



<b>NAME OF BID</b>	<b>PROVISION OF STATIONERY AND OFFICE CONSUMABLES</b>
<b>BID NO.</b>	<b>FSCA2023/24-T005</b>
<b>CLOSING DATE</b>	<b>22 AUGUST 2023</b>
<b>CLOSING TIME</b>	<b>11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)</b>

<b>BIDDER NAME</b>	
<b>ID/REGISTRATION NUMBER</b>	
<b>CSD NUMBER</b>	
<b>CONTACT PERSON</b>	
<b>EMAIL ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	

**Riverwalk Office Park, Block B; 41 Matroosberg Road  
(Corner Garsfontein and Matroosberg Roads)  
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**Executive Committee:**

**Commissioner: U. Kamlana | Deputy Commissioners: A. Ludin | K. Gibson | F. Badat**

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## A. INTRODUCTION TO BID

### 1. Introduction

- 1.1 The Financial Sector Conduct Authority (FSCA) was established in terms of the Financial Sector Regulation Act No. 9 of 2017. It is responsible for market conduct regulation and supervision of the financial services industry. The objectives of the FSCA are to enhance and support the efficiency and integrity of financial markets, to protect financial customers by promoting their fair treatment by financial institutions, as well as providing financial customers with financial education. The FSCA is a Schedule 3A Public Entity, in terms of the Public Finance Management Act (PFMA).
- 1.2 The vision of the FSCA is to ensure an efficient financial sector where customers are informed and treated fairly and its mission is to ensure a fair and stable financial market, where consumers are informed and protected, and where those that jeopardize the financial well-being of consumers are held accountable. Visit the FSCA website, [www.fsc.co.za](http://www.fsc.co.za) for further information about the FSCA.
- 1.3 The FSCA operates from offices in Pretoria at Riverwalk Office Park; 41 Matroosberg Road; Ashlea Gardens Extension 6; Menlo Park; Pretoria.
- 1.4 All information, including personal information collected during this process will be treated as confidential, and processed in line with the FSCA Privacy Policy. For more information on how your personal information is processed and how you can exercise your rights in term of applicable information privacy laws, please visit the Privacy Policy on [www.fsc.co.za](http://www.fsc.co.za).
- 1.5 Bidders are hereby invited for appointment of a service provider to provide stationery and office consumables for a period of three years. The contract will commence on 1 October 2023 or earlier.
- 1.6 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

### 2. Briefing session

- 2.1 There will be no briefing session for this bid.

### 3. Bid enquiries and questions

- 3.1 Enquiries relating to minor administrative issues with reference to the bid may be directed to:

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 <small>Financial Sector Conduct Authority</small>	<b>TITLE</b>	TOR FSCA202324-T005-PROVISION OF STATIONERY AND OFFICE CONSUMABLESPUBLISHED	<b>INITIAL HERE →</b>	<b>BIDDER'S INITIALS</b>

Nobusi Mazwai  
 Supply Chain Management Department  
 Tel no.: (012) 367 7847  
 E-mail: [tenders@fsca.co.za](mailto:tenders@fsca.co.za)

- 3.2 All questions relating to the contents of the bid (conditions, rules, terms of reference etc.) must be forwarded in writing via email to [tenders@fsca.co.za](mailto:tenders@fsca.co.za) by not later than 10 August 2023. Questions received after this date will not be entertained.
- 3.3 All questions must reference specific paragraph numbers, where applicable.
- 3.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website ([www.fsca.co.za](http://www.fsca.co.za)) within three (3) working days after the date in indicated in paragraph 3.2.
- 3.5 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

#### 4. Bid submission

- 4.1 Bid documents may either be posted (preferably by registered mail) or placed in the bid box or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered.
- 4.2 Complete documents with supporting annexures shall be packaged, sealed, clearly marked and submitted strictly as follows:

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- 4.3 The FSCA requires two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.
- 4.4 Bids must be properly packaged and deposited on or before the closing date and before the closing time in the bid box situated at the reception area of the FSCA. The physical address of the FSCA is as follows:

Financial Sector Conduct Authority  
 Riverwalk Office Park, Block B  
 41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)  
 Ashlea Gardens, Extension 6  
 Menlo Park  
 Pretoria, 0081

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<b>GPS Coordinates</b>	
Latitude	-25.7843344
Longitude	28.268365

4.5 Bid documents will only be considered if received by the FSCA on or before the closing date and time, regardless of the method used to send or deliver such documents to the FSCA.

4.6 **Late submissions will not be accepted.**

4.7 Bidders must initial each page of the bid document on the bottom right hand corner.

**5. Pricing schedule**

5.1 Bidders are required to complete the attached pricing schedule(Annexure A) schedule for all items requested.

5.2 Only fixed prices in South African Rands (ZAR) will be accepted.

5.3 A pricing schedule must be submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule must be submitted adjacent to the SBD3.1 form in the bid proposal.

