



sport, arts, culture & recreation

Department of
Sport, Arts, Culture and Recreation
FREE STATE PROVINCE

BID DOCUMENT

SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PHOTOCOPY PAPERS FOR FREE STATE DEPARTMENT OF SPORTS ARTS CULTURE AND RECREATION FOR A PERIOD OF THREE YEARS

BID NUMBER: SCM-01 / STAT / 2022

CLOSING DATE: 14 OCTOBER 2022

TIME: 11:00

VALIDITY PERIOD: 120 DAYS

BRIEFING SESSIONS: COMPULSORY

Compulsory briefing sessions will be held in the following towns and dates:

No	DISTRICT	TOWNS/ PLACE	DATE	TIME	VENUE
1	Mangaung and Xhariep	Bloemfontein	28 Sep 2022	10:00	Willem Posma Library
2	Lejweleputswa	Welkom	29 Sep 2022	13:00	Welkom: Town Library
3	Fezile Dabi	Kroonstad	29 Sep 2022	09:00	Kroonstad: civic Theatre
4	Thabo Mofutsanyana	Bethlehem	30 Sep 2022	10:00	Bethlehem: Dihlabeng Library

***Failure to attend the compulsory briefing session will invalidate the bid**

NB: All documents must be completed with original black ink.

All bidders must indicate their CSD Registration number: MAAA.....

DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

- ❖ Bid Submission Checklist

SECTION 1

- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.1 and 3.2)
- ❖ Declaration of Interest (SBD 4)
- ❖ Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2017 (SBD 6.1)
- ❖ Proof of the following documentation will be required:
 - Proof of residential address- (municipality account required, Municipal Clearance certificate or rental agreement)
 - Originally certified Identification/s of copy (ies) of shareholder/s
 - Company's registration, CK document
 - Valid Tax Clearance Certificate / Tax Compliance Status Pin
 - CSD Registration number and Report
 - BEE Certificate or Sworn Affidavits obtained from DTI

SECTION 2

- ❖ Special Conditions of Contract (SCC)

SECTION 3

- ❖ General Conditions of Contract (GCC)- not to be returned as part of the submission

Annexure A

- ❖ Joint Venture or a Consortium Agreement

Annexure B

- ❖ Sworn Affidavits

BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:
Please note that all the information listed below should be included in the bid.

		COMPLIANT? (TICK <input checked="" type="checkbox"/> IN APPROPRIATE BOX	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
SBD 1	Invitation		
SBD 3.1 and 3.2	Pricing Schedule – Firm Prices as well as the price adjustment		
SBD 4	Declaration Of Interest		
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017		
2	SECTION 2		
2.1	Special Conditions of Contract (SCC)		
3	SECTION 3		
3.1	Briefing Session Attendance Certificate		
4.	SECTION 4		
4.1	General Conditions of Contract (GCC)		
5.	ATTACHMENTS		
5.1	Proof of residential address-(municipality account required, Municipal Clearance certificate or valid rental agreement)		
	Identification copies of shareholders and Directors (originally certified)		
	Company's registration, CK document		
	Tax Compliance Status Pin		
	CSD Registration number or Summary Report		
Annexure A	Joint Venture or a Consortium		
Annexure B	Sworn Affidavit (DTI Template)		

SECTION 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)						SBD 1		
BID NUMBER:	SCM-01 / STAT / 2022		CLOSING DATE:		14/10/2022		CLOSING TIME:	11:00
DESCRIPTION	SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PHOTOCOPY PAPERS FOR FREE STATE DEPARTMENT OF SPORTS ARTS CULTURE AND RECREATION FOR A PERIOD OF THREE YEARS							
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)								
SUPPLY CHAIN MANAGEMENT								
ZANA BUILDING, ROOM 104								
HENRY STREET								
BLOEMFONTEIN								
9300								
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON	MR. R.L. MASISI			CONTACT PERSON	VUSI GALANE			
TELEPHONE NUMBER	0664747494			TELEPHONE NUMBER	0664747236			
FACSIMILE NUMBER				FACSIMILE NUMBER				
E-MAIL ADDRESS				E-MAIL ADDRESS	vusi@sacr.fs.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	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE 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			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]								
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]			
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> 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 2.3 BELOW.								

**INVITATION TO BID
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 (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 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:

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

CATEGORY A (STATIONARY AND OTHER CONSUMABLES)

NAME OF BIDDER_____				BID NUMBER: SCM-01 / STAT / 2022__		
Closing Time 11:00 on				Validity Period: 120 Days		
ITEM NR	ICN	ITEM DESCRIPTION	ATTRIBUTES	UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
1		BINDING MATERIAL				
1.1	999977U0050753	FILE,COVER A-4;WHITE;LEATHERBOARD	BINDING covers, leatherboard & gloss A4, 285 micron,	PK of 100	White	
1.2	999977U0050789	FILE,COVER A-4;BLUE;LEATHERBOARD		PK of 100	Blue	
1.3	999977U0050815	FILE,COVER A-4;RED;LEATHERBOARD		PK of 100	Red	
1.4	999977U0050827	FILE,COVER A-4;GREEN;LEATHERBOARD		PK of 100	Green	
1.5	999977U0050839	FILE,COVER A-4;WHITE;GLOSS FINISH;285MICRON		PK of 100	White	
1.6	999977U0050878	FILE,COVER A-4;BLUE;GLOSS FINISH;285MICRON		PK of 100	Blue	
1.7	999977U0050880	FILE,COVER A-4;RED;GLOSS FINISH;285MICRON		PK of 100	Red	
1.8	999977U0050928	FILE,COVER A-4;GREEN;GLOSS FINISH;285MICRON		PK of 100	Green	
1.9	999977U1089883	BINDING ELEMENT PLASTIC;A-4;DIA 6MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 06 MM	PK of 100	Blue	
1.10	999977U1089895	BINDING ELEMENT PLASTIC;A-4;DIA 6MM;RED;21-RING		PK of 100	Red	
1.11	999977U1089919	BINDING ELEMENT PLASTIC;A-4;DIA 6MM;GREEN;21-RING		PK of 100	Green	
1.12	999977U1089921	BINDING ELEMENT PLASTIC;A-4;DIA 6MM;WHITE;21-RING		PK of 100	White	
1.13	999977U1089933	BINDING ELEMENT PLASTIC;A-4;DIA 6MM;BLACK;21-RING		PK of 100	Black	
1.14	999977U1089945	BINDING ELEMENT PLASTIC;A-4;DIA 6MM;CLEAR;21-RING		PK of 100	Clear	
1.15	999977U1090101	BINDING ELEMENT PLASTIC;A-4;DIA 8MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 08 MM	PK of 100	Blue	
1.16	999977U1090137	BINDING ELEMENT PLASTIC;A-4;DIA 8MM;GREEN;21-RING		PK of 100	Green	
1.17	999977U1090149	BINDING ELEMENT PLASTIC;A-4;DIA 8MM;WHITE;21-RING		PK of 100	White	
1.18	75101803179532	BINDING ELEMENT PLASTIC;A-4;DIA 8MM;BLACK;21-RING		PK of 100	Black	
1.19	999977U1090152	BINDING ELEMENT PLASTIC;A-4;DIA 8MM;CLEAR;21-RING		PK of 100	Clear	
1.20	999977U1090202	BINDING ELEMENT PLASTIC;A-4;DIA 12 5MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 12 5 MM	PK of 100	Blue	

1.21	999977U1090214	BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;RED;21-RING		PK of 100	Red	
1.22	999977U1090240	BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;GREEN;21-RING		PK of 100	Green	
1.23	999977U1090253	BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;WHITE;21-RING		PK of 100	White	
1.24	75101802528418	BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;BLACK;21-RING		PK of 100	Black	
1.25	999977U1090277	BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;CLEAR;21-RING		PK of 100	Clear	
1.26	999977U1090315	BINDING ELEMENT PLASTIC;A-4;DIA 14MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 14 MM	PK of 100	Blue	
1.27	999977U1090327	BINDING ELEMENT PLASTIC;A-4;DIA 14MM;RED;21-RING		PK of 100	Red	
1.28	999977U1090339	BINDING ELEMENT PLASTIC;A-4;DIA 14MM;GREEN;21-RING		PK of 100	Green	
1.29	999977U1090341	BINDING ELEMENT PLASTIC;A-4;DIA 14MM;WHITE;21-RING		PK of 100	White	
1.30		BINDING ELEMENT PLASTIC;A-4;DIA 14MM;BLACK;21-RING		PK of 100	Black	
1.31	999977U1090366	BINDING ELEMENT PLASTIC;A-4;DIA 14MM;CLEAR;21-RING		PK of 100	Clear	
1.32	999977T4534323	BINDING ELEMENT PLASTIC;A-4;DIA 16MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 16 MM	PK of 100	Blue	
1.33	999977T4534362	BINDING ELEMENT PLASTIC;A-4;DIA 16MM;RED;21-RING		PK of 100	Red	
1.34	999977T4534273	BINDING ELEMENT PLASTIC;A-4;DIA 16MM;GREEN;21-RING		PK of 100	Green	
1.35	999977U1090404	BINDING ELEMENT PLASTIC;A-4;DIA 16MM;WHITE;21-RING		PK of 100	White	
1.36	999977U1090416	BINDING ELEMENT PLASTIC;A-4;DIA 16MM;BLACK;21-RING		PK of 100	Black	
1.37	999977U1090428	BINDING ELEMENT PLASTIC;A-4;DIA 16MM;CLEAR;21-RING		PK of 100	Clear	
1.38	999977U1090467	BINDING ELEMENT PLASTIC;A-4;DIA 25MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 25 MM	PK of 100	Blue	
1.39	999977T5912136	BINDING ELEMENT PLASTIC;A-4;DIA 25MM;RED;21-RING		PK of 100	Red	
1.40	999977T5912148	BINDING ELEMENT PLASTIC;A-4;DIA 25MM;GREEN;21-RING		PK of 100	Green	
1.41	999977T5912112	BINDING ELEMENT PLASTIC;A-4;DIA 25MM;WHITE;21-RING		PK of 100	White	
1.42	999977U1090479	BINDING ELEMENT PLASTIC;A-4;DIA 25MM;BLACK;21-RING		PK of 100	Black	
1.43	999977U1090493	BINDING ELEMENT PLASTIC;A-4;DIA 25MM;CLEAR;21-RING		PK of 100	Clear	
1.44	999977T4534311	BINDING ELEMENT PLASTIC;A-4;DIA 10MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 9,5 - 10 MM IBICO or similar	PK of 100	Red	
1.45	999977T4534350	BINDING ELEMENT PLASTIC;A-4;DIA 10MM;RED;21-RING		PK of 100	Red	
1.46	75101802792467	BINDING ELEMENT PLASTIC;A-4;DIA 10MM;GREEN;21-RING		PK of 100	Green	
1.47	999977U1090517	BINDING ELEMENT PLASTIC;A-4;DIA 10MM;WHITE;21-RING		PK of 100	White	
1.48	999977U1090529	BINDING ELEMENT PLASTIC;A-4;DIA 10MM;BLACK;21-RING		PK of 100	Black	
1.49	999977U1090543	BINDING ELEMENT PLASTIC;A-4;DIA 10MM;CLEAR;21-RING		PK of 100	Clear	
1.50	999977T4534335	BINDING ELEMENT PLASTIC;A-4;DIA 22MM;BLUE;21-RING	BINDING ELEMENT 21 RINGS 20 MM IBICO or similar	PK of 100	Blue	
1.51	999977T4534374	BINDING ELEMENT PLASTIC;A-4;DIA 22MM;RED;21-RING		PK of 100	Red	
1.52	999977T4534285	BINDING ELEMENT PLASTIC;A-4;DIA 22MM;GREEN;21-RING		PK of 100	Green	
1.53	999977T5912098	BINDING ELEMENT PLASTIC;A-4;DIA 22MM;WHITE;21-RING		PK of 100	White	
1.54	75101801291032	BINDING ELEMENT PLASTIC;A-4;DIA 22MM;BLACK;21-RING		PK of 100	Black	
1.55	999977U1090570	BINDING ELEMENT PLASTIC;A-4;DIA 22MM;CLEAR;21-RING		PK of 100	Clear	
1.56	999977U1090594	BINDING ELEMENT PLASTIC;A-4;DIA 18MM;BLUE;21-RING	BINDING ELEMENT 18MM	PK of 100	Blue	
1.57	999977U1090606	BINDING ELEMENT PLASTIC;A-4;DIA 18MM;RED;21-RING		PK of 100	Red	
1.58	999977U1090618	BINDING ELEMENT PLASTIC;A-4;DIA 18MM;GREEN;21-RING		PK of 100	Green	
1.59	75101803122544	BINDING ELEMENT PLASTIC;A-4;DIA		PK of 100	White	

		18MM;WHITE;21-RING				
1.60	999977U1090620	BINDING ELEMENT PLASTIC;A-4;DIA 18MM;BLACK;21-RING		PK of 100	Black	
1.61	999977U1090632	BINDING ELEMENT PLASTIC;A-4;DIA 18MM;CLEAR;21-RING		PK of 100	Clear	
1.62	999977U108921	BINDING ELEMENT PLASTIC;A-4;DIA 9.5MM;WHITE		PK of 100	White	
1.63	999977U108921	BINDING ELEMENT PLASTIC;A-4;DIA 50MM;WHITE		PK of 100	White	
1.64	999977T4534335	BINDING ELEMENT PLASTIC;A-4;DIA 20MM;WHITE		PK of 100	White	
1.65	999977U1090618	BINDING ELEMENT PLASTIC;A-4;DIA 45MM;WHITE		PK of 100	White	
1.66	75101801291032	BINDING ELEMENT PLASTIC;A-4;DIA 32MM;WHITE		PK of 100	White	
1.67	999977U1090606	BINDING ELEMENT PLASTIC;A-4;DIA 38MM;WHITE		PK of 100	White	
1.68	999977U1090618	BINDING ELEMENT PLASTIC;A-4;DIA 45MM;WHITE		PK of 100	White	
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
2		PAPER FASTENERS				
2.1	75101800890119	PAPER CLIP BULLDOG;STL;LG 75MM	CLIP BULLDOG 75 MM	BX of 12		
2.2	75101800033643	PAPER CLIP METAL;50MM LG		BX of 12		
2.3		PAPER CLIP BULLDOG;STL;LG 20MM	FASTENER PAPER 33 MM PAPER CLIP	BX of 12		
2.4	999977T1939848	CLIP BULLDOG;FOLD BACK;25MM W		BX of 12		
2.5	75101801016916	PAPER CLIP BULLDOG;STL;FOLD BACK;32MM		BX of 12		
2.6	75101802652675	PAPER CLIP BULLDOG;STL;FOLD BACK;50MM W		BX of 12		
2.7	75101802832715	PAPER CLIP STL;FOLD BACK;42MM W		BOX		
2.8	75101801004480	PAPER CLIP LG 30MM;STL		BOX		
2.9	75101800332318	FASTENER,PAPER CLIP;LG 33MM;81/03593	FASTENER PAPER 50MM PAPER CLIP	BX of 100		
2.10	75101801452768	FASTENER,PAPER CLIP;STL;77MM LG;50'S	FASTENER PAPER 78MM PAPER CLIP	BX of 50		
2.11	75101801160668	FASTENER,PAPER INDIAN GEM CLIP;LG 38MM;FILING LACES, TREASURY TAG	FASTENER PAPER INDIAN TAGS 38 MM	BX of 100		
2.12	75101801160795	FASTENER,PAPER INDIAN GEM CLIP;LG 63MM;FILING LACES, TREASURY TAG	FASTENER PAPER INDIAN TAGS 63 MM	BX of 100		
2.13	75101800091076	FASTENER,PAPER INDIAN GEM CLIP;LG 89MM;FILING LACES, TREASURY TAG	FASTENER PAPER INDIAN TAGS 89 MM	BX of 100		
2.14	751077T0879371	FASTENER,PAPER INDIAN TAG;100MM/102MM; FILING LACES, TREASURY TAG	FASTENER PAPER INDIA TAGS81/19272	BX of 100		

ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
3		PINS, RUBBER & TWINE	Pins, rubber & twine			
3.1	999977T1738071	PIN INDICATOR 15MM DIA	Pins - indicator, 15mm	Tub of 20	Diff. Colours	
3.2	999977T6326452	PIN,PAPER DRAWING;11MM, ASSORTED	PINS DRAWING 9MM	Box of 50	Diff. Colours	
3.3	75101800370229	BAND,RUBBER ASSORTMENT;100G/BX;81/11191	RUBBER BAND ASSORTMENT	BX 100g		
3.4	75101840356216	BAND,RUBBER NR-32;3,2MM W X 76MM LG;100G	RUBBER BAND NO 32	BX 100g		
3.5	999977T6348763	BAND,RUBBER ELASTIC;NR-64;100G/BX	RUBBER BAND NO 64	BX 100g		
3.6		BAND, RUBBER W 80MM X DIA 220MM		BX 100g		
3.7		BAND, RUBBER NR-38; W 3MM X DIA 152MM		BX 100g		
3.8		BAND, RUBBER 90MM X 6MM		100g		

