC in the DPE portfolio are namely: Eskom, Transnet, Denel, South African Airways (SAA), South African Forestry Company Limited (SAFCOL), Alexkor and SA Express.

These SOCs play a key role in enabling economic growth, creating jobs and promoting the industrialisation and the transformation of the economy. The Department is the primary interface between Government and the SOCs concerned and, in addition to oversight, provides input to the formulation of policy, legislation and regulation.

2. OUR VISION

To create an enabling environment in which SOCs add real economic value by focusing on operational excellence, commercial viability, and fiscal prudence. This will drive developmental objectives, industrialisation, job creation and skills development.

3. OUR MISSION

To provide clear strategic direction and oversight to the Department's SOCs, seeking to ensure that:

- They are financially sustainable, adequately funded and operationally robust.
- Their operating models keep pace with global development and innovation.
- They provide reliable, high-quality and cost-effective services and infrastructure to industry and our citizens.
- They secure investment and funding for strategic industrial development; and they align with national developmental objectives.

4. SCOPE OF WORK

Department of Public Enterprise hereby requests assistance with a quotation for the procurement of stationery

4.1. Specification

List a detailed specification and refer to the pricing schedule attached as **Annexure A**

5. EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, DPE has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to DPE and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE.

Table 1- Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

6. INSTRUCTIONS TO BIDDERS

6.1. Terms and Conditions

DPE reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

The adjudication process does not represent a commitment on the part of the DPE to proceed further with that proposal or of any other bidder.

6.2. Changes to this RFQ document

DPE reserves the right to make changes on this RFQ Document. All changes will be communicated to those bidders that have responded to the RFQ/ RFP. No reliance shall be placed on other information or comment from any other person.

6.3. Confidentiality

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

6.3.1. Other matters

- a) DPE reserves the right not to enter any relationship and no correspondence pertaining to submissions will be entered into.
- b) If DPE does not accept any proposal, it will declare this RFQ/ RFP call process closed and may then elect to:
 - i. Proceed on a completely different basis; and
 - ii. Not to appoint any respondent in the event it deems proposals not appropriate.

6.3.2. DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

6.3.3. DPE reserves the right to engage in processes to validate all claims made in the proposal.

6.3.4. DPE reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question. For the purposes of this RFQ/ RFP, "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition.

7. PAYMENT STRUCTURE

- 7.1. DPE undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 7.2. Payments will only be made on the basis of the work completed (milestones/deliverables) as per the project implementation plan to be agreed at the inception of the project.

8. GENERAL

Below are compulsory requirements for this service:

- 8.1. It is important to note that the successful bidder will work under the supervision of a DPE representative, abide by DPE's Code of Conduct, and other organizational guidelines.
- 8.2. Kindly submit the following document:
 - a) Valid B-BBEE Level of contribution or Sworn Affidavit Certificate issued by the following agencies SANAS, IRBA or CCA (Failure to attach certificate will lead to non- allocation of points)
 - b) Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)
 - c) National Treasury Central Supplier Database Report (CSD)
 - d) Completed and signed SBD forms

9. CONTACT DETAILS FOR INFORMATION

- 9.1. Further information regarding supply chain matters can be send via email to: Zandarine.Theron@dpe.gov.za or at tel 012 431-1030

10. SUBMISSIONS OF PROPOSALS

- 10.1. Proposals should be submitted on or before **17 MARCH 2022** by no later than 11:00 to the following email address: quotations@dpe.gov.za
- 10.2. The selection of the qualifying bid/quotations will be at Department of Public Enterprise's sole discretion. Department of Public Enterprise does not bind itself to accept any bid/quotations and reserves the right not to appoint the bidder.

ANNEXURE A

PRICING SCHEDULE (Professional Products and Services or other)

Note:

- Bidder must complete the pricing as per the table below and submit quotation of company's letterhead.
- All pricing will be according to the Scope of work
- Line Prices are all **VAT EXCLUDING**, and **TOTAL PRICE** is **VAT INCLUSIVE**

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return a part of the tender submission.

Unit's name	ICN	Detail description	Unit of issue	Quantity	Unit price	Total
Knowledge Centre		FF 2 DUSTMASKS	BOX	10		
		PEN BLACK GEL INK	EACH	25		
		PEN BALLPOINT BLACK	EACH	25		
		PENCIL	EACH	10		
		NOTEBOOK A5, 100 PAGES	EACH	10		
		PERMANENT MARKER, ARTLINE, 700 BLACK	EACH	10		
		PERMANENT MARKER, ARTLINE, 70 BLACK	EACH	5		
		FILE LEVER ARCH WITH FRONT POCKET 25 MM WHITE OR BLACK	EACH	10		
		FILE LEVER ARCH WITH FRONT POCKET 50 MM WHITE OR BLACK	EACH	10		
		FILE LEVER ARCH WHITE 75 MM BLACK OR WHITE	EACH	10		
		PUNCH ONE HOLE HEAVY DUTY, STEEL	EACH	2		
		RUBBER BAND, SIZE 69	PACKET	10		
		RUBBER BAND, SIZE 22	PACKET	10		
		STENCIL ALPHABET RULER 5MM	EACH	2		
		STENCIL ALPHABENT RULER 10 MM	EACH	2		