**B. DEFINITIONS**

**6. Definitions**

- 6.1 Unless inconsistent with or expressly indicated otherwise by the context.
  - 6.1.1 **FSCA** shall mean the Financial Sector Conduct Authority or any successor in title.
  - 6.1.2 **Contractor** shall mean the successful bidder whose bid has been accepted by the FSCA and shall include the bidders’s personal representatives.
  - 6.1.3 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.
  - 6.1.4 **Service** shall mean provision of stationery and office consumables for a period of three years as and when required.
  - 6.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, any trust. Person, firm or company shall include an authorised employee or agent of such person.
- 6.2 Except where the context indicates otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

**C. BID RULES**

**7. Capabilities and experience of bidders**

7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

**8. Form of bid**

8.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in blue or black ink.

8.2 **Please note:** No correction fluid such as Tippex or similar product is allowed. All changes must be scratched out and a signature next to each change

8.3 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the bid documents.

**9. Signing of bid**

9.1 The bid must be signed by a person who is duly authorised to do so.

**10. Bid all inclusive**

10.1 The bidder must provide an all-inclusive fee statement in the bid.

**11. Alterations to bid documents**

11.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of quantities of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

**12. Qualifications on bid**

12.1 Bids submitted in accordance with this bid document shall be without any qualifications.

**13. FSCA’S rights**

13.1 The FSCA is entitled to amend any bid conditions, bid validity period, bid specifications, or extend the bid’s closing date, all before the bid closing date.

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The FSCA reserves a right to extend the bid validity period before its expiry period. All bidders, to whom the bid documents have been issued and where the FSCA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the FSCA’s website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

- 13.2 The FSCA reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- 13.3 The FSCA reserves the right to award this bid as a whole or in part.
- 13.4 The FSCA reserves the right to conduct site visits at bidder’s corporate offices and/or at client sites if so required.
- 13.5 The FSCA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction Note 03 of 2017/2018: Cost Containment Measures, where relevant.
- 13.6 The FSCA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FSCA to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

**14. Undertaking by bidder**

- 14.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FSCA on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 14.2 The bidder shall prepare for a possible presentation should the FSCA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this bid.
- 14.3 The bidder agrees that the offer contained in its bid shall remain binding upon him and receptive for acceptance by the FSCA during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.
- 14.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract

for the services contemplated in this bid; and that they accepts that any mistakes regarding price(s) and calculations will be at their risk.

14.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FSCA, as the principal(s) liable for the due fulfilment of such contract.

14.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become FSCA property unless otherwise stated by the bidder/s at the time of submission.

**15. Central supplier database**

15.1 The FSCA will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.

15.2 The supplier is responsible to continuously update their information, including personal information on the CSD to ensure that it is complete, accurate and not misleading.

**16. Supplier performance management**

16.1 Supplier Performance Management is viewed by the FSCA as a critical component in ensuring it acquires value for money and maintains good supplier relations between the FSCA and all its suppliers.

16.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the FSCA (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier’s performance and ensure effective delivery of service, quality and value-add to the FSCA’s business.

16.3 The successful bidder will be required to comply with the above conditions, and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

**17. Cancellation of contract**

17.1 If the FSCA becomes aware or is satisfied that any person (including an employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company; amongst others:

17.1.1 is executing a contract with the FSCA unsatisfactorily,

- 17.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FSCA, in connection with obtaining or executing a contract,
- 17.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract,
- 17.1.4 has in any manner influenced or attempted to influence the awarding of an FSCA's bid,
- 17.1.5 has when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,
- 17.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party,
- 17.1.7 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid,

the FSCA may, in addition to any other legal recourse, which it may have, cancel the contract between the FSCA and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.

- 17.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

**18. Applicable laws**

- 18.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall indicate an address in the Republic and specify it in the bid as his *domicilium citandi et executandi* where any legal process may be served on him.
- 18.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

**19. Reasons for disqualification of bid**

- 19.1 The FSCA reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

- 19.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document;
- 19.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 19.1.3 bidders who receive information not available to other potential bidders through any means;
- 19.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document;
- 19.1.5 bidders who fail to attend a compulsory briefing session and sign bid register, if stipulated in the bid advert and/ or in this bid document; and/or
- 19.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

**20. Delegation of authority**

20.1 The FSCA may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the FSCA.

**21. Bid rules are binding**

21.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

**22. Language of contract**

22.1 The bid documents are drafted in English and any contract, which originates from the acceptance of the bid, will be interpreted and construed in English.

**D. TERMS OF REFERENCE**

**23. Objectives**

23.1 The broad objectives of this bid include:

23.1.1 To provide bidders with adequate information to understand and respond to the FSCA’s requirements to appoint a service provider to provide stationery and office consumables for a period of 3 years as and when required.