3.9		BAND, RUBBER 150MM X 3MM		100g		
3.10		BAND, RUBBER ELASTIC: NR-220 (250MM X 30MM)				
3.11		BAND, RUBBERBANDS NR-220 (150MM X 1.5MM)				
3.12	999977T6348775	BAND,RUBBER ELASTIC;NR-38;100G/BX (TREELINE)		BX 100g		
3.13		BAND,RUBBERBANDS 38 100G, 1KG BAG (INTERSTAT)		Bag		
3.14		BAND,RUBBERBANDS 38 100G BAG (Thin)		BAG		
3.15	75101802314146	THUMBTACK STANDARD	THUMBTACK METAL 12 MM	Box of 100		
3.16	999977U1114848	TWINE FIBROUS;NYLON;DIA 2MM;50G/RL	TWINE, COTTON, 2mm	Roll of 50g		
3.17	40201801130931	TWINE FIBROUS;THICK;DIA 4MM	TWINE, COTTON, 4mm	Roll of 50g		
3.18	75101800542670	RIBBON,BINDING PINK;20M RL (Legal Tape)	RIBBON BINDING OFFICE PINK	Roll		

ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
4		GLUE	Glue			
4.1	80401802332649	ADHESIVE (GLUE) 25ML;CLEAR;BOSTIK OR SIMILAR	GLUE CLEAR 25ML, Bostik or similar	EA		
4.2	80401802697963	ADHESIVE (GLUE) STICK FORM;20G	Glue stick, ±20 - 25gm pritt or similar	EA		
4.3	999977T3787025	ADHESIVE (GLUE) STICK FORM;40G;PRITT OR SIMILAR	Glue stick, ±36 - 40gm pritt or similar	EA		
4.4	80401842130690	ADHESIVE (GLUE) STICK FORM;18G;PRITT OR SIMILAR	Glue stick, ±8 - 10gm, pritt or similar	EA		
4.5	80401801667652	ADHESIVE (GLUE) 100G;PRESTIK OR SIMILAR	PRESTIC RE USABLE 100 GRAM	EA		
4.6		ADHESIVE (GLUE) 25ML CLEAR, BOSTIK		EA		
4.7	803077T0657837	ADHESIVE (GLUE) 30ML;BOSTIK OR SIMILAR (GEL)	BOSTIK	EA		

ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
5		TAPE				
5.1	751077T0636314	TAPE PRESSURE SENSITIVE;ADHESIVE;MASKING;18MM W;40M LG;ROLL	TAPE MASKING 18 X 50 M	RL		
5.2	751077T0777351	TAPE MASKING;24MM W X 50M LG;ROLL	TAPE MASKING 24 X 50 M	RL		
5.3	75101800721718	TAPE ADHESIVE;CLEAR;48MM W X 50M LG;1-SIDE ADHESIVE	TAPE PACKING BUFF 48 X 59 M	RL	Clear	
5.4	75101840436127	TAPE SELF ADHESIVE;CLEAR;12MM W X 66M LG;CELLOTAPE	TAPE CELLOTAPE 12 MM X 5 M	EA	Clear	
5.5	813577T0658512	TAPE SELF ADHESIVE;RED;12MM W;CELLOTAPE		EA		
5.6	75101800609774	TAPE SECURE; RED; 33MM W X 35M INACTIVE NORMAL		EA		
5.7		TAPE SELF ADHESIVE; 24MM W X 33MM DOUBLE SIDED		EA	Clear	
5.8	751077T0302594	TAPE ADHESIVE;CLEAR;W 12MM X LG 66M	TAPE CELLOTAPE 12 MM X 50M/66M Clear, magic tape	RL	Clear	
5.9	751077T0635984	TAPE PRESSURE SENSITIVE;ADHESIVE;W 18MM X LG 66M;MAGIC TAPE	TAPE CELLOTAPE 18 MM X 66 M magic tape can be written on , do not show on faxes or copies	RL		

5.10	75101843111234	TAPE PRESSURE SENSITIVE,ADHESIVE;W 24MMW;MAGIC TAPE	TAPE CELLOTAPE 24 MM X 66 M magic tape can be written on , do not show on faxes or copies	RL		
5.11	75201802828010	DISPENSER,STATIONERY HAND PULL;25MM TAPE;PRESET CUTTING DEVICE	TAPE CELLOTAPE DISPENSER 25/75mm	EA		
5.12	999977T5277571	TAPE ADHESIVE;CLEAR;CELLULOSE;W 24MM X LG 66MM	CELLOTAPE clear 24mm X 66mm	EA	Clear	
5.13	999977U0048557	TAPE SELF ADHESIVE;CRYSTAL CLEAR;W 19MM X LG 5000MM	CELLOTAPE crystal clear 19mm*5m	EA	Clear	
5.14	75101800721720	TAPE SELF ADHESIVE;BUFF;48MM W X 50M LG	BUFF TAPE	EA	Brown	
5.15	999977U1105612	SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 2000MM;DC-FIX;BOOK COVERING	DESI FIX 5m	EA	Clear	
5.16	999977U0528125	SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 3000MM;DC-FIX;BOOK COVERING		EA	Clear	
5.17	999977T8311110	SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 5000MM;DC-FIX;BOOK COVERING		EA	Clear	
5.18	93301801269036	SHEET,PLASTIC SELF-ADHESIVE;CLEAR;450MM W X 10M LG;DC-FIX;BOOK COVERING		EA	Clear	
5.19	999977U1105636	SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 16M;DC-FIX;BOOK COVERING		EA	Red	
5.20	75101800609774	TAPE SECURE: RED: 33MM W X 35M INACTIVE NORMAL		EA		
5.21		TAPE SELLO NOTE 76X76 NEON		EA		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
6		BOOKS, CLIPBOARDS, PAPER PADS, CARBON PAPER	Books, clipboards, paper pads, carbon paper			
6.1	999977T5923521	BOOK HARD COVER;A-4;96-PAGES;BOTH SIDES FEINT RULED,MARGIN	BOOK HARD COVER A4 MEMORANDUM 96 PAGES	EA	Black	
6.2	753077T0641629	BOOK MEMORANDUM;EXERCISE;A-4;192 PAGES;BOTH SIDES FEINT RULED,MARGIN;HARD COVER	BOOK HARD COVER MEMO A4 192 PAGES	EA		
6.3	753077T0641617	BOOK MEMORANDUM;SCRIBBLING (JOTTER);BOTH SIDES FEINT RULED,MARGIN;A-4;72-PAGES		EA		
6.4	999977T4950832	BOOK HARD COVER;A-4;288-PAGES;FAINT AND MARGIN		EA		
6.5	999977U0056566	CLIPBOARD PVC;A-4;BLACK;SPRING CLIP;FRONT COVER	CLIPBOARD, A4 PVC, with front cover	EA	Black/Blue/Red	
6.6	999977U1104088	CLIPBOARD PVC;A-4;BLUE;SPRING CLIP;FRONT COVER		EA		
6.7	999977U1104090	CLIPBOARD PVC;A-4;RED;SPRING CLIP;FRONT COVER		EA		
6.8	999977U1105675	CLIPBOARD PVC;LG 380MM X W 240MM;SPRING CLIP;BLACK	CLIPBOARD, A4 PVC, with no front cover	EA	Diff. Colours	
6.9	999977U1105687	CLIPBOARD PVC;LG 380MM X W 240MM;SPRING CLIP;RED		EA		
6.10	999977U1105699	CLIPBOARD PVC;LG 380MM X W 240MM;SPRING CLIP;BLUE		EA		
6.11		CLIPBOARD L/A BOARD CROX		EA		
6.12	999977T7007317	PAD,WRITING A-4;RULED;PUNCHED;100 SHEET	EXAMINATION PAD A4, punched feint and margin	EA		
6.13	75201801309943	FLIP CHART PAD;815MM LG X 675MM W	PAPER FLIPCHART 40 leaf, A1 bond	EA		
6.14	75301843106083	MESSAGE PAD POST-IT 83/184/2;TELEPHONE MESSAGE;105MM LG X 75MM W;YELLOW;50-SHEET	Telephone message book	EA		
6.15	999977U1105749	BOOK NOTE;SHORTHAND;A-5;SOFT COVER;JD145;SPIRAL BINDED;SIDE MARGIN	Siral note book A5	EA		

6.16	76101800771220	BOOK NOTEBOOK;A-4;HARD COVER;SPIRAL WIRE BACK	Spiral notebook feint& margine 100pg A4	EA		
6.17	999977U1105764	BOOK NOTE;SHORTHAND;A-5;SOFT COVER;JD146;SPIRAL BINDED;MIDDLE MARGIN	Shorthand notebook	EA		
6.18	75301844400707	BOOK JD162;288-PAGES;BOTH SIDES FEINT RULED,MARGIN	BOOK INDEX 298 pages	EA		
6.19	999977U2596234	LEATHERBOARD, A4 PAPER GREEN		Pack of 50		
	999977U2596208	LEATHERBOARD, A4 PAPER BLUE		Pack of 50		
	999977U2596222	LEATHERBOARD, A4 PAPER RED		Pack of 50		
	999977U2596196	LEATHERBOARD, A4 PAPER WHITE		Pack of 50		
	999977U3451681	LEATHERBOARD, A4 PAPER BLACK		Pack of 50		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
7		PAPER FOR SPECIAL PROJECTS	Paper for special projects			
7.1	999977T4602672	CARTON A-4;BEIGE/WHITE;160G;CERTIFICATE	CERTIFICATE Paper, A4 Zetta Ripple White	Pk 100		
7.2	999977T3272743	PAPER,PHOTOGRAPHIC A-4;WHITE GLOSS;102G;EPSON or SIMILAR	PHOTO PAPER, Epson, A4	Pk 50		
7.3	999977T6728999	PAPER,PHOTOGRAPHIC A-4;WHITE SEMI GLOSS;170G;HP or SIMILAR	PHOTO PAPER, HP, 4A	Pk 50		
7.4	75301840896628	PAPER,CARBON TYPEWRITER;A-4;BLACK;100 SHEET;81/170266	CARBON PAPER (PK 100) Black	Pk 50		
7.5	75301800091952	CARTON A-4; WHITE; 160G		PK 100	WHITE	
7.6		CARTON A-4; ORANGE; 160G		PK 100	ORANGE	
7.7		CARTON A-4; RED; 160G		PK 100	RED	
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
8		LABELS	Labels			
8.1	753077T0304915	LABEL SELF ADHESIVE;ROUND;BROWN;10MM DIA;COLOUR CODED	LABEL STICKER ROUND COLOURED colour code labels C10, (10mm) 1 colour per bx	BX of 100 labels		
8.2	753077T0304927	LABEL SELF ADHESIVE;ROUND;ORANGE;10MM DIA;COLOUR CODED		BX of 100 labels		
8.3	753077T0304939	LABEL SELF ADHESIVE;ROUND;YELLOW;10MM DIA;COLOUR CODED		BX of 100 labels		
8.4	753077T0304941	LABEL SELF ADHESIVE;ROUND;RED;10MM DIA;COLOUR CODED		BX of 100 labels		
8.5	753077T0304955	LABEL SELF ADHESIVE;ROUND;BLUE;10MM DIA;COLOUR CODED		BX of 100 labels		
8.6	753077T0304967	LABEL SELF ADHESIVE;ROUND;GREEN;10MM DIA;COLOUR CODED		BX of 100 labels		
8.7	7690AA13331273	LABEL SELF ADHESIVE;BLACK ON RED;URGENT	LABEL instruction - URGENT	Pk of 10		
8.8	999977T1940853	LABEL SELF ADHESIVE;CONFIDENTIAL;125/RL	LABEL instruction - confidential, Thank You, By hand	Roll of 125 stickers		
8.9	999977U0056655	LABEL SELF ADHESIVE;THANK YOU;125/RL		Roll of 125 stickers		
8.10	999977T4820724	LABEL YELLOW,GREEN;BY HAND/PER HAND;125/BX		Roll of 125 stickers		
8.11	999977U1105802	LABEL SELF ADHESIVE;ADDRESS;LG 100MM X W 50MM;2-ROW;SQ CORNER (lithotech)	LABEL, address, 2 row, 105 x 44mm self adhesive, square corners	BX		
8.12	999977T1940903	LABEL SELF ADHESIVE;ADDRESS;LG 70MM X W 37MM;WIZARD;EW985	LABEL, address, computer 3 row, 70 x 37mm self adhesive 24 up/sheet	BX		

8.13	999977U0050982	LABEL SELF ADHESIVE;ASSORTED COLOUR;LG 326MM X W 69MM;LEVER ARCH FILE	LABEL, lever arch lables, 70 x 315mm	BX	Diff. Colours	
8.14	999977T1269430	LABEL SELF ADHESIVE;ROUND;WHITE;FOR CD;120MM DIA	CD LABELS self Adhesive	BX		
8.15	753077T0644815	LABEL ADDRESS;COMPUTER;LG 96MM X W 36MM;3-ROW;24/SHEET		100		
8.16	753077T0641720	LABEL STAR;RED;DIA 50MM;CERTIFICATE		BX		
8.17	753077T0642138	LABEL ADDRESS;PRINTER;2-TO-VIEW (DBL ROW);FEEDING PAPER W 233MM;5000/BX		BX		
8.18	753077T0642660	LABEL LASER PRINTER;LG 70MM X W 36MM		BX		
8.19		LABELS C19 BLUE 250 LABELS		BX		
8.20	753077T0642708	LABEL ASSORTED COLOUR;DIA 19MM;COLOUR CODED		BX		
8.21	753077T0643027	LABEL COMPUTER;LG 95MM X W 24MM		BX		
8.22	753077T0881399	LABEL SELF ADHESIVE;STAR SHAPE;RED;10MM		BX		
8.23	753077T0729412	LABEL ADHESIVE;LG 45MM X W 13MM		BX		
8.24		LABEL COMPUTER; 36MMX95MM 316MM WEB (EW1046)		BX		
8.25		LABEL COMPUTER SELF-ADHESIVE LAB 36MMX95MM (EW1035)		BX		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
9		POST IT FLAGS	Post it flags			
9.1	75101800265367	POST-IT FLAG TAPE;PLASTIC;CLEAR;RED;LG 43,6MM X W 25,4MM	POST IT FLAGS 25.4 x 43.6mm	PK of 50 sheets	Diff. Colours	
9.2	75101800265532	POST-IT FLAG TAPE;PLASTIC;CLEAR;ORANGE;LG 43,6MM X W 25,4MM		PK of 50 sheets		
9.3	75101800265569	POST-IT FLAG TAPE;PLASTIC;CLEAR;WHITE;LG 43,6MM X W 25,4MM		PK of 50 sheets		
9.4	75101800267486	POST-IT FLAG TAPE;PLASTIC;CLEAR;YELLOW;LG 43,6MM X W 25,4MM		PK of 50		
9.5	75101800268096	POST-IT FLAG TAPE;PLASTIC;CLEAR;BLUE;LG 45,6MM X W 25,4MM		PK of 50		
9.6	75301801038595	POST-IT FLAG TAPE;PLASTIC;CLEAR;GREEN;LG 45,6MM X W 25,4MM		PK of 50		
9.7	73101801412877	POST-IT FLAG TAPE;PLASTIC;CLEAR;PURPLE;LG 45,6MM X W 25,4MM		PK of 50		
9.8	999977T8646554	POST-IT FLAG PRINTED;LG 45,6MM X W 25,4MM;SIGN HERE	POST IT FLAGS 25.4 x 43.6mm with words "SIGN HERE"	PK of 50		
9.9	999977T6073656	POST-IT FLAG BRIGHT COLOURS;LG 45MM X W 9,9MM;4/PK	POST IT FLAGS mini flags	pk of 4, 30 flags /dispenser	Diff. Colours	
9.10	999977T6073670	POST-IT FLAG STD COLOURS;LG 43MM X W 9,9MM;4/PK		PK of 50 sheets	Diff. Colours	
9.11		FLAG; POP-UP FLAGS; 5 COLOURS, 200 FLAGS-ASSORTED		PK of 50		
9.12	75301800400503	POST-IT PAD LG 127MM X W 76 MM;YELLOW	POST IT NOTE PAD ±125 X 75 MM	100 sh/pd		
9.13	75301800266167	POST-IT PAD LG 50MM X W 38*MM	POST IT NOTE PAD ±35 X 50 MM	100 sh/pd		
9.14	75301800377162	POST-IT PAD LG 105MM X W 75MM	POST IT NOTE PAD ±75 X 105 MM	100 sh/pd		
9.15	75301800198466	POST-IT PAD LG W 70MM		100sh/pd		
9.16	751077T0267575	POST-IT PAD SELF-ADHESIVE;LG 75MM X W 75MM	POST IT NOTE PADS 76x76mm	100 sh/pd		