		LETTER OPENER, KNIFE	EACH	2		
		PLASTIC SLEEVES	PACKET	2		
		CELLOTAPE, CLEAR 48 MM X 50 MM	EACH	15		
		POST IT FLAG, VARIOUS COLOURS, SHEET 40 SIZE 45 X 12 MM	PACKS	6		
OFFICE OF THE DEPUTY MINISTER		CLUTCH PENCILS	EACH	50		
		PEN PILOT BLACK G-2 07	EACH	120		
		PEN PILOT BLUE G-2 07	EACH	100		
		PEN PILOT RED G-2 07	EACH	100		
		HARDCOVER BOOK A4, 192 PAGES	EACH	20		
		HARDCOVER BOOK A5, FEINT MARGIN, 100 PAGES SPIRAL BOUND	EACH	50		
		QUOTATION FOLDER, RED	EACH	50		
		QUOTATION FOLDER BLUE	EACH	50		
		GLUE, PRITT, 22 GRAM	EACH	20		
		CELLO TAPE CLEAR 48 MM X 50	EACH	10		
		CELLO TAPE BUFF 48 MM X 50 MM	EACH	10		
		HIGHLIGHTER BLUE	BOX OF 10	1		
		HIGHLIGHTER YELLOW	BOX OF 10	1		
		HIGHLIGHTER GREEN	BOX OF 10	1		
		HIGHLIGHTER RED	BOX OF 10	1		
		HIGHLIGHTER PINK	BOX OF 10	1		
		HIGHLIGHTER ORANGE	BOX OF 10	1		
		STAPLES GIANT 66/11 MM	BOX	2		
		PHOTOCOPY PAPER BRIGHT COLOUR, BLUE	REAM	1		
		PHOTOCOPY PAPER BRIGHT COLOUR, GREEN	REAM	1		
		PHOTOCOPY PAPER BRIGHT	REAM	1		

		COLOUR, YELLOW				
		PHOTOCOPY PAPER BRIGHT COLOUR, ORANGE	REAM	1		
		PHOTOCOPY PAPER BRIGHT COLOUR, RED	REAM	1		
		PHOTOCOPY PAPER BRIGHT COLOUR, YELLOW	REAM	1		
		PHOTOCOPY PAPER BRIGHT COLOUR, PINK	REAM	1		
Office of the CFO		FILE DESIGN A FILE,2D RING 40 MM BLACK	EACH	50		
		FILE DESIGN A FILE,2D RING 50 MM BLACK	EACH	50		
		FILE DESIGN A FILE,2D RING 70 MM BLACK	EACH	50		
		PERMANENT MARKER BLACK ARTLINE 70	EACH	10		
		PENTEL 1.0 MM SUPERB BALLPOINT PEN BLACK	EACH	20		
		PENTEL 1.0 MM SUPERB BALLPOINT PEN RED	EACH	20		
		PENCIL HB	EACH	120		
		STAPLES 26/6 MM	BOX	25		
		POST IT PADS 76 MM X 76 MM	PAD	50		
		POST IT PAD 125 MM X 76MM	PAD	50		
		PERMANENT MARKER ARTLINE 700	EACH	50		
		BIG CALCULATOR CASIO 12 DIGITS	EACH	10		
		SCISSOR	EACH	25		
		GLUE STICK PRITT 43G	EACH	25		
		RULER	EACH	25		
		PEN PILOT INK GEL BLACK G2- 07	EACH	120		
		HARDCOVER A 4 NOTEBOOK 192 PAGES	EACH	25		
		SHARPNER, STEEL ONE HOLE	EACH	25		
		PEN PILOT INK GEL BLUE G2-07	EACH	60		

		PEN PILOT INK GEL RED G2-07	EACH	60		
		FOLDBACK CLIPS 19 MM	BOX	10		
		FOLDBACK CLIPS 32 MM	BOX	10		
		FOLDBACK CLIPS 41 MM	BOX	10		
		FOLDBACK CLIPS 51 MM	BOX	10		
		QUOTATION FOLDER, RED WITH FRONT POCKET	PACKET OF 10	30		
		QUOTATION FOLDER, BLUE WITH FRONT POCKET	PACKET OF 10	30		
		TZ TAPE FOR BROTHER PTOUCH LABELLING MACHINE, TZ 12 MM WHITE	BOX	2		
		TOTAL EXCLUDING VAT				
		VAT				
		TOTAL INCLUSIVE OF VAT				

Please submit your quotation exactly as per the specification. Failure will lead to disqualification of your quotation.

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
.....
 - 2.5 Tax Reference Number:
.....
 - 2.6 VAT Registration Number:
.....
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

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

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

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

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

.....
.....
.....

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

2.8.1 If so, furnish particulars:

.....
.....
.....

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

2.9.1 If so, furnish particulars.

.....
.....
.....

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

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

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

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? 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 facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid/price quotation:

(Bid Number/price quotation and Description)

in response to the invitation for the bid/price quotation made by:

Department of Public Enterprises

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid/price quotation, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid/price quotation in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid/price quotation invitation, based on their qualifications, abilities or experience; and

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

SBD 9

6. The bidder has arrived at the accompanying bid/price quotation independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding/quote with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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