9.17	7530144367427	POST-IT PAD NOTE 75MM W X 105MM LG LARGE	POST IT NOTE PADS 76x76mm	100 sh/pd		
9.18	75301800377162	POST-IT PAD SELF-ADHESIVE;LG 76*MM X W 76*MM	POST IT NOTE PADS 76x76mm	100 sh/pd		
9.19	751077T0879585	POST-IT PAD 73MM X W 73MM	POST IT NOTE PADS 76x76mm	100 sh/pd		
9.20	999977U0777161	POST-IT FLAG PRINTED;SIGN,DATE;LG 45*25MM;DISPENSER,RUBBER MAGNETIC PAD		pk/50		
9.21		POST-IT POP-UP NOTES, REFILL		Each		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
10		ENVELOPES	Envelopes			
10.1	999977T5196999	ENVELOPE MAILING;C-4;WHITE;LG 324MM X W 229;POCKET;250`S	ENVELOPE BROWN 324 X 229 MM	BX of 250	White	
10.2		ENVELOPE MAILING;C-4;BROWN;LG 324MM X W 229;POCKET;250`S		BX of 250	Brown	
10.3	999977U1128216	ENVELOPE MAILING;C-4;BUFF-MANILLA;LG 324MM X W 229MM;POCKET;250`S		BX of 250		
10.4	999977U1128242	ENVELOPE MAILING;C-5;WHITE;W 162MM X LG 229MM;BANKER;500`S	Envelope, 162 x 229, white or manilla	BX of 500	White	
10.5		ENVELOPE MAILING;C-5;BROWN;W 162MM X LG 229MM;BANKER;500`S		BX of 250	Brown	
10.6	999977U1128279	ENVELOPE MAILING;C-5;BUFF-MANILLA;W 162MM X LG 229MM;BANKER;500`S		BX of 500		
10.7	999977U1128281	ENVELOPE MAILING;C-5;WHITE;LG 229MM X W 162MM;POCKET;500`S		BX of 500		
10.8	999977U1128267	ENVELOPE MAILING;C-5;BUFF-MANILLA;LG 229MM X W 162MM;POCKET;500`S		BX of 500		
10.9	999977U1128901	ENVELOPE MAILING;C-5;WHITE;LG 229MM X W 162MM;WINDOW;BANKER;500`S	Envelope, window 162 x 229, white or manilla	BX of 500	White	
10.10		ENVELOPE MAILING;C-5;BROWN;LG 229MM X W 162MM;WINDOW;BANKER;500`S		BX of 250		
10.11	999977U1128925	ENVELOPE MAILING;C-5;BUFF-MANILLA;LG 229MM X W 162MM ;WINDOW ;BANKER;500`S		BX of 500		
10.12	999977U0049104	ENVELOPE PADDED;LG 360MM X W 270MM;NR-5;JIFFY LITE (or similar)	Envelopes, padded, jiffy lite or similar nr 5 - 270 x 360	BOX		
10.13	999977U0049116	ENVELOPE PADDED;LG 440MM X W 300MM;NR-6;JIFFY LITE (or similar)	Envelopes, padded, jiffy lite or similar nr 6 - 300 x 400	BOX		
10.14	999977U0059220	ENVELOPE MAILING;6-3/4;WHITE;W 90MM X LG 165MM;EASI SEAL;BANKER; 500`S	Envelope 90 x 165	BOX		
10.15	999977U0059105	ENVELOPE MAILING;8-1/4;WHITE;W 90MM X LG 152MM;EASI SEAL;BANKER; 500`S	Envelope 90 x 152	BOX		
10.16	999977U1128418	ENVELOPE MAILING;DLP;WHITE;LG 220MM X W 110MM;POCKET;500`S	Envelope white 220mm X 110mm	BOX		
10.17	999977U1128432	ENVELOPE MAILING;DLP;BUFF-MANILLA;LG 220MM X W 110MM;POCKET;500`S		BOX		
10.18	999977U1128519	ENVELOPE MAILING;B-4;WHITE;LG 353MM X W 250MM;POCKET;250`S	Envelope white B4 353x250	BOX		
10.19	999977U1128533	ENVELOPE MAILING;B-4;BUFF-MANILLA;LG 353MM X W 250MM;POCKET;250`S		BOX		
10.20	999977U1128545	ENVELOPE MAILING;B-4;WHITE;LG 353MM X W 250MM;EASI SEAL;POCKET;250`S		BOX		
10.21	999977U1128558	ENVELOPE MAILING;B-4;BUFF-MANILLA;LG 353MM X W 250MM;EASI SEAL;POCKET;250`S		BOX		
10.22	999977U1128382	ENVELOPE MAILING;DLB;WHITE;W 110MM X LG 220MM;WINDOW;BANKER; 500`S	Envelopes 110 X 220 {window}	BOX		
10.23	999977U1128394	ENVELOPE MAILING;DLB;BUFF-MANILLA;W 110MM X LG 220MM;WINDOW; BANKER; 500`S		BOX		
10.24	999977U1128343	ENVELOPE MAILING;DLB;WHITE;W 110MM X LG 220MM;BANKER;500`S	Envelopes 110 X 220 {no window}	BOX		
10.25	999977U1128356	ENVELOPE MAILING;DLB;BUFF-MANILLA;W 110MM X LG 220MM;BANKER;500`S	Envelopes 220 x 110 no window	BOX		
10.26	999977U1128444	ENVELOPE MAILING;DLP;WHITE;LG 220MM X W 110MM;WINDOW; POCKET; 500`S		BOX		

10.27	999977U1128469	ENVELOPE MAILING;DLP;BUFF-MANILLA;LG 220MM X W 110MM;WINDOW ;POCKET; 500`S		BOX		
10.28	999977U1128646	ENVELOPE MAILING;C-3;WHITE;LG 458MM X W 324MM;POCKET;250`S	Envelopes C3 458X324	BOX		
10.29	999977U1128659	ENVELOPE MAILING;C-3;BUFF-MANILLA;LG 458MM X W 324MM;POCKET;250`S		BOX		
10.30	753077T0268730	ENVELOPE MAILING;E-4;WHITE;LG 400MM X W 280MM;POCKET;250`S	E4 Envelopes	BOX		
10.31		ENVELOPE MAILING;E-4;BROWN;LG 400MM X W 280MM;POCKET;250`S				
10.32	753077T0288998	ENVELOPE MAILING;E-4;BUFF-MANILLA;LG 400MM X W 280MM;POCKET;250`S		BOX		
10.33	999977U1128608	ENVELOPE MAILING;E-6;WHITE;LG 200MM X W 140MM;POCKET;250`S	E6 Envelopes	BOX		
10.34	999977U1128610	ENVELOPE MAILING;E-6;BUFF-MANILLA;LG 200MM X W 140MM;250`S		BOX		
10.35	999977T7669043	ENVELOPE MAILING;C-6;WHITE;W 114MM X LG 162MM;EASI SEAL;BANKER ;500`s	C6 Opaque seal easi - 114mm x 162mm	BX of 500		
10.36		ENVELOPE MAILING;C-6;BROWN;W 114MM X LG 162MM;EASI SEAL;BANKER ;500`s				
10.37	999977U1130145	ENVELOPE MAILING;C-6;BUFF-MANILLA;LG 162MM X W 114MM;EASI SEAL; POCKET;500`s		BX of 500		
10.38	999977U1130309	ENVELOPE MAILING;C-5;WHITE;LG 229MM X W 162MM;EASI SEAL;POCKET;500`S	C5P Opaque seal easi - 229mm - 162mm	BX of 500		
10.39	999977U1130350	ENVELOPE MAILING;C-5;WHITE;W 162MM X LG 229MM;EASI SEAL;BANKER;500`S	C5B Opaque seal easi - 162mm x 229mm	BX of 500		
10.40		ENVELOPE MAILING;C-5;BROWN;W 162MM X LG 229MM;EASI SEAL;BANKER;500`S				
10.41	999977U1130374	ENVELOPE MAILING;C-4;WHITE;LG 324MM X W 229;EASI SEAL;POCKET	C4 Opaque seal easi - 324mm x 229mm	BX of 500		
10.42	999977U0049155	ENVELOPE PVC;A-4;ADJ FLAP,VELCRO CLOSURE;GUSSET EXPAND 30MM	Business envelopes PVC 30mm capacity	BX of 500		
10.43		ENVELOPE WHITE OPAQUE WINDOW FULL GUM DLB MAXI SIZE 115 X 230 CM	Business envelopes PVC 30mm capacity	BX of 500		
10.44		ENVELOPE PLASTIC A4, WITH STUD- ASSORTED COLOURS		Each		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
11		CARDBOARD	Cardboard			
11.1	7510AA12798172	CARTON A-1;WHITE;160G	CARDBOARD A1 160 GM	Pk 100	WHITE	
11.2	9310AA12788764	CARTON A-1;PINK;160G	CARDBOARD A1 160 GM	Pk 100	PINK	
11.3	751077T0637708	CARDBOARD A-1;WHITE;240G;25`S (100)	CARDBOARD A1 240 GM	Pk 100	WHITE	
11.4	751077T0637746	CARDBOARD A-1;YELLOW;240G;4-PLY;25`S (100)	CARDBOARD A1 240 GM	Pk 100	YELLOW	
11.5	751077T0637759	CARDBOARD A-1;BLUE;240G;4-PLY;25`S		Pk 100	BLUE	
11.6	751077T0637761	CARDBOARD A-1;PINK;240G;4-PLY;25`S		Pk 100	PINK	
11.7	999977U1101649	CARDBOARD A-1;BUFF;240G		Pk 100	GREEN	
11.8	751077T0637773	CARDBOARD A-1;GREEN;240G;4-PLY;25`S	CARDBOARD A2 160 GM	Pk 100	WHITE	
11.9		CARDBOARD A-4 PASTEL		Pk 100		
11.10	999977T1099101	CARTON A-2;WHITE;160G	CARDBOARD A2 160 GM	Pk 100	DARK BLUE	
11.11	751077T0580047	CARTON A-2;YELLOW;160G		Pk 100	PINK	
11.12	751077T0580023	CARTON A-2;BLUE;160G		Pk 100	BUFF	
11.13	751077T0579996	CARTON A-2;PINK;160G		Pk 100	BLUE	
11.14	751077T0580009	CARTON A-2;BUFF;160G		Pk 100	GREEN	
11.15	75301800091746	CARTON A-4;YELLOW;160G		Pk 100		
11.16	9310AA13161637	CARTON A-4;BLUE;160G		Pk 100		

11.1 7	751077T0267599	CARTON A-4;PINK;160G		Pk 100		
11.1 8	999977U1101688	CARTON A-4;BUFF;160G		Pk 100		
11.1 9	75301800091936	CARTON A-4;GREEN;160G	Carton Tokai A4 160g (Assorted Colours - 100's)	500/PK	Diff. Colours	
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
12		PHOTOCOPY PAPER	Photocopy paper			
12.1	75301800165023	PAPER,OFFICE A-3;WHITE;80G	PAPER PHOTOCOPY A3 80GM	BX	WHITE	
12.2		PAPER,OFFICE A-3;WHITE;80G		REAM		
12.3	999977T4356414	PAPER,OFFICE A-4;BRIGHT YELLOW;80G	PAPER PHOTOCOPY A4 80G	RM		
12.4	999977T3288216	PAPER,OFFICE A-4;BRIGHT BLUE;80G		RM		
12.5	999977T4356438	PAPER,OFFICE A-4;BRIGHT PINK;80G		RM		
12.6	999977U1101714	PAPER,OFFICE A-4;BRIGHT BUFF;80G		RM		
12.7	999977T6674790	PAPER,OFFICE A-4;BRIGHT GREEN;80G		RM		
12.8	999977U1101777	PAPER,OFFICE A-4;PASTEL YELLOW;80G	PAPER PHOTOCOPY A4 80GM	RM	Pastel Diff. Colours	
12.9	75301801087511	PAPER,OFFICE A-4;PASTEL BLUE;80G		RM		
12.1 0	999977T4357099	PAPER,OFFICE A-4;PASTEL PINK;80G		RM		
12.1 1	999977U1101866	PAPER,OFFICE A-4;PASTEL BUFF;80G		RM		
12.1 2	999977T5146218	PAPER,OFFICE A-4;PASTEL GREEN;80G		RM		
12.1 3	75301841131893	PAPER,OFFICE A-4; WHITE;80G;81/170569		BX	WHITE	
12.1 4		PAPER,OFFICE A-4;WHITE;80G;81/170569		REAM		
12.1 5	999977U1116437	PAPER,OFFICE A-4;BRIGHT YELLOW;80G		BX	Bright Diff. Colours/ PK	
12.1 6	999977U1116449	PAPER,OFFICE A-4;BRIGHT BLUE;80G		BX		
12.1 7	999977U1116464	PAPER,OFFICE A-4;BRIGHT PINK;80G;100/PK		BX		
12.1 8	999977U1116526	PAPER,OFFICE A-4;BRIGHT BUFF;80G;100/PK		BX		
12.1 9	999977U1116488	PAPER,OFFICE A-4;BRIGHT GREEN;80G		PK/100		
12.2 0	999977U1116197	PAPER,OFFICE A-4;PASTEL YELLOW;80G		PK/100	Pastel Diff. Colours	
12.2 1	999977U1116375	PAPER,OFFICE A-4;PASTEL BLUE;80G		PK/100		
12.2 2	999977U1116387	PAPER,OFFICE A-4;PASTEL PINK;80G		PK/100		
12.2 3	999977U1116399	PAPER,OFFICE A-4;PASTEL BUFF;80G		PK/100		
12.2 4	999977U1116401	PAPER,OFFICE A-4;PASTEL GREEN;80G	PAPER PHOTOCOPY A4 80GM, Typek or Rotatrim or similar	PK/100		
12.2 5	753077T0881122	PAPER,CARBON WRITE;W 210MM X LG 297MM		PK		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)

13		DIVIDER FILES	Divider Files			
13.1	999977T2422487	INDEX SHEET CARTON;10-DIVIDER	DIVIDER FILE INDEX 10 TAB/SET	SET	Diff. Colours	
13.2	751077T0880031	INDEX SHEET CARTON;5-DIVIDER	DIVIDER FILE INDEX 5 TAB/SET	SET	Diff. Colours	
13.3		INDEX SHEET CARTONS;A-4;JAN-DEC		SET		
13.4		INDEX SHEET SET;CARTONS;A-4;A-Z		SET		
13.5		INDEX SHEET SET;CARTONS;A-4;1-31		SET		
13.6	751077T0880029	INDEX SHEET PVC;10-DIVIDER	divider file index oversized A4, 10 tab for use with filing pockets, polyprop	SET	Diff. Colours	
13.7	999977T6082301	INDEX SHEET SET;PVC;A-4;5-TO-VIEW	divider file index oversized A4, 5 tab for use with filing pockets, polyprop	SET	Diff. Colours	
13.8	999977T3623156	INDEX SHEET SET;PVC;A-4;JAN-DEC	Divider file INDEX SHEET JAN-DEC SET, polyprop	SET	Diff. Colours	
13.9	999977T3623143	INDEX SHEET SET;PVC;A-4;A-Z	Divider file INDEX SHEET A-Z SET, polyprop	SET	Diff. Colours	
13.10	999977T6082325	INDEX SHEET SET;PVC;A-4;1-31	Divider file INDEX SHEET DEX 1-31 Polyprop	SET	Diff. Colours	
13.11		INDEX; PRIMELINE POP-UP FLAG INDEXER 3 COLOURS	Divider file INDEX SHEET DEX 1-31 Polyprop	SET	Diff. Colours	
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
14		FILES	Files			
14.1	999977U1106463	BINDER,LOOSE LEAF PVC;A-4;40MM THK;BLACK;2D-RING	File A4 PVC 'D' Ring binders - 40mm	EA		
14.2	999977U1106475	BINDER,LOOSE LEAF PVC;A-4;40MM THK;BLUE;2D-RING		EA		
14.3	999977U1106487	BINDER,LOOSE LEAF PVC;A-4;40MM THK;GREEN;2D-RING		EA		
14.4	999977U1106499	BINDER,LOOSE LEAF PVC;A-4;40MM THK;RED;2D-RING		EA		
14.5	999977U1127327	BINDER,LOOSE LEAF COMPUTER PAPER;CARDBOARD;LG 391MM X W 279MM				
14.6	999977U0049130	FILE,COVER A-4;LIGHT BLUE;PVC;TRANSPARENT FRONT;SLIDE BINDING	File covers, A4 report covers Transparent for use with slide binders	PK	Diff. Colours	
14.7	999977U1106501	FILE,COVER A-4;BLUE;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.8	999977U1106513	FILE,COVER A-4;BLACK;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.9	999977U1106552	FILE,COVER A-4;WHITE;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.10	999977U1106564	FILE,COVER A-4;GREEN;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.11	999977U1106588	FILE,COVER A-4;RED;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.12	999977U1106602	FILE,COVER A-4;PINK;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.13	999977U1106614	FILE,COVER A-4;GREY;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.14	999977U1106626	FILE,COVER A-4;YELLOW;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		

14.1 5	999977U1106638	FILE,COVER A-4;PURPLE;PVC;TRANSPARENT FRONT;SLIDE BINDING		PK		
14.1 6	753077T0641466	FILE FOLDER;HANGING;SGL SUSPENSION;FOOLSCAP;1001	FILE HANGING SINGLE SUSPENSE, with tabs & inserts	Box of 25		
14.1 7	999977U1121437	FILE FOLDER;300MM LG X 220MM W;TOKAI (or similar);ULTRA LIGHT WEIGHT;105G;2-FLAP;BLANK				
14.1 8	999977U1122326	FILE FOLDER;300MM LG X 220MM W;TOKAI (or similar);MIDDLE WEIGHT;200G;2-FLAP;BLANK				
14.1 9	999977U1106780	BINDER,LOOSE LEAF PVC;A-4;40MM THK;BLACK;2-RING;LEVER ARCH	FILE LEVER ARCH 2 HOLE A4 ASSORTED 40 MM	PK/10	Diff. Colours	
14.2 0	999977U1106792	BINDER,LOOSE LEAF PVC;A-4;40MM THK;BLUE;2-RING;LEVER ARCH		PK/10		
14.2 1	999977U1106804	BINDER,LOOSE LEAF PVC;A-4;40MM THK;GREEN;2-RING;LEVER ARCH		PK/10		
14.2 2	999977U1106816	BINDER,LOOSE LEAF PVC;A-4;40MM THK;RED;2-RING;LEVER ARCH		PK/10		
14.2 3	999977U1106905	BINDER,LOOSE LEAF PVC;A-4;75MM THK;BLACK;2-RING;LEVER ARCH	FILE LEVER ARCH 2 HOLE A4 75 MM	PK/10	Diff. Colours	
14.2 4	999977U1106917	BINDER,LOOSE LEAF PVC;A-4;75MM THK;BLUE;2-RING;LEVER ARCH		PK/10		
14.2 5	999977U1106929	BINDER,LOOSE LEAF PVC;A-4;75MM THK;GREEN;2-RING;LEVER ARCH		PK/10		
14.2 6	999977U1106931	BINDER,LOOSE LEAF PVC;A-4;75MM THK;RED;2-RING;LEVER ARCH		PK/10		
14.2 7	999977U1107123	BINDER,LOOSE LEAF PVC;A-4;32MM THK;BLACK;2-RING;LEVER ARCH	FILE LEVER ARCH 2 HOLE A4 32 MM	PK/10	Diff. Colours	
14.2 8	999977U1107135	BINDER,LOOSE LEAF PVC;A-4;32MM THK;BLUE;2-RING;LEVER ARCH		PK/10		
14.2 9	999977U1107147	BINDER,LOOSE LEAF PVC;A-4;32MM THK;GREEN;2-RING;LEVER ARCH		PK/10		
14.3 0	999977U1107162	BINDER,LOOSE LEAF PVC;A-4;32MM THK;RED;2-RING;LEVER ARCH		PK/10		
14.3 1	999977U1107200	BINDER,LOOSE LEAF PVC;A-4;25MM THK;BLACK;2-RING;LEVER ARCH	FILE LEVER ARCH 2 HOLE A425 MM	PK/10	Diff. Colours	
14.3 2	999977U1107212	BINDER,LOOSE LEAF PVC;A-4;25MM THK;BLUE;2-RING;LEVER ARCH		PK/10		
14.3 3	999977U1107224	BINDER,LOOSE LEAF PVC;A-4;25MM THK;GREEN;2-RING;LEVER ARCH		PK/10		
14.3 4	999977U1107236	BINDER,LOOSE LEAF PVC;A-4;25MM THK;RED;2-RING;LEVER ARCH		PK/10		
14.3 5	751077T1001940	BINDER,LOOSE LEAF ACCESSIBLE FILE;ANY COLOUR	FILE, ACCESSIBLE FILE, 360gsm, capacity of 200sh of 80gsm paper	PK		
14.3 6	999977T8617262	BINDER,LOOSE LEAF PVC;O-RING;A-4;75MM THK;ASSORTED COLOUR;CREATE-A-COVER				
14.3 7	999977T4072334	BINDER,LOOSE LEAF CARDBOARD;MIDDLE WEIGHT;FLAP;LG 390MM X W 220MM;OPTIPLAN 425				
14.3 8	999977T4072322	BINDER,LOOSE LEAF CARDBOARD;LIGHT WEIGHT;FLAP;390MM X 220MM;OPTIPLAN 410				
14.3 9	999977T4225381	BINDER,LOOSE LEAF CARDBOARD;LIGHT WEIGHT;INCL GUSSET;290MM X 210MM;OPTIPLAN 415				
14.4 0	999977T5003886	BINDER,LOOSE LEAF CARDBOARD;MIDDLE WEIGHT;FLAP,CLIP;390MM X 220MM;OPTIPLAN 430				
14.4 1	999977T6657807	BINDER,LOOSE LEAF CARDBOARD;MIDDLE WEIGHT;FLAP;310MM X 220MM;OPTIPLAN 725				
14.4 2	999977T7528526	BINDER,LOOSE LEAF CARDBOARD;HEAVY WEIGHT;FLAP;310MM X 220MM;OPTIPLAN 440				
14.4 3	751077T0637304	FILE FLIP;A-4;10-POUCH;PLASTIC	FILE/BINDER LOOSE-LEAF FLIP FILES 10	PK	Diff. Colours	
14.4 4	751077T0777324	FILE FLIP;A-4;20-POUCH;PLASTIC	FILE/BINDER LOOSE-LEAF FLIP FILES 20	PK	Diff. Colours	
14.4 5	751077T0302442	FILE FLIP;A-4;30-POUCH;PLASTIC	FILE/BINDER LOOSE-LEAF FLIP FILES 30	PK	Diff. Colours	
14.4 6	Additional added	FILE FLIP; A4 50 POCKET KANGAROO (50 PAGES)		PK		

14.4 7	999977U1109420	FILE FOLDER;MANILLA;BUFF;LG 367MM X W 242MM;160G;FOOLSCAP	Folders Foolscap Manilla	PK	Diff. Colours	
14.4 8	999977U1109432	FILE FOLDER;MANILLA;BLUE;LG 367MM X W 242MM;160G;FOOLSCAP		PK		
14.4 9	999977U1109444	FILE FOLDER;MANILLA;GREEN;LG 367MM X W 242MM;160G;FOOLSCAP		PK		
14.5 0	999977U1109457	FILE FOLDER;MANILLA;PINK;LG 367MM X W 242MM;160G;FOOLSCAP		PK		
14.5 1	999977U1109469	FILE FOLDER;MANILLA;YELLOW;LG 367MM X W 242MM;160G;FOOLSCAP		PK		
14.5 2	999977U1107945	BINDER,LOOSE LEAF PVC;A-4;70MM THK;BLACK;RINGBINDER	PVC File black 70mm	Box of 20	Diff. Colours	
14.5 3	999977U1107973	FILE FOLDER;CARTON;2-FOLD;BUFF;LG 480MM X W 350MM;160G (180GM)	2 Fold Folder Blank (100)	Box of 20	Diff. Colours	
14.5 4	999977U1107985	FILE FOLDER;CARTON;2-FOLD;BLUE;LG 480MM X W 350MM;160G (180GM)		Box of 20		
14.5 5	999977U1107997	FILE FOLDER;CARTON;2-FOLD;GREEN;LG 480MM X W 350MM;160G (180GM)		Box of 20		
14.5 6	999977U1108000	FILE FOLDER;CARTON;2-FOLD;PINK;LG 480MM X W 350MM;160G (180GM)		Box of 20		
14.5 7	999977U1108036	FILE FOLDER;CARTON;2-FOLD;YELLOW;LG 480MM X W 350MM;160G		Box of 20		
14.5 8		FILE FOLDER (SPECIALIZED FILING SYSTEM) YELLOW: CARTON: 2 FOLD LONG 480MM X 350MM: 160G		Box of 20		
14.5 9	999977T8301576	FILE FOLDER;A-4;LG 310MM X W 280MM;BLACK;PVC;ADAPTAFILE (TIDYfile)	Optiplan adaptafile black	Box of 20	BLACK	
14.6 0		FILE; BANTEX LEVER ARCH FILE PVC 70MM 1450		Box of 20	BLACK	
14.6 1		FILE; LEVER ARCH, A4 FILE 75MM CARDBOARD		Box of 20	Black	
14.6 2		OPTIPLAN 445 FILES H/W NO FLAP CLIP A4 250G		EA		
14.6 3		OPTIPLAN PLASTIC CONTAINER A4 325MM		EA		
14.6 4		FILE CLIP; FOLDBACK CLIP 19MM		Box		
14.6 5		FILE FASTENERS SDS		Box		
14.6 6	75301844605638	INDEX SHEET A-4;A-Z;VARIOUS COLOUR	Rainbow File diviers (A-Z)	PK	Diff. Colours	
14.6 7	999977U1127149	PROTECTOR,DOCUMENT PLASTIC;A-4;CLEAR;L-POCKET		Set of 12		
14.6 8	999977U1127152	PROTECTOR,DOCUMENT PLASTIC;A-4;BLUE;L-POCKET		Set of 12		
14.6 9	999977U1127164	PROTECTOR,DOCUMENT PLASTIC;A-4;GREEN;L-POCKET		Set of 12		
14.7 0	999977U1127176	PROTECTOR,DOCUMENT PLASTIC;A-4;RED;L-POCKET		Set of 12		
14.7 1	999977U1127188	PROTECTOR,DOCUMENT PLASTIC;A-4;YELLOW;L-POCKET		Set of 12		
14.7 2		FILE POCKET, 50 POCKET FLIC FILE		Each		
14.7 3		FILE POCKET, 100 POCKET FLIC FILE		Each		
14.7 4		Z20A TEMPORARY FILE, BROWN		Pack of 100	BROWN	
14.7 5		Z20 FILE GREEN		Pack of 100	GREEN	
14.7 6		Z20 FILE BLACK		Pack of 100	BLACK	
14.7 7		Z20 FILE BLUE		Pack of 100	BLUE	
14.7 8		Z20 FILE RED		Pack of 100	RED	
14.7 9		SALARY FILES: 370MM X 480MM (OPEN SIZE) 370 X 246 (FOLDED SIZE)		Pack of 50		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
15		ACCESSORIES FOR FILING	Accessories for filing			
15.1		FILE A4L/ARCH PP 50MM MINI BLACK				

15.2		FILE A4L/ARCH PP 50MM MINI BLUE				
15.3	999977U0049243	BOX ARCHIVE;SET;C/O 1-BOX,5-FILING BOXES;W 386MM X DP 309MM X H 290MM	Boxes archive consisting of 1 x archive box and 5 filing boxes	SET		
15.4	999977U0057265	BOX FILING;BOARD CONTAINER;A-4 (TidyFile)	Containers board for retrieval file - (A4)	EA		
15.5	752077T0640716	BOX FILING;HARD PLASTIC CONTAINER;A-4	containers plastic for retrieval file - (A4)	EA		
15.6	999977T9768111	CLIP FILE;PLASTIC;SELF ADHESIVE;A-4 RETRIEVAL FILE;SNAP CLIP	Plastic snap clip for retrieval file	EA		
15.7	753077T0644359	FILE FOLDER;A-4;YELLOW;PVC (Quote Folder Black80mm)	Secretarial Folders, plastic	PK of 10	YELLOW W	
15.8	75301802590937	FILE FOLDER;A-4;BLUE;PLASTIC (Quote Folder Blue 80mm)		PK of 10	BLUE	
15.9	999977U0049609	BINDING ELEMENT SLIDE;A-4;3MM W;BLUE (Slide Binders)	binders, slide binders, 3mm for use with A4 Report covers	Box of 100	Diff. Colours	
15.10	999977U0049611	BINDING ELEMENT SLIDE;A-4;3MM W;WHITE(Slide Binders)		Box of 100		
15.11	999977U0049623	BINDING ELEMENT SLIDE;A-4;3MM W;RED(Slide Binders)		Box of 100		
15.12	999977U0049635	BINDING ELEMENT SLIDE;A-4;3MM W;BLACK(Slide Binders)		Box of 100		
15.13	999977U0049650	BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);BLUE(Slide Binders)	Binders, slide binders, 6mm for use with A4 Report covers	Box of 100	BLUE	
15.14	999977U0049662	BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);WHITE(Slide Binders)		Box of 100	WHITE	
15.15	999977U0049674	BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);RED(Slide Binders)		Box of 100	RED	
15.16	999977U0049686	BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);BLACK(Slide Binders)		Box of 100	BLACK	
15.17		BINDING ELEMENT SLIDE;A-4;8MM W (45 SHEETS);BLACK(Slide Binders)		Box of 100		
15.18		BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS);BLACK		Box of 100		
15.19		BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS); WHITE		Box of 100		
15.20		BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS);RED		Box of 100		
15.21		BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS);BLUE		Box of 100		
15.22		BINDING ELEMENT SLIDE;A-4;15MM W (135 SHEETS);BLACK		Box of 100		
15.23		BINDING ELEMENT 6MM BLUE		Box of 100		
15.24		BINDING ELEMENT 6MM WHITE		Box of 100		
15.25		BINDING ELEMENT 6MM RED		Box of 100		
15.26		BINDING ELEMENT 6MM BLACK		Box of 100		
15.27		BINDING ELEMENT 10MM BLACK		Box of 100		
15.28		BINDING ELEMENT 10MM WHITE		Box of 100		
15.29		BINDING ELEMENT 10MM RED		Box of 100		
15.30		BINDING ELEMENT 12MM BLUE		Box of 100		
15.31		BINDING ELEMENT 12MM BLACK		Box of 100		
15.32		BINDING ELEMENT 12MM WHITE		Box of 100		
15.33		BINDING ELEMENT 12MM RED		Box of 100		
15.34		BINDING ELEMENT 12MM BLUE		Box of 100		
15.35		BINDING ELEMENT 14MM BLACK		Box of 100		
15.36		BINDING ELEMENT 14MM WHITE		Box of 100		
15.37		BINDING ELEMENT 14MM RED		Box of 100		
15.38		BINDING ELEMENT 14MM BLUE		Box of 100		
15.39		BINDING ELEMENT 16MM BLACK				

15.4 0		BINDING ELEMENT 16MM WHITE				
15.4 1		BINDING ELEMENT 16MM RED				
15.4 2		BINDING ELEMENT 16MM BLUE				
15.4 3		BINDING ELEMENT 19MM BLACK				
15.4 4		BINDING ELEMENT 19MM WHITE				
15.4 5		BINDING ELEMENT 19MM BLUE				
15.4 6		BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS);BLACK		Box of 100		
15.4 7		BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS); WHITE		Box of 100		
15.4 8		BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS);RED		Box of 100		
15.4 9		BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS);BLUE		Box of 100		
15.5 0		BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS);BLACK		Box of 100		
15.5 1		BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS); WHITE		Box of 100		
15.5 2		BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS);RED		Box of 100		
15.5 3		BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS);BLUE		Box of 100		
15.5 4		BINDING ELEMENT SLIDE;A-4;28MM W (260 SHEETS);BLACK		Box of 100		
15.5 5		BINDING ELEMENT SLIDE;A-4;28MM W (260 SHEETS); WHITE		Box of 100		
15.5 6		BINDING ELEMENT SLIDE;A-4;32MM W (310 SHEETS);BLACK		Box of 100		
15.5 7		BINDING ELEMENT SLIDE;A-4;32MM W (310 SHEETS); WHITE		Box of 100		
15.5 8		BINDING ELEMENT SLIDE;A-4;38MM W (370 SHEETS);BLACK		Box of 100		
15.5 9		BINDING ELEMENT SLIDE;A-4;38MM W (370 SHEETS); WHITE		Box of 100		
15.6 0		BINDING ELEMENT SLIDE;A-4;45MM W (435 SHEETS);BLACK		Box of 100		
15.6 1		BINDING ELEMENT SLIDE;A-4;45MM W (435 SHEETS); WHITE		Box of 100		
15.6 2		BINDING ELEMENT SLIDE;A-4;51MM W (490 SHEETS);BLACK		Box of 100		
15.6 3		BINDING ELEMENT SLIDE;A-4;51MM W (490 SHEETS); WHITE		Box of 100		
15.6 4	999977U1109519	PIN,PAPER SPIKE;FILING;PLASTIC BASE;DIA 40MM;ASSORTED COLOUR BASE	File spike, metal	EA	Diff. Colours	
15.6 5	761077T0881996	BOOK INDEX;A-4;192 PAGES;JD7567;BOTH SIDES FEINT RULED,MARGIN	Book Index 192 pages	EA		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
16		FILING ACCESSORIES AND POUCHES	Filing accessories and pouches			
16.1	75101840373247	RING,REINFORCEMENT EYELET;14MM SELF ADHESIVE;PLASTIC COATED ON TOP	EYELET REINFORCEMENT 14 MM Self adhesive rings	EA	clear or white	
16.2	75101840886766	FASTENER,PAPER BRASS;SPLINTSHANK;LG 31MM;100/BX	FASTERNER, FILE, 2 piece metal fastener with sliding clips	EA		
16.3		FASTENER: FILE SDS (Steel) box/50		EA		
16.4	93301801226531	SHEET,PLASTIC FROSTED;A-4;CLEAR;180MICRON	FROSTED SHEET A4, 180 micron	Pk of 100	Clear	
16.5	75101802598897	SHEET,PLASTIC FROSTED;A-4;BLUE;180MICRON		Pk of 100	Blue	
16.6	75101843111741	SHEET,PLASTIC FROSTED;A-4;GREEN;180MICRON		Pk of 100	Green	
16.7	93301843334022	SHEET,PLASTIC FROSTED;A-		Pk of 100	Yellow	

		4;YELLOW;180MICRON				
16.8	93301843334059	SHEET,PLASTIC FROSTED;A-4;ORANGE;180MICRON		Pk of 100	Orange	
16.9	75201843111677	FILE WORK ORGANIZER;KWIKSORT;930MM LG X 130MM W;A-Z;1-31;MONTHS OF THE YEAR;DAYS OF THE WEEK (Concertina File Brd 20)	KWIK SORT, by date, number, alphabet, day or month, cardboard	EA		
16.10	999977T3353404	POUCH,LAMINATING A-3;250MICRON	LAMINATING POUCHES, A3 250 mic, GBS or similar	Pk of 100		
16.11	999977T3353392	POUCH,LAMINATING A-4;250MICRON	LAMINATING POUCHES, A4 250 mic, GBS or similar	Pk of 100		
16.12	7530AA12600565	POCKET FILING RING BINDER;A-4;OPEN TOP PLASTIC;PRE-PUNCHED	POCKET PLASTIC A4 JACKET FOR RING BINDER to fit 2 and 4-hole punching	Pk of 100		
16.13		FOLDERS CARRY FOLDERS A3	POCKET PLASTIC A4 JACKET FOR RING BINDER to fit 2 and 4-hole punching	Pk of 5	Blue	
16.14		FOLDERS CARRY FOLDERS A3		PK of 5	White	
16.15	999977T4556155	CASE,CARRYING CANVAS;LG 400MM X W 300MM X H 300MM;1-POCKET,ZIP CLOSURE;2-PLASTIC FILE HOLDERS;OPTIPLAN		EA		
16.16		POUCH, SIZE 13CM LENGTH X 9CM CLEAR PVC				
16.17		POUCH; 8.5CM X 9.5CM; CLEAR PVC				
16.18		POUCH; 145MM X 95MM; CLEAR PVC				
16.19		POUCH; 90CM X 105CM				
16.20		POUCH; 145MM X 95MM; WITH SHOE LACE; LANYARD WITH CLIP				
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
17		PACKAGING CARTONS	Packaging Cartons			
17.1	999977U0051108	BOX STORAGE;COLLAPSABLE CARDBOARD;W 300MM X DP 229MM X H 305MM	packaging cartons, single wall, 305 x 229 x 305mm	EA		
17.2	81151840419261	BOX STORAGE;COLLAPSABLE CARDBOARD;W 450MM X DP 305MM X H 305MM	packaging cartons, single wall, 457 x 305 x 305mm	EA		
17.3	81151800583536	BOX STORAGE;COLLAPSABLE;CARDBOARD;W 610MM X DP 457MM X H 305MM (580L)	packaging cartons, single wall, 457 x 305 x 610mm	EA		
17.4	999977U1127012	BOX STORAGE;CARDBOARD;LEVER ARCH FILE;6-DIV;LARGE;INCL LID;MULTI STORE;STO 159946 (460L)		EA		
17.5		BOX STORAGE;610MM X DP 457MM X H 350MM: COLLAPSABLE: CARDBOARD;CARDBOARD;LEVER ARCH FILE;6-DIV;LARGE;INCL LID;MULTI STORE;STO 159946		EA		
17.6		BOX STORAGE; LID A3		EA		
17.7	999977T3489731	BOX STACKABLE; W 265MM X DP 117MM X H 370MM;STACK A-DRAWER LARGE		EA		
17.8	752077T0640704	BOX FILING;FOLIO;GREY CONTAINER		EA		
17.9	999977U1119926	BOX STACKABLE;W 265MM X DP 120MM X H 370MM;STACKADRAWER LARGE		EA		
17.10	999977T1485616	FILE BOX;CARDBOARD;FOOLSCAP JUMBO;ARCHIVE;375MM W;180MM DP;275MM H		EA		
17.11	999977T2599774	BOX STORAGE;COLLAPSABLE CARDBOARD;LONG SIDE OPEN;LG 390MM X W 290MM X H 105MM		each		

ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
18		PUNCHES	Punches			
18.1	999977T8617476	PUNCH,PAPER 2-HOLE;MEDIUM DUTY;15-SHEET;INCL PAPER SIZE GUIDE	PUNCH 2 HOLE, ±12 sheets, with paper size guide	EA		
18.2	999977T8617538	PUNCH,PAPER 2-HOLE;MEDIUM DUTY;60-SHEET;INCL PAPER SIZE GUIDE	PUNCH 2 HOLE, ±63sheets, with paper size guide	EA		
18.3	999977T8665933	PUNCH,PAPER 2-HOLE;HEAVY DUTY;160-SHEET;INCL PAPER SIZE GUIDE (190pg)	punch heavy duty, 2-hole, 160sheets	EA		
18.4	75201840356115	PUNCH,PAPER 1-HOLE	Punch, 1-hole	EA		
18.5	75201801031222	PUNCH PAPER 2-HOLE	ELTRON WHITE 100 sheets A4 - 160g	EA		
18.6	999977T8610331	BLADE,PUNCH SIZE HD1320/2320; KANGARO 2-HOLE (CAPACITY 320 SHEETS)		EA		
18.7		BLADE, PUNCH SIZE HD2300X ULTRA HEAVY DUTY (INDUSTRIAL)		EA		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
19		STAPLERS, STAPELS AND REMOVERS	Staplers, stapels and removers			
19.1	75201802655239	STAPLER PAPER FASTENING;26/6;INDUSTRIAL;LONG ARM;REXEL (or similar)	STAPLER long arm , REXEL or similar	EA		
19.2	752077T0681383	STAPLER PAPER FASTENING;26/6;RAPID 17 (or similar)	STAPLER OFFICE STANDARD 26/6, Kangaro or similar	EA		
19.3	999977T4314023	REMOVER,STAPLE HEAVY DUTY	STAPLER REMOVER, heavy duty, Rexel, Kangaro or similar	EA		
19.4	75101840899459	REMOVER,STAPLE;PLASTIC,STL	STAPLER REMOVER, normal, Rexel, Kangaro or similar	EA		
19.5		REMOVER, STAPLE; 9/10		EA		
19.6		REMOVER, STAPLE; 9/12		EA		
19.7		REMOVER, STAPLE; 9/14		EA		
19.8	75201800803231	STAPLER PAPER FASTENING;HEAVY DUTY	STAPLER, heavy duty, Kangaro or similar	EA		
19.9	999977U0049801	STAPLER PAPER FASTENING;MEDIUM DUTY;26/6;26/8;40-SHEET;PLIERS TYPE	STAPLER, plier stapler (26/6)	EA		
19.10	999977U0052175	STAPLES PAPER FASTENING;HEAVY DUTY;23/8;REXEL(or similar)	STAPLES 23/10, rexel or similar	BX		
19.11		STAPLES PAPER FASTENING;HEAVY DUTY;23/10;REXEL(or similar)		BX		
19.12		STAPLES PAPER FASTENING;HEAVY DUTY;23/13;REXEL(or similar)		BX		
19.13	751077T0364556	STAPLES PAPER FASTENING;23/24;REXEL or similar		1,000		
19.14	75101843332434	STAPLES PAPER FASTENING;13MM W;23/15		1,000		
19.15	999977T7593078	STAPLES PAPER FASTENING;HEAVY DUTY;23/17;REXEL or similar		1,000		
19.16	75101800775496	STAPLES PAPER FASTENING;REGULAR;6MM W;26/6	STAPLES 26/6 MM, Kangaro or similar	BX		
19.17	75101801037860	STAPLES PAPER FASTENING;GIANT;11MM W;66/11;REXEL (or similar)	STAPLES 66/11 MM, rexel or similar	BX		
19.18	75101800375218	STAPLES PAPER FASTENING;66/14;REXEL (or similar)	STAPLES 66/14 MM, rexel or similar	BX		

19.1 9	751077T0777767	STAPLES PAPER FASTENING;66/8;REXEL (or similar)	STAPLES 66/8 MM, rexel or similar	BX		
19.2 0	531577T0691004	STAPLES PAPER FASTENING;HEAVY DUTY;9/12	STAPLES 9/12MM, rexel or similar	EA		
19.2 1	751077T0302378	STAPLES PAPER FASTENING;HEAVY DUTY;24/8;RAPID (or similar)	STAPLES 24/8	EA		
19.2 2	999977U0052187	STAPLES PAPER FASTENING;HEAVY DUTY;23/13;REXEL (or similar)	STAPLES 23/13	BX		
19.2 3		STAPLES REXEL;26/6 (or similar)	STAPLES 23/13	BX		
ITE M NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
20		STAMPS & INK	Stamps & Ink			
20.1	75101802790879	INK,PAD;BLACK;30ML	INK ENDORSING , 30ml	EA	BLACK	
20.2	999977T2019293	INK,PAD;RED;30ML		EA	RED	
20.3	999977T1296541	INK,PAD;VIOLET;30ML		EA	VIOLET	
20.4	999977U0675886	INK,PAD;BLUE;30ML	DATE STAMP ONE LINE	EA	BLUE	
20.5		INK, PHOSPHORIC INK 100ML (VOTING INK)		EA		
20.6	752077T0268437	STAMP,RUBBER DATE;1-LINE	STAMP - cancelled self-inking	EA		
20.7	752077T0268437	STAMP,RUBBER DATE;1-LINE (SELF INKING)		EA		
20.8	75201844351272	STAMP,RUBBER FIXED;CANCELLED	STAMP - received (space for date)self-inking	EA		
20.9	999977T5894744	STAMP,RUBBER SELF INKING;MINI DATER;RECEIVED;COLOR S160/L	STAMP - urgent self-inking	EA		
20.1 0	999977U1109572	STAMP,RUBBER SELF INKING;URGENT;LG 38MM X W 14MM;COLOR PRINTER 20	STAMP DATE 1 LINE, self-inking	EA		
20.1 1		STAMP, RUBBER SELF INKING; NAME OF OFFICIAL AND RANK		EA		
20.1 2		STAMP, RUBBER SELF INKING; DATE		EA		
20.1 3		STAMP, RUBBER SELF INKING; RECEIPT		EA		
20.1 4		STAMP, RUBBER SELF INKING; RECEIVED AND DATE		EA		
20.1 5		STAMP, RUBBER SELF INKING; DATE AND SPECIFIC NAME OF DEPARTMENT		EA		
20.1 5		STAMP, RUBBER SELF INKING; CERTIFYING		EA		
20.1 7		STAMP, RUBBER SELF INKING; CERTIFIED A TRUE COPY OF THE ORIGINAL ON WHICH NO VISIBLE ALTERATION WAS MADE BY AN UNAUTHORIZED PERSON		EA		
20.1 8		STAMP, RUBBER SELF INKING FOR COMMISSIONER OF OATH: NAME, FREE STATE PROVINCIAL GOVERNMENT, PHYSICAL ADDRESS, DESIGNATION, REPUBLIC OF SOUTH AFRICA				
20.1 9		STAMP, RUBBER SELF INKING; COPY		EA		
20.2 0		STAMP PAD SHINY PRINTER (S8243) E53 singles		EA	BLACK	
20.2 1		STAMP PAD SHINY PRINTER (S824) E53 Singles		EA	BLACK	
20.2 2		STAMP PAD-TRODAT PRINTY 4727/4927		EA	BLACK	
20.2 3		DATER; P54		EA		
20.2 4		DATER; COLOP PRINTER 55 DATER		EA		
20.2 5	999977U1411470	DATER, COLOP PRINTER 860 DATER		EA		
20.2 6		DATER; PRINTER 60 DATER, TRODAT L60 STAMP WITHOUR RUBBER		EA		

20.2 7	75101840887085	INKING PAD LG 110MM X W 65MM		EA		
20.2 8	75101840887097	INKING PAD LG 147MM X W 107MM	STAMP PAD COTTON 142 X 107 MM plastic	EA		
20.2 9		INKING PAD LG 90X160		EA		
20.3 0	999977U0051159	INKING PAD SELF INKING;LG 40MM X W 30MM;COLOP PRINTER 53	STAMP classic line - 45 x 30mm, self inking	EA		
20.3 1	999977U1411370	INK PAD FOR STAMP, COLOP PRINTER 10		EA		
20.3 2	999977U3402930	INK PAD FOR STAMP, COLOP PRINTER C30		EA		
20.3 3	751077T0340721	INK PAD FOR STAMP, TRODAT PRINTY 4911		EA		
20.3 4	999977U3548094	INK PAD FOR STAMP, SHINY S300 – 7		EA		
20.3 5	999977U1411394	INK PAD FOR STAMP, SHINY S1822 - 7		EA		
ITE M NR	ICN	ITEM DESCRIPTION		UNIT	COLOU R	BID PRICE IN RSA CURRENCY (VAT INCL.)
21		LETTER TRAYS	Letter trays			
21.1	999977U1108683	TRAY,DESK LETTER;PLASTIC;LG 370MM X W 270MM;2/SET	LETTER TRAY PLASTIC	SET of 2	Diff. Colours	
21.2	534077T0264717	RISERS LETTER TRAY;PLASTIC;BLACK;100MM LG	LETTER TRAYS RISERS FOR plastic letter trays	SET of 4	BLACK	
21.3	999977T3897512	TRAY,DESK LETTER;STEEL;LG 390MM X W 330MM X DP 65MM;SGL (3 Tier)	Letter trays steel, single	EA		
21.4	999977T4440347	TRAY,DESK LETTER;WOOD;LG 390MM X W 290MM X DP 75MM	Letter tray wood, single	EA		
ITE M NR	ICN	ITEM DESCRIPTION		UNIT	COLOU R	BID PRICE IN RSA CURRENCY (VAT INCL.)
22		RULERS, SCISSORS & SHARPENERS	Rulers, scissors & sharpeners			
22.1	75101841768312	RULER PLASTIC;300MM LG	RULER PLASTIC 30CM	EA		
22.2	511077T0803460	SCISSORS LG 160MM	SCISSORS ±150 - 160 MM, Donau or similar	EA		
22.3	999977T8611979	SCISSORS S/S;SOFT GRIP;LG 210MM	SCISSORS 210 MM Donau or similar	EA		
22.4	75201800574044	SHARPENER,PENCIL DESK TOP CLAMP;6- HOLE;STL ,PLASTIC	SHARPENER PENCIL DESK, with desk clamp	EA		
22.5	752077T0985919	SHARPENER,PENCIL HAND;SGL HOLE;METAL	SHARPENER PENCIL ONE HOLE, metal	EA		
22.6		SCISSORS DELUXE, SABRE 210MM, BLISTER		EA		
ITE M NR	ICN	ITEM DESCRIPTION		UNIT	COLOU R	BID PRICE IN RSA CURRENCY (VAT INCL.)
23		FINGER CONES	Finger Cones			
23.1	999977U0773301	FINGER PAD RUBBER;SIZE-00;LG 25MM;ANY COLOUR;ROUGHENED SURFACE;CONE	FINGER CONES, size 00	PK of 10	Diff. Colours	
23.2	999977T9922447	FINGER PAD RUBBER;SIZE-0;LG 25MM;ANY COLOUR;ROUGHENED SURFACE;CONE	FINGER CONES, size 0	PK of 10	Diff. Colours	
23.3	83151800711768	FINGER PAD RUBBER;SIZE-1;LG 25MM;ANY COLOUR;ROUGHENED SURFACE ;CONE	FINGER CONES, size 1	PK of 10	Diff. Colours	
23.4	75101802080923	FINGER PAD RUBBER;SIZE-2;LG 25MM;ANY	FINGER CONES, size 2	PK of 10	Diff.	

		COLOUR;ROUGHENED SURFACE;CONE			Colours	
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
24		ACCESSORIES	Accessories			
24.1	999977T3230808	CARD IDENTIFICATION;PLASTIC;LG 90MM X W 55MM;INCL CLIP	Badges, conference badges ±90mm x 55mm	BOX of 50		
24.2	999977U1109634	BASKET,WASTEPAPER PLASTIC;16L;BLACK	BASKET WASTE PAPER PLASTIC	EA	Diff. Colours	
24.3	999977U1109659	BASKET,WASTEPAPER PLASTIC;16L;BLUE		EA		
24.4	999977U1109661	BASKET,WASTEPAPER PLASTIC;9L;BLACK		EA		
24.5	999977U1109685	BASKET,WASTEPAPER PLASTIC;9L;GREY		EA		
24.6	999977U1109661	BASKET,WASTEPAPER PLASTIC;16L;BLACK		EA		
24.7		BASKET,WASTEPAPER WOOD;16L		EA		
24.8		BASKET,WASTEPAPER STEEL;16L		EA		
24.9		PEN SORTER PLASTIC		EA		
24.10		PEN SORTER WOOD		EA		
24.11		PEN SORTER STEEL		EA		
24.12	990577T0782449	TAG KEY;RING;PLASTIC;YELLOW	KEY RINGS, plastic with removable label	EA	YELLOW	
24.13	990577T0782452	TAG KEY;RING;PLASTIC;RED		EA	RED	
24.14	990577T0782464	TAG KEY;RING;PLASTIC;BLUE		EA	BLUE	
24.15	990577T0782476	TAG KEY;RING;PLASTIC;GREEN		EA	GREEN	
24.16	93301801269036	SHEET, PLASTIC SELF-ADHESIVE, CLEAR; 450MM W X 16M LG, DC FIX BOOK COVERING		ROLL		
24.17	75101843117415	SHEET, PLASTIC SELF-ADHESIVE, CLEAR; 450MM W X 16M LG, DC FIX BOOK COVERING		ROLL		
24.18	999977U0890362	COPYHOLDER PLASTIC;KELLY REST MAGIC CURVE;ADJ;10192				
24.19	79301800582849	CLOTH,CLEANING WET WIPE;STATIC FREE;COMPUTER		pack		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
25		MARKERS & HIGHLIGHTERS	Markers & Highlighters			
25.1	75201800190203	MARKER HIGHLIGHTER;BLUE;CHISEL TIP;FLUORESCENT	HIGHLIGHTER, 1-5mm chisel tip writing length of up to 630mtrs, 1 hour cap off time penflex or similar	EA	Diff. Colours	
25.2	75201800190191	MARKER HIGHLIGHTER;GREEN;CHISEL TIP;FLUORESCENT		EA		
25.3	7520AA13674712	MARKER HIGHLIGHTER;ORANGE;CHISEL TIP;FLUORESCENT		EA		
25.4	75201800959092	MARKER HIGHLIGHTER;PURPLE;CHISEL TIP;FLUORESCENT		EA		
25.5	75201801749845	MARKER HIGHLIGHTER;RED;CHISEL TIP;FLUORESCENT		EA		
25.6	75201800190215	MARKER HIGHLIGHTER;YELLOW;CHISEL TIP;FLUORESCENT		EA		

25.7	75201800399827	MARKER HIGHLIGHTER;PINK;CHISEL TIP;FLUORESCENT		EA		
25.8	75201800821708	MARKER BLACK;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100	MARKER ARTLINE 100	EA	Diff. Colours	
25.9	752077T0743221	MARKER BLUE;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100		EA		
25.10	752077T0993257	MARKER RED;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100		EA		
25.11	999977U1110030	MARKER GREEN;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100		EA		
25.12	7510AA12841639	MARKER BLACK;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70	MARKER ARTLINE 70	EA	Diff. Colours	
25.13	75201843333537	MARKER BLUE;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70		EA		
25.14	75201843333525	MARKER RED;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70		EA		
25.15	75101802813715	MARKER GREEN;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70		EA		
25.16	75201843106273	MARKER BLACK;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP	MARKER ARTLINE 700	EA	Diff. Colours	
25.17	75201843352285	MARKER BLUE;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP		EA		
25.18	75201843333234	MARKER RED;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP		EA		
25.19	999977T1996609	MARKER GREEN;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP		EA		
25.20	75201800397734	MARKER BLACK;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90	MARKER ARTLINE 90	EA	Diff. Colours	
25.21	75201840378438	MARKER BLUE;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90		EA		
25.22	75201840378390	MARKER RED;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90		EA		
25.23	75101801468750	MARKER GREEN;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90		EA		
25.24	75201800780864	MARKER BLACK;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD	MARKER WHITEBOARD	EA	Diff. Colours	
25.25	75201800322154	MARKER BLUE;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD		EA		
25.26	75201801681194	MARKER RED;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD		EA		
25.27	75201800961045	MARKER GREEN;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD		EA		
25.28	75201843305123	MARKER 6-ASSORTED COLOUR;MEDIUM BULLET TIP;2MM;DRY WIPE; WHITEBOARD	MARKER WHITEBOARD SET OF 6 COLOURS	PK of 6	Diff. Colours	
25.29	75201801038001	MARKER BLACK;BULLET TIP;2MM;PERMANENT	Marker, permanent, 2mm bullet tip	EA	BLACK	
25.30	752077T0640211	MARKER GREEN;MEDIUM TIP;NON PERMANENT;OHP	OHP markers non-perm	EA	GREEN	
25.31	75201800039089	MARKER BLACK;FELT TIP;PERMANENT;OHP	OHP markers perm	EA	BLACK	
25.32	999977T7404155	MARKER BLACK;BULLET TIP;0.4-1MM;PERMANENT;ARTLINE DUAL-NIB CDR/DVD	Markers,CD/DVD, permanent extra fine point	EA	Black or Red	
25.33	999977T1299624	MARKER BLACK;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 750;LAUNDRY	LAUNDRY Market Permanent	Box	Black	
25.34	75201800611311	MARKER 6-ASSORTED COLOURS;MEDIUM BULLET TIP;1.5 -3MM;DRY WIPE;WHITEBOARD;TZ1;10-SET/BX	MARKER 6 Assorted Colours; Medium Bullet Tip; 1-5	EA	Diff. Colours	
25.35	75201801421736	MARKER BLACK;SUPER FINE BULLET TIP;0.4MM;PERMANENT;ARTLINE 725	MARKER BLACK; Super Fine Bullet Tip; 0.4mm Permanent	EA	Black	
25.36	7510AA12841639	MARKER BLACK;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70	MARKER BLACK; Bullet Tip 105mm Permanent Artline 70	EA	Black	
25.37	75201800611311	MARKER 6-ASSORTED COLOURS;MEDIUM BULLET TIP;1.5 -3MM;DRY WIPE;WHITEBOARD;TZ1;10-SET/BX	MARKER 6 Assorted Colours; Medium Bullet Tip; 1-5	EA	Diff. Colours	
25.38	75201843106273	MARKER BLACK;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;W/POCKET CLIP	MARKER BLACK; Fine Bulet Tip; 0.7mm Permanent Artline	EA	Black	
25.39	75101800129419	MARKER BLACK;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-30	MARKER BLACK; Medium Chisel Tip; 2-	EA	Black	

			5MM Permanent Art			
25.4 0	75201801421736	MARKER BLACK;SUPER FINE BULLET TIP;0.4MM;PERMANENT;ARTLINE 725	MARKER BLACK; Super Fine Bullet Tip; 0.4mm Permanent	EA	Black	
25.4 1		MARKER BLACK, PERMANENTCHISEL POINT ARTLINE EK90		EA	Black	
25.4 2	75201800190203	MARKER HIGHLIGHTER;BLUE;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Blue, Chisel Tip Fluorescent	EA	Blue	
25.4 3	75201800190191	MARKER HIGHLIGHTER;GREEN;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Green, Chisel Tip Fluorescent	EA	Green	
25.4 4	7520AA13674712	MARKER HIGHLIGHTER;ORANGE;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Orange; Chisel Tip Fluorescent	EA	Orange	
25.4 5	75201800959092	MARKER HIGHLIGHTER;PURPLE;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Purple; Chisel Tip Fluorescent	EA	Purple	
25.4 6	75201801749845	MARKER HIGHLIGHTER;RED;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Red; Chisel Tip Fluorescent	EA	Red	
25.4 7	75201800190215	MARKER HIGHLIGHTER;YELLOW;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Yellow; Chisel Tip Fluorescent	EA	Yellow	
25.4 8	75201800399827	MARKER HIGHLIGHTER;PINK;CHISEL TIP;FLUORESCENT (or similar)	MARKER HIGHLIGHTER; Pink Chisel Tip Fluorescent	EA	Pink	
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
26		WRITING MATERIAL: PENS	Writing material: Pens			
26.1	75201801010230	PEN BALL-POINT;FINE;BLACK	PEN BALL POINT FINE, Bic or similar	BOX/12	BLACK	
26.2	752077T0640996	PEN BALL-POINT;FINE;RED;BIC		BOX/12	RED	
26.3	75201800092433	PEN BALL-POINT;FINE;GREEN		BOX/12	GREEN	
26.4	75201800901835	PEN BALL-POINT;FINE;BLUE		BOX/12	BLUE	
26.5	999977U1110915	PEN BALL-POINT;MEDIUM;GREEN;BIC CLIC	PEN BALL POINT MED, Bic or similar	BOX/12	GREEN	
26.6	999977U1110927	PEN BALL-POINT;MEDIUM;BLACK;BIC CLIC		BOX/12	BLACK	
26.7	999977U1110939	PEN BALL-POINT;MEDIUM;RED;BIC CLIC		BOX/12	RED	
26.8	999977U1110941	PEN BALL-POINT;MEDIUM;BLUE;BIC CLIC		BOX/12	BLUE	
26.9	999977U1110979	PEN BALL-POINT;MEDIUM;PURPLE;BIC	PEN BALL POINT MED, Bic or similar	BOX/12	PURPLE	
26.1 0	752077T0304028	PEN BALL-POINT;FINE;BLUE;PILOT;BPS	PEN PILOT BPS Fine, supergrip, Pilot, Pentel or similar	BOX/12	BLUE	
26.1 1	999977T1948761	PEN BALL-POINT;MEDIUM;BLACK;PILOT BPS	PEN PILOT BPS MEDIUM, supergrip, Pilot, Pentel or similar	BOX/12	BLACK	
26.1 2	999977T2101398	PEN BALL-POINT;MEDIUM;RED;PILOT BPS		BOX/12	RED	
26.1 3	999977T3660709	PEN BALL-POINT;MEDIUM;PINK;PILOT BPS		BOX/12	PINK	
26.1 4	999977T4537662	HOLDER PENCIL;CUBE;BLACK STL;W 100MM X H 70MM	PEN/PENCIL CUP, SQUARE, METAL	BOX/12	BLACK	
26.1 5	999977T6523753	PEN ROLLER BALL;0.7MM;RED;GEL;PENTEL ENERGEL	PEN, rollerball energel Pentel or similar, 0.7mm	BOX/12	RED	
26.1 6	999977T6523777	PEN ROLLER BALL;0.7MM;BLUE;GEL;PENTEL ENERGEL		BOX/12	BLUE	
26.1 7	999977T7436001	PEN ROLLER BALL;0.7MM;BLACK;GEL;PENTEL ENERGEL		BOX/12	BLACK	
26.1 8	999977T7436013	PEN ROLLER BALL;0.7MM;GREEN;GEL;PENTEL ENERGEL		BOX/12	GREEN	
26.1 9	999977U0049980	PEN ROLLER BALL;METAL TIP;0.5;BLACK;LIQUID INK;PILOT;BLVB-5	pen, rollerball, BL-VB5 pilot or similar	BOX/12	BLACK	

26.2 0	999977U0049992	PEN BALLPOINT;BLACK;OIL BASED INK;SUPER GRIP;PILOT;BPGP-10RM	PEN Pilot BP GP10RM supergrip or similar	BOX/12	BLACK	
26.2 1	999977U1111107	PEN ROLLER BALL;0.5MM;EXTRA FINE;RED;GEL;PILOT G-2	PEN Pilot G2 Gel ink, or similar	BOX/12	RED	
26.2 2	999977U1111133	PEN ROLLER BALL;0.5MM;EXTRA FINE;BLACK;GEL;PILOT G-2		BOX/12	BLACK	
26.2 3	999977U1111145	PEN ROLLER BALL;0.5MM;EXTRA FINE;BLUE;GEL;PILOT G-2		BOX/12	BLUE	
26.2 4	999977U1111160	PEN ROLLER BALL;0.5MM;EXTRA FINE;PURPLE;GEL;PILOT G-2		BOX/12	PURPL E	
26.2 5	75201800717886	PEN BALL- POINT;FINE;RED;MICRO;UNIBALL;UB120	PEN, Uniball eye micro, waterproof, fadeproof, or similar	BOX/12	RED	
26.2 6	75201800864379	PEN BALL- POINT;FINE;BLUE;MICRO;UNIBALL;UB120	PEN, Uniball eye micro, waterproof, fadeproof, or similar	BOX/12	BLUE	
26.2 7	75201800864379	PEN BALL- POINT;FINE;BLUE;MICRO;UNIBALL;UB120		EA/12	BLUE	
26.2 8		PEN UNIBALL REFILL FORUM 153 SIGN		EA/12		
26.2 9	999977T9415288	PEN ROLLER BALL;BROAD;RED;UN SIGNO UM153	PEN, Uniball Signo Broad, waterproof UM-153, or similar	BOX/12	RED	
26.3 0	75201800320655	PEN ROLLER BALL;FINELINER;RED	PEN FINE LINER	BOX/12	RED	
26.3 1	75201844370017	PEN ROLLER BALL;FINELINER;BLACK;PILOT	PEN FINE LINER	BOX/12	BLACK	
26.3 2	999977T8336277	REFILL,PEN ROLLER BALL;0.7MM;FINE;BLACK;GEL;PILOT G-2;RETRACTABLE	PILOT G-2 black refill 0.7	BOX/12	Black	
26.3 3	999977U1111451	PEN ROLLER BALL;0.7MM;FINE;BLACK;GEL;PILOT G-2	PILOT G-2 red pen 0.7	BOX/12	Black	
26.3 4	999977U1111475	REFILL,PEN ROLLER BALL;0.7MM;FINE;RED;GEL;PILOT G-2;RETRACTABLE	PILOT G-2 red refills 0.7	BOX/12	Red	
26.3 5	999977T1630540	PEN BALL-POINT;MAXI MEDIUM POINT;BLACK;CRYSTAL	CRYSTAL ball MonAmi black pens	BOX/12	Black	
26.3 6	999977U1111513	PEN ROLLER BALL;0.7MM;FINE;BLACK;GEL;PILOT G-2	PILOT G2 0.5 Gel Ink	BOX/12	Black	
26.3 7	75201800662980	PEN BALL-POINT;FINE;BLACK;PENTEL SUPERB;BK 77-C	PENTEL fine black pen	BOX/12	Black	
26.3 8	75201800744538	PEN BALL-POINT;BLACK	PEN DISA black	BOX/12	Black	
21.3 9	999977T8647339	PEN ROLLER BALL;0.8MM;RED;GEL;GRIP;HYBRID	HYBRID GEL grip K118 red	BOX/12	Red	
26.4 0	999977T4064251	PEN BALL-POINT;RED;CRYSTAL	DISA CRYSTEL ballpen red	BOX/12	Red	
26.4 1	999977U1116996	PEN ROLLER BALL;0.7MM;FINE;PURPLE;GEL;PILOT G-2		BOX/12	Purple	
26.4 2	999977U1117023	REFILL,PEN ROLLER BALL;0.7MM;FINE;PURPLE;GEL;PILOT G-2;RETRACTABLE		BOX/12	Purple	
26.4 3	999977T3139870	REFILL,PEN BALL- POINT;BROAD;BLACK;UNIBALL		BOX/12	Black	
26.4 4	999977T9958215	REFILL,PEN BALL- POINT;BROAD;RED;UNIBALL		BOX/12	Red	
26.4 5	999977U0527135	PEN ROLLER BALL;MEDIUM;BLACK;BIC CRYSTAL		BOX/12	Black	
26.4 6	999977U1117201	PEN ROLLER BALL;MEDIUM;BLUE;BIC CRYSTAL		BOX/12	Blue	
26.4 7	999977U1117237	PEN ROLLER BALL;MEDIUM;RED;BIC CRYSTAL		BOX/12	Red	
26.4 8	999977U0515825	PEN ROLLER BALL;0.5MM TIP;BLACK;UNIBALL EYE MICRO;UB150		BOX/12	Black	
26.4 9	752077T0288732	PEN BALL-POINT;FINE;BLUE;BIG GRIPPER (BOX/12)		EA	Blue	
26.5 0	752077T0288769	PEN BALL-POINT;FINE;RED;BIG GRIPPER(BOX/12)		EA	Red	
26.5 1	752077T0288757	PEN BALL-POINT;FINE;BLACK;BIG GRIPPER(BOX/12)		EA	Black	
26.5 2		PEN ARTLINE; EK200 WRITING; BLACK		EA	Black	

ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
27		WRITING MATERIAL: PENCILS	Writing material: Pencils			
27.1	75101840887200	PENCIL BLACK;2H	PENCIL 2H	BOX/12	Black	
27.2	75101840887123	PENCIL BLACK;3H	PENCIL 3H	BOX/12	Black	
27.3	999977U1111816	PENCIL, COLOURED 12/PK; WATER COLOUR	PENCIL COLOURED SET OF 12, watercolour	BOX/12		
27.4	999977U0057354	PENCIL, COLOURED 3.3MM LEAD; ACQUARELLE ECO PENCIL; 12/SET	PENCIL COLOURED SET OF 12, hexagonal	BOX/12		
27.5	7510AA12629871	PENCIL HB; 81/106637	PENCIL HB	BOX/12		
27.6	75101800569691	LEAD, PENCIL HB; 0.5MM	PENCIL LEAD 5MM HB	TUB		
27.7	75101843084146	LEAD, PENCIL HB; 0.7MM	PENCIL LEAD 7MM	TUB		
27.8	75101843341698	LEAD, PENCIL HB; 0.9MM	PENCIL LEAD 9mm	TUB		
27.9	6675LA05686163	PENCIL CLUTCH; 0.5MM	PENCIL MECHANICAL CLUTCH .5MM, Techniclick or similar	EA		
27.10	752077T0304269	PENCIL CLUTCH; 0.7MM	PENCIL MECHANICAL CLUTCH .7MM, Techniclick or similar	EA		

ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
28		CORRECTION	Chalk & correction			
28.1	75101801138522	CORRECTION PEN 12ML; WHITE	CORRECTION PEN, 18ml, PENTAL or similar	EA	White	
28.2	999977U1129562	CORRECTION TAPE LG 5M X W 5MM		EA		
28.3		CORRECTION TAPE 5M X W 5MM, mouse (PENTEL)				
28.4	999977U1129600	CORRECTION TAPE WHITE; LG 5M X W 8MM; SELF-ADHESIVE		EA		
28.5		CORRECTION TAPE WHITE; LG 5M X W 8MM; MICROTape				
28.6	75101800262550	CORRECTION TAPE 4MM X 6MM, (PILOT)		EA		
28.7	75101802625655	ERASER PENCIL; 45MM LG X 19MM W X 5MM THK	ERASER RUBBER WHITE PENCIL, plastic ± 43 x 19 x 13mm	EA		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
29		CALCULATORS & BATERIES	Calculators & batteries			30.1
29.1	613577T0265532	BATTERY, NON RECHARGEABLE 1.5V; AA-SIZE (PK/4)	BATTERIES aa	pk of 4		30.2
29.2	61351802594758	BATTERY, NON RECHARGEABLE GEN PURPOSE; SIZE AAA; ANY BRAND (PK/4)	BATTERIES aaa	pk of 4		30.3

29.3	999977T4601340	CALCULATOR 12-DIGIT;SHARP EL782C and/or Similar	CALCULATORE 12 digit, Sharp EL782 or similar	EA		30.4
29.4	999977T4547028	CALCULATOR SHARP EL531;SCIENTIFIC and/or Similar	calculator, scientific EL-531 or similar	EA		30.5
29.5	999977T4063273	CALCULATOR POCKET;BATTERY OPERATED;16-DIGIT;DT160		EA		30.6
29.6	6135AA15960127	BATTERY,NON RECHARGEABLE 9VOLT;ANY BRAND;GEN PURPOSE	9V Bateriaes	EA		30.7
29.7		BATTERY, RECHARGEABLE 1.5V; AA-SIZE (PK/4)		PK OF 4		30.8
29.8		BATTERY, RECHARGEABLE GEN PURPOSE, SIZE AAA; ANY BRAND (PK/4)		PK OF 4		30.9
29.9		BATTERY; RECHARGEABLE 9V; ANY BRAND; GEN PURPOSE		EA		30.10
29.10		BATTERY; RECHARGEABLE PLUS POWER C & D		PK OF 2		30.11
29.11		BATTERY; R14P C 1.5 NON RECHARGEABLE		PK OF 2		
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
30		CD'S & DVD'S	CD's & DVD's			31
30.1	999977T3586221	COMPACT DISC (CD) WRITEABLE;700MB;DYSAN	CD-R, 52 x 700mb, verbatim or similar	box of 10		31.1
30.2	999977T2893562	COMPACT DISC (CD) RE-WRITEABLE;700MB;VERBATIM	CD-RW, 32 x 700mb, verbatim or similar	box of 10		31.2
30.3		HOLDER,CD/DVD 52 X12 CAKE BOX	CD-spring rack, 20 cd's	EA		31.3
30.4		HOLDER,CD 52 X 25 CAKE BOX		EA		31.4
30.5		HOLDER, CD 10 PACK CLEAR SLIM CASE		EA		31.5
30.6		HOLDER,DVD 16 X 50 CAKE BOX (BOX STORAGE & MULTI-MEDIA CLEAR)		EA		31.6
30.7		HOLDER,DVD 16 X 10 PACK SLIM CASE COLOUR)		EA		31.7
30.8	999977T8613349	COMPACT DISC (CD) DVD;WRITEABLE;PLUS;4.7GB	DVD+R, 16 x 4.7GB	box of 10		31.8
30.9	999977T8613337	COMPACT DISC (CD) DVD;RE-WRITEABLE;PLUS;4.7GB	DVD+RW, 4x 4.7GB	box of 10		31.9
30.10	999977T8613352	COMPACT DISC (CD) DVD;WRITEABLE;MINUS;4.7GB	DVD-R, 16 x 4.7GB	box of 10		31.10
30.11	999977T8613313	COMPACT DISC (CD) DVD;RE-WRITEABLE;MINUS;4.7GB	DVD-RW, 4x 4.7GB	box of 10		31.11
30.12	999977T6449502	COMPACT DISC (CD) DVD;WRITEABLE;4.7GB;VERBATIM and/or Similar	DVD WRITEABLE	box of 10		31.12
30.13	999977T5819953	FLASH DRIVES (MEMORY STICK) 4GB (Ultima)	MEMORY STICKS 2GB	EA		31.13
30.14		FLASH DRIVES (MEMORY STICK) 8GB (Verbatim)		EA		31.14
30.15		FLASH DRIVES (MEMORY STICK) 16GB (VERBATIM)		EA		31.15
30.16		FLASH DRIVES (MEMORY STICK) 32GB (VERBATIM)		EA		31.16
30.17		FLASH DRIVES (MEMORY STICK) 64GB (STORE & GO)		EA		31.17
ITEM NR	ICN	ITEM DESCRIPTION		UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)
31		GENERAL	General			
31.1	999977T4637512	PAPER,OFFICE MEMO CUBE;REFILL;ASSORTED COLOURS;90MM X	PAPER FOR NOTE HOLDER, 80gsm	PK of 100 sheets	Diff. Colours	

		90MM	(90x90mm)			
31.2	999977T3897310	HOLDER PAPER;NOTES;STL;W 105MM X H 105MM	HOLDER NOTE, STEEL	EA		
31.3	75201801005089	HOLDER PAPER;NOTE;PLASTIC	HOLDER NOTE PAPER PLASTIC	EA		
31.4	999977U1114851	LETTER OPENER STL BLADE;PLASTIC HANDLE;LG 225MM	LETTER OPENER PLASTIC	EA		
31.5	75301800305072	TRANSPARENCY WRITE-ON;CLEAR	TRANSPARENCIES CLEAR WRITE ON	PK of 100		
31.6	753077T0641757	TRANSPARENCY A-4;HEAT RESISTANT;COPIER LASER PRINTER;CLEAR ON WHITE	TRANSPARENCIES HEAT RESISTANT	PK of 100		
31.7	75101800516474	HOLDER TIDY;TUBE;PEN	HOLDER TIDY; Tube; pen	EA		
31.8	999977T1948328	IMAGING UNIT NEFAX 415 SERIES (DRUM UNIT BROTHER)	IMAGING UNIT NEFAX 415 series	EA		
31.9	75201801309943	FLIP CHART PAD 815MM LG 675MM W		EA		
31.10	53151800581900	PIN OFFICE;26MM;25G/PK	Office Pins	TUB		
31.11	36101803105311	GUILLOTINE,PAPER;HAND-LEVER;STL		EA		
31.12		CRAYONS RETRACTABLE WAX 12 MON-AMI (12 PER PACK)		PK		
31.13		ROLL POLY PLASTIC 3M*450MM 100 MIC 3METER		EA		
31.14		ROLL BOOK COVER B/KRAFT 2.0M*480MM		EA		
31.15		A6 NOTEBOOK 96 PAGES LINED		EA		
31.16		BLANK ID CARDS GLOSSY PRINTABLE 55mm x 33mm		EA		
31.17		PLASTIC CARD HOLDER		EA		
31.18		JD 1216 STORAGE BOX		EA		
GRAND TOTAL FOR CATEGORY A (STATIONARY AND OTHER CONSUMEBLES)						

CATEGORY B (PRINTING PAPERS)

32		Photocopy papers unit per ream				
32.1		A-4;WHITE;80g photocopy		Ream of 500	White	
32.2		A-3 WHITE;80g photocopy		Ream of 500	White	
32.3		A-4;Coloured ;80g photocopy		Ream of 500	Coloured	
32.4		A-4;Coloured ;160g photocopy		PK of 100	Coloured	
32.5		A-4;white ;160g photocopy		PK of 100	White	
32.6		A-3 Coloured ;80g photocopy		Ream of 500	Coloured	
32.7		A-4;Coloured ;240g Board paper		Pack of 50	Coloured	
32.8		A-4;white ;240g Board paper		Pack of 50	White	
32.9		A-4;white ;200g photo glossy paper one sided		Pack of 50	White	
32.10		A-4;white ;240g photo glossy paper one sided		Pack of 50	White	
ITEM NR	ICN	ITEM DESCRIPTION	ATTRIBUTES	UNIT	COLOUR	BID PRICE IN RSA CURRENCY (VAT INCL.)

33		Photocopy papers Unit per Box				
33.1		A-4;WHITE;80g photocopy		Box of 5 reams	White	
33.2		A-3 WHITE;80g photocopy		Box of 5 reams	White	
33.3		A-4;Coloured ;80g photocopy		Box of 5 reams	Coloured	
33.4		A-4;Coloured ;160g photocopy		Box of 5 reams	Coloured	
33.5		A-4;white ;160g photocopy		Box of 5 reams	White	
33.6		A-3 Coloured ;80g photocopy		Box of 5 reams	Coloured	
33.7		A-4;Coloured ;240g Board paper		Box of 5 reams	Coloured	
33.8		A-4;white ;240g Board paper		Box of 5 reams	White	
GRAND TOTAL FOR CATEGORY B (PRINTING PAPERS)						

BIDDERS TO COMPLETE THE TABLE BELOW AS WELL AS INDICATING BY MARK WITH X THEY WISH TO BID FOR

MARK WITH X	CATEGORY	ITEM DESCRIPTION	ITEM NUMBER	TOTAL FIRM PRICE
	CATEGORY A	(STATIONARY AND OTHER CONSUMEBLES)	FROM ITEM 1.1 UP TO 31.18	
	CATEGORY B	(PRINTING PAPERS)	FROM ITEM 32.1 UP TO 33.8	

PRICING SCHEDULE – NON-FIRM PRICES

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:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

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..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

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 (D1, D2 etc. e.g. Labour, transport etc.)	P 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=		
				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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

¹ 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.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder 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 the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

² 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.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- 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*).

1.3 Points for this bid shall be awarded for:

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

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 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 bid under consideration

Pt = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

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

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

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. BID DECLARATION

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

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

- 7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

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

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 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

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of
company/firm:.....

9.2 VAT registration
number:.....

9.3 Company registration
number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

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

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

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

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:
ADDRESS
.....

SECTION 2

SPECIAL CONDITIONS

1. LEGISLATIVE AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

2. STATUS OF REQUEST FOR PROPOSAL

- 2.1 The Department of Sports Arts Culture and Recreation hereby inviting potential bidders for the supply and delivery of Office Stationery and photocopy papers to districts and head office for a period of 3 years.
- 2.2 This Request for Bid is an invitation for Bidders to submit a proposal for the provision of the services as set out in the Terms of Reference contained herein.
- 2.3 No binding contract or other understanding for the supply of the Services will exist between the Department and any Bidder unless and until the department has executed a formal written contract with the successful Bidder/s.

3. SUBMISSION OF BIDS

- 3.1 Bidders must submit the bid in one (1) original hard copy format (paper documents), clearly marked as **BID FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR FREE STATE DEPARTMENT OF SPORTS ARTS CULTURE AND RECREATION** to address indicated on the SBD1 by the closing date and time of the bid.
- 3.2 In the event that a hard copy of the bid document is not received on or before the closing date and time, the bid will be invalidated.

4. OBJECTIVE

- 4.1 The objective of the bid is to appoint service providers in line with government's objectives that:
- Supply and delivery of Office Stationery products that are consistent and reliable to **all regional offices and head office** ;
 - Ensure that quality service and goods are rendered in line with the Service Level Agreement;
 - Improve spend visibility through detailed management reporting;
 - Operate within the service level agreement to assist with the improvement of supply and deliver of Office Stationery in order to minimise fruitless and wasteful expenditure; and
 - To leverage spend and achieve cost savings.

5. SCOPE OF WORK

5.1 The supply and delivery of Office Stationery and photocopy papers will include but will not be limited to the following:

5.1.1 General

5.1.1.1 The contracted services will be provided to department of Sports Arts Culture and Recreation .

5.1.1.2 Penalties will be incurred as a result of the inefficiency or fault of the company and will be for the Service Provider's account.

6. PARTICIPATING OFFICE

6.1 Department is arranging the bid on behalf of its Free State head office and regional and district office for Supply and delivery of Office Stationery.

7. REQUIREMENTS OF THE BID

7.1 Supply and deliver the required Office Stationery and photocopy papers according to the attached stationery list SBD 3.1 and at the provincial and district offices identified by department;

7.4 Supply and deliver office stationery that is SABS approved.

7.5 The rendering of Office Stationery and photocopy paper will be done in all the districts across the Province. Bidders should tick in which district they want to bid for:

DISTRICT	DISTRICT	Indicate by using a "X" against the district of your choice
1	Xhariep	
2	Lejweleputswa	
3	Fezile Dabi	
4	Thabo Mofutsanyana	
5	Manguang	

* **Suppliers must only tick districts which they are operational within.**

7.6 If no service provider could be appointed in a specific district the department reserve the right to appoint a service provider from another district closest to the district office.

9. Transportation

The supplier's should provide the delivery mode of transport at own cost.

10. Obligations of the bidder

- The supplier to deliver the office stationery and photocopy paper upon receiving of an official order within 7 days.
- The supplier shall submit its account direct after the delivery of the stationery.
- Claims for payments shall be submitted on official invoices.

11. Maintaining Directorate/District Property

- The service provider shall be responsible for any loss or damage to the stationery and equipment caused by the negligence of the service provider and its employees.
- Replacement will be at the discretion of the directorate involved.
- The service provider shall notify the department at the earliest opportunity of any breakdown.

12. Costing

- 12.1 Prices must be inclusive of all costs i.e. VAT, delivery/transportation and other factors that will influence the price of the service provider.
- 12.2 All items should be priced (refer to SBD 3.1). Failure to price all items may invalidate the bid. Bidders to indicate which category they are bidding for.
13. Where a Shareholder/Member/Individual/Director has an interest in any other company that is participating in this bid, they must disclose.
- 13.1 List of Shareholding/membership/directorship by Name of business, Position occupied and percentage of shareholding in the business.

NAME OF BUSINESS	POSITION OCCUPIED IN THE BUSINESS	% OF SHAREHOLDING IN THE BUSINESS	INDICATE BY TICKING X NEXT TO THE BUSINESS YOU ARE REPRESENTING IN THIS BID.

***Failure to comply with the above will disqualify your bid.**

- 13.2 Shareholder/Member/Individual/Director will not be allowed to represent/bid for more than 1 (one) business, where a Shareholder/Member/Individual/Director has an interest in any other company that is participating in this bid, he/she must disclose, failure to do so will result in Department considering one offer. The Shareholder/Member/Individual/Director must then indicate which business is represented in this bid.
- 13.3 Failure to comply with the above will disqualify your bid.

14. PERIOD OF CONTRACTS

The supply and delivery of the office stationery contract will be running for a period of 3 years from the commencement of the contract.

15. REQUIREMENTS-PRICES

- 15.1 Prices must be firm for the first year of the contract period. No price adjustments will be allowed for the first year only in the second and third year of the contract.

16. ROTATION

Upon approval by and on discretion of the Head of the Department of Sports Arts Culture and Recreation, SERVICE PROVIDERS may be rotated.

17. BRIEFING SESSIONS

17.1 Compulsory briefing sessions will be held in the following towns and dates:

No	DISTRICT	TOWNS/ PLACE	DATE	TIME	VENUE
1	Xhariep and Mangaung	Bloemfontein	28 Sep 2022	10:00	Willem Posma Library
2	Lejweleputswa	Welkom	29 Sep 2022	13:00	Welkom: Town Library
3	Fezile Dabi	Kroonstad	29 Sep 2022	09:00	Kroonstad: civic Theatre
4	Thabo Mofutsanyana	Bethlehem	30 Sep 2022	10:00	Bethlehem: Dihlabeng Library

17.2 Failure to attend the compulsory briefing session will invalidate the bid

18. SUBMITTING OF BID DOCUMENT/S

18.1 Completed bid documents should be sealed, clearly marked **BID FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PHOTOCOPY PAPERS FOR FREE STATE DEPARTMENT OF SPORTS ARTS CULTURE AND RECREATION.** and deposited in the bid box on the address stated in the invitation on or before **11:00 on Friday** the 14 October 2022 which is accessible at the ZANA Building on the Ground Floor.

18.2 Proof of the following certified copies of documentation will be required:

- Proof of residential address-(municipality account required, Municipal Clearance certificate or valid rental agreement)
- Originally certified Identification/s of copy (ies) of shareholder/s
- Company's registration, CK document
- Tax Compliance Status Pin
- CSD Registration number or Summary Report
- B-BBEE Certificate or Sworn Affidavits obtained from DTI

18.3 Deviation from the specification will result in disqualification.

18.4 Bidders are to ensure that they have received all pages of this document. Bid documents must be submitted in original format and not removed from this document.

19. OPENING OF BIDS

Bids will be opened publicly immediately on closing date and time stipulated. No faxed and e-mailed bids will be accepted. Bids delivered after the above-mentioned stipulated time and date will not be considered.

20. EVALUATION PROCESS

20.1 The evaluation process comprises the following phases:

Phase I	Phase II	Phase III	Phase IV	Phase V
Administration and Mandatory bid requirements	Pre-Qualification	Functionality	Price and B-BBEE	Recommendation by the Bid Evaluation Committee and Bid Adjudication Committee and Appointment by HOD
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of pre-qualification criteria	Bids will be evaluated in terms of functionality	Bids evaluated in terms of the 90/10 preference system	Recommendation and appointment to the relevant Department/s

***Failure to comply with Phase I-III will invalidate the bid.**

20.2 Phase I: Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated hereunder. This phase is not scored and Bidders who do not submit acceptable tenders by failing to comply with all the mandatory criteria and conditions will be disqualified.

20.2.1 Pre-qualification criteria for preferential procurement (defined in the Preferential Procurement Regulations, 2017)

- (i) Only tenderers having B-BBEE status level of contributor **1 to 2**; and
- (ii) An EME may respond to this bid.

In the event you are a Trust, Consortium, Joint Venture (Including unincorporated consortia and joint ventures), bidders must submit a **consolidated** B-BBEE Status Level Verification **Certificate**. The B-BBEE Status Level of contribution should be 1 to 2.

A tender that fails to meet the pre-qualifying criteria stipulated above is an unacceptable tender.

20.2.2 Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.

Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)

Complete your registered CSD vendor number on the checklist.

Provide a copy of the CSD Registration "Summary Report".

20.3 Phase I: Non-Mandatory Requirements

Valid Tax Clearance Certificate/Tax status

Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing and submit a valid Tax Clearance Certificate or valid tax compliance status pin. However, bidders must note that no bid will be awarded to service providers who are not tax compliant or who have not made an arrangement with SARS to meet their outstanding tax obligations.

20.3.2 Completion and signing of Bids

Bidders must ensure their bids are completed and signed, where applicable. Non-compliance with this condition may invalidate the bid, depending on the materiality and purpose of documentation to be completed or signed.

20.4 Phase II: Functionality Evaluation as per the Terms of Reference

Functionality will be evaluated on the basis of the responses on the Functionality Questionnaire and supporting documentation supplied by the Bidders as follows:

Rating

Prospective bidders will be rated on each functionality criterion in accordance with the following matrix.

Scale 0-5 as follows: Poor = 0 Average = 2 Good = 3 Very Good = 4

Excellent = 5

CRITERIA FOR FUNCTIONALITY	DOCUMENTS/PROOF TO BE ATTACHED	WEIGHTS												
<p>Knowledge</p> <p>The potential bidder must provide and attach three formal testimonial/reference letters with logo, letterhead, contactable details and relevant goods delivered signed by institution senior officials.</p> <p>Number of reference letters = 15</p> <table><tr><td>1st letter value of R50,000 or more</td><td>5 points</td></tr><tr><td>2nd letter value of R150,000 or more</td><td>5 points</td></tr><tr><td>3rd letter value of R250,000 or more</td><td>5 points</td></tr></table> <p>Values of the orders = 15</p> <table><tr><td>value of R50,000 or more</td><td>5 points</td></tr><tr><td>value of R150,000 or more</td><td>5 points</td></tr><tr><td>value of R250,000 or more</td><td>5 points</td></tr></table>	1 st letter value of R50,000 or more	5 points	2 nd letter value of R150,000 or more	5 points	3 rd letter value of R250,000 or more	5 points	value of R50,000 or more	5 points	value of R150,000 or more	5 points	value of R250,000 or more	5 points	<p>Reference letters of relevant services rendered. Reference letter should indicate order number, contact details, date of services rendered, value of the contract. Copy of purchase order forms.</p> <p>Reference letters for the services rendered not older than six (6) years, which indicates relevant experience in the supply and delivery of stationery and should be signed by Head of SCM/Division or Senior Official.</p> <p>In the event you have rendered services outside government and/or private sector or sub-contract, appointment letters should be provided and accompanied with an affidavit.</p> <p>The department reserves the right to further verify the credibility of reference letters</p>	15
1 st letter value of R50,000 or more	5 points													
2 nd letter value of R150,000 or more	5 points													
3 rd letter value of R250,000 or more	5 points													
value of R50,000 or more	5 points													
value of R150,000 or more	5 points													
value of R250,000 or more	5 points													
<p>Capacity</p> <p>Demonstrated capacity of service provider to perform the service:</p> <p>(i) Finances =10</p> <p>(ii) Access to suitable delivery transport = 10</p>	<p>(i) A recent bank statement showing at least a credit balance not less than R150 000.00 or letter of commitment to provide funding from a financial service provider or the approval of credit from the reputable service provider for R150 000.00 or more.</p> <p>(ii) Vehicle suitable for transporting office stationery (provide proof of delivery vehicle in terms of ownership or leasing)</p> <p>(iii) A letter of commitment/credit from wholesaler/retailer to provide office stationery</p>	30												

(iii) Letter for Credit = 10	for the credit limit of R150 000.00 or more	
Locality The proximity (locality) of the service provider to the service district/centre, FS based service providers: Within the Free State Province = 10 Within a district area = 10	Proof of residence in a form of: Valid leasing agreement if not owning the property. or Proof of municipality accounts in the bidders' name or Municipality Clearance Certificate	20
Experience Bidder's relevant experience in the delivery of stationery and photocopy papers. Provide successful completion of similar service NUMBER OF YEARS EXPERIENCE Above 6 Years Experience = 15 points Above 4-6 Years Experience = 12 Points Above 2-4 Years Experience = 8 points 0-2 Years Experience = 4 points	List of relevant services rendered with contact details, appointment letter/s, number of projects and value of the type of goods were delivered In the event you have delivered outside government, appointment letters should be provided and accompanied with an affidavit.	15
TOTAL FOR FUNCTIONALITY:		80

20.4.1 Bids will be evaluated in terms of the new **Preferential Procurement Regulation, 2017** and the bid evaluation criteria stipulated in this section.

20.4.2 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

20.4.3 The score for functionality will be determined by the Bid Evaluation Committee (BEC) whereby each member will rate each individual criterion or rating bidders collectively on the scoresheet

Performance	Description	Score
Excellent	Response meets and exceeds the functionality requirements	5
Very good	Above average compliance to the requirements	4
Good	Satisfactory should be adequate for stated elements	3
Average	Compliance to the requirements	2
Poor	Unacceptable , does not meet the set criteria	0

20.4.4 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria. The total score will be converted to a percentage and only Bidders that have met or exceeded the minimum threshold of **65**

Points for functionality will be evaluated and scored in terms of the pricing and socio-economic goals as indicated in the Special Conditions of Contract.

- 20.4.5 Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all the elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage.
- 20.4.6 Any proposal not meeting the minimum score of **65 Points** on the technical/functionality evaluation will be disqualified.
- 20.4.7 The Department of the Provincial Treasury reserves the right to determine the number of Service Providers to be appointed to supply and delivery office stationery per department and/or district.

20.5 Phase III: Preference Point System

- 20.5.1 In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 90/10-preference point system in terms of which points are awarded to Bidders on the basis of:
- The bid price (maximum 90 points)
 - Broad-Based Black Economic Empowerment (B-BBEE) status level of contributor (maximum 10 points)

- 20.5.2 The following formula will be used to calculate the points for price:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

- 20.5.3 A maximum of 10 points may be allocated to a Bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1

B-BBEE Status Level of Contributor	Number of points (90/10 system)
Non-compliant contributor	0

- 20.5.4 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a certified copy thereof or a sworn affidavit (DTI format) signed by the EME representative and attested by a commissioner of oath, at the closing date and time of the bid in order to claim the B-BBEE status level point.

Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:

- (i) Tenderers other than EMEs: Verification agencies accredited by SANAS, or
- (ii) Tenderers who qualify as EMEs: Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

- 20.5.8 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.
- 20.5.9 Certificates issued by IRBA and Accounting Officers have been discontinued.
- 20.5.5 The points scored by a Bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 20.5.6 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or sworn affidavit signed by the EME representative and attested by a Commissioner of oath will be considered for preference points.
- 20.5.7 Failure on the part of the Bidder to comply with paragraphs 20.5.4 and 20.5.6 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 20.5.8 The State may, before a bid is adjudicated or at any time, require a Bidder to substantiate claims it has made with regard to preference.
- 20.5.9 The points scored will be rounded off to the nearest 2 decimals.
- 20.5.10 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 20.5.11 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.

- 20.5.12 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 20.5.13 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- 20.5.14 The bid may be allocated to more than one office stationery supply company.

21. OVERALL CRITERIA

CRITERIA	MAXIMUM POINTS
Price	80
BBBEE Rating	20
Grand Total	100

22. ADJUDICATION OF THE BIDS

The adjudication of bids will be conducted in accordance with PPPFA (90/10) and the Preferential Procurement Regulation, 2017, on price and functionality. The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: Treasury. The most acceptable offer will be the successful bidder. **Preference will be given to Free State based companies.**

23. AWARD OF CONTRACT

- 23.1 The outcome of the bid will be published in the Provincial Tender Bulletin, e-Tender Portal and the Treasury website. The department reserve the right to award more than one bidder for a district supply or per category.

24. LATE BIDS

- 24.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder.

25. COUNTER CONDITIONS

- 25.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders will result in the invalidation of such bids.

26. FRONTING

- 26.1 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.
- 26.2 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does

not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department may have against the Bidder / contractor concerned.

27. SUPPLIER DUE DILIGENCE

- 27.1 The Government reserves the right to conduct supplier due diligence during evaluation, prior to final award or at any time during the contract period. This may include site visits.

28. VERIFICATION OF BIDDERS

- 28.1 During the Bid Evaluation and Adjudication process, the status of the supplier must be verified. Should a default be detected, the procedure for the restriction of the supplier as stated in SCM Practice Note No. 5/2006 will be followed.

29. PRESENTATION

- 21.1 The Department may require presentations/interviews from the short-listed Bidders as part of the bid process.

30. COMMUNICATION AND CONFIDENTIALITY

- 30.1 The Free State Provincial Government may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 30.2 All communication between the Bidder and the Free State Provincial Government must be done in writing.
- 30.3 Whilst all due care has been taken in connection with the preparation of this bid, the Department makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Department, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 30.4 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the Bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).
- 30.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.
- 30.6 All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

- 30.7 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Provincial Government, except where authorized in writing to do so. All documents will remain the property to the FSPG

31. FINANCIAL MANAGEMENT

- 31.1 The Service Providers must implement the rates negotiated by the Provincial Treasury with successful bidders.
- 31.2 The State will settle the service providers' accounts within the agreed payment terms.

32. NEGOTIATIONS

- 32.1 The State reserves the right to negotiate with the shortlisted Bidders a flat rate prior to award and with the successful Bidder/s post award based on market conditions.

33. CONFIDENTIALITY

- 33.1 Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder has been notified that he/she has been awarded the contract.
- 33.2 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Provincial Government, except where authorized in writing to do so.
- 33.3 Free State Provincial Treasury agrees to keep the details of the bidder's proposal strictly confidential, including but not limited to any financial information provided, and will not disclose the content thereof to any third party, except as required and/or authorized by law after awarding of the bid.

34. AGREEMENTS

- 34.1 A Service Level Agreement shall be entered into with the Provincial Treasury to clarify specific operational provisions. The Service Level Agreement will be subject to the General Condition of Contract (GCC) and the Special Condition of Contract (SCC).
- 34.2 Should funds no longer be available to pay for the execution of the responsibilities of Bid the Department may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure, provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

35. SETTLEMENT OF DISPUTES

- 35.1 Notwithstanding clauses 27 of the GCC, mediation proceedings will not be applicable to this contract.

36. OFFICIALS PROHIBITED FROM SUBMITTING BIDS

- 36.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have business interest in any entity conducting business with the Provincial Government.
- 36.2 According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.
- 36.3 The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.
- 36.4 All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

37. JOINT VENTURE AGREEMENTS

- 37.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a JV agreement should be submitted together with the bid. Kindly complete attached **Annexure A** and register on the CSD as a Joint Venture.
- 37.2 Individual Entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD. It will also be expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract).
- 37.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate.

38 SUBCONTRACTING

- 38.1 In the event the appointed Service Provider is not a Free State Based Company, a minimum of 30% of the portion of the contract should be sub-contracted to a Free State Based Company. The name of the sub-contractor should be submitted on the **SBD 6.1**
- 38.2 It is the responsibility of the tenderer to select competent sub-contractors that meet all requirements of the tender so that their tender is not jeopardized by the subcontractor when evaluated. Tenderers are responsible for all due diligence on their subcontractor.

39. ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT

- 39.1 Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, may result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions, as such amendments or inclusions will result in disqualification of the bid.

40. THE BIDDER MUST COMPLETE THE FOLLOWING

I _____ in my capacity as _____ of the company, hereby certifies that I take note and accept the above-mentioned Special Conditions of the Contract.

SIGNATURE

CAPACITY

Contact person of company: _____ Tel. of company:
(____) _____ Fax of company: (____) _____

SECTION 3

GENERAL CONDITIONS OF CONTRACT
Annexure A

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.

TABLE OF CLAUSES

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1. Definitions	<p>1. The following terms shall be interpreted as indicated:</p> <p>1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>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.</p> <p>1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.</p> <p>1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>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.</p> <p>1.7 “Day” means calendar day.</p> <p>1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.</p> <p>1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.</p> <p>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.</p> <p>1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of</p>
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	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 sub bidders) 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.

	<p>1.22 “Republic” means the Republic of South Africa.</p> <p>1.23 “SCC” means the Special Conditions of Contract.</p> <p>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.</p> <p>1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>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.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
1. Use of contract documents and information; inspection.	<p>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</p>

	<p>performance.</p> <p>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.</p> <p>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.</p> <p>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.</p>
6. Patent rights	<p>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.</p>
7. Performance security	<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> (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 <p>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.</p>
8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to</p>

	<p>be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or bidder shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>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.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>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.</p> <p>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.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>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.</p>
9. Packing	<p>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</p>

	<p>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.</p> <p>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.</p>
10. Delivery and documents	<p>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.</p> <p>10.2 Documents to be submitted by the supplier are specified in SCC.</p>
11. Insurance	<p>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.</p>
12. Transportation	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
13. Incidental services	<p>13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (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. <p>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</p>

	prevailing rates charged to other parties by the supplier for similar services.
14. Spare parts	<p>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:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (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.
15. Warranty	<p>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.</p> <p>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.</p> <p>15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>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.</p>

	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.
	16.2	The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
	16.3	Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
	16.4	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 subbidder(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

	<p>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.</p> <p>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.</p>
	<p>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.</p>
	<p>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.</p> <p>21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling 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.</p>
22. Penalties	<p>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.</p>
23. Termination for default	<p>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:</p> <p>(a) if the supplier fails to deliver any or all of the goods within</p>

	<p>the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</p> <p>(b) if the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>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.</p>
24. Anti-dumping and countervailing duties and rights	<p>24.1 When, 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 for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder 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</p>
25. ForceMajeure	<p>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.</p> <p>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.</p>
26. Termination for	<p>26.1 The purchaser may at any time terminate the contract by giving</p>

insolvency		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	<p>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.</p> <p>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.</p> <p>27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> (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 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	<p>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</p> <p>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.</p>
32. Taxes and duties	<p>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.</p> <p>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.</p> <p>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.</p>
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	<p>34.1 In terms of Section 4 (1) (b) (iii) of the Competition Act No.89 of 1998,asamended,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).</p> <p>35. 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.</p> <p>36. 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 publicsector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned.</p>
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ANNEXURE A

SUPPLY AND DELIVERY OF OFFICE STATIONERY AND PHOTOCOPY PAPERS FOR DEPARTMENT SPORTS ARTS CULTURE AND RECREATION WITHIN FREE STATE DISTRICT OFFICES FOR A PERIOD OF THREE YEARS

IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

SIGNED ON BEHALF OF BIDDER

Date: _____