23.1.2 To ensure uniformity in the responses received from each prospective service provider.

23.1.3 To provide a structured framework for the evaluation of proposals.

**24. Purpose of the request for bid**

24.1 The purpose of this bid is to appoint a contractor to provide stationery and office consumables for a period of 3 years as and when required.

**25. Scope of work**

25.1 The contractor is required to:

25.1.1 Supply stationery and office consumables items to the FSCA as and when required for a period of three years.

25.1.2 Provide an online stationery and consumables ordering system.

25.1.3 Deliver stationery and office consumables items ordered by the FSCA to the address stipulated in paragraph 25.1.6 below (or any other address that may be later added).

25.1.4 Train relevant users on proposed ordering system. The following users will need training on the proposed ordering system:

**Table 1**

USER DESCRIPTION	ESTIMATED NUMBER
Requestors	54
Authorisers	54
Approvers	4

25.1.5 The online ordering system may be required to integrate to the FSCA’s ERP system.

25.1.6 The goods shall be delivered at the following address:

Financial Services Board Offices  
 Riverwalk Office Park, Block B  
 41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)  
 Ashlea Gardens, Extension 6  
 Menlo Park  
 Pretoria, 0081

GPS Coordinates	
Latitude	-25.7843344
Longitude	28.268365

## 25.2 LIST OF ITEMS

25.2.1 Refer to Annexure 1 below.

### 25.2.2 Quantity

25.2.2.1 Estimated quantity of items required will be mentioned in the description of items Annexure A however it should be clearly noted that the FSCA shall place orders only as per the actual requirements as and when needed.

### 25.2.3 Supply of items

25.2.3.1 Supply of items shall be made within five working days of receipt of purchase order by the service provider to the physical address of the FSCA. Service providers are encouraged to propose a shorter standard delivery time in their offer.

25.2.3.2 The ordering system should allow the designated user to save and print the created order before submitting it to the service provider.

25.2.3.3 The ordering system should allow the designated user to submit the created order to the service provider by clicking a "submit order" button.

25.2.3.4 The service provider shall confirm the acceptance of order by sending an email that confirms that the products have been successfully ordered.

25.2.3.5 Only after this course of action will the order be binding to both the FSCA and the service provider.

## 26. Contract conditions

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- 26.1 The FSCA is under no obligation to procure all the listed items during the contract period; however, bidders must be able to supply all items as and when required. The quantities to be ordered may vary from time to time per item as they cannot be estimated.
- 26.2 The FSCA reserves the right to procure on the need basis and also has the right to add or remove items on the contract list.
- 26.3 **Where “brand” names are specified in Annexure 1 below, the FSCA will accept equivalent goods with similar characteristics and quality.**
- 26.4 The stationery must be supplied and delivered within five working days after receipt of an official purchase order. Urgent deliveries must be delivered within two working days.
- 26.5 The bidder must have suitable premises from where they are operating and where the FSCA will perform a site and sample inspection. The bidder must provide full details of the premises including proof of residence e.g., Electricity/ utility bill (not older than three months) or Lease Agreement.
- 26.6 Specific requirements concerning online ordering system:
- 26.6.1 The bidders are required to respond to the following functional requirements:
- 26.6.1.1 The online ordering system should allow access to one or more designated users by means of personal login and password.
- 26.6.1.2 When the designated user is logged into the system, they should be able to view and order the products offered by the contractor.
- 26.6.1.3 The prices of such products shall be indicated in the price quotation.
- 26.6.1.4 The ordering system should also allow the users to view and order all other products available in the general catalogue of the service provider.
- 26.6.1.5 The ordering system should also allow the designated user to create an online order by choosing needed products and selecting quantities.
- 26.6.1.6 The created order shall allow the user to insert internal reference number of the order.

26.6.1.7 The proposed ordering system must cater for multiple cost centres.

- 26.7 The FSCA reserves the right to appoint more than one supplier.
- 26.8 The FSCA reserves the right to inspect samples prior to the bid award, of the supplier(s) scoring the highest points and according to specifications (80/20 PPPFA scoring principle).
- 26.9 Note: If samples do not meet the requirements of FSCA, the bidder will be disqualified at the sole discretion of FSCA and the next bidder in line samples will be inspected.

**27. Bid evaluation**

27.1 The proposals will be evaluated as follows.

**27.1.1 Evaluation Stage One: Compliance**

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph 33 below. In this evaluation stage, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

**27.1.2 Evaluation Stage Two: Functional evaluation (Desktop evaluation)**

In this evaluation stage, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to evaluation stage three.

**27.1.3 Evaluation Stage Three: Functional evaluation (Presentation)**

In this evaluation stage, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to evaluation stage four.

**27.1.4 Evaluation Stage Four: Site Inspection**

The FSCA will visit the premises of the bidders who passed evaluation stage three with the objective of verifying facts of the bidders as contained in their respective bid documents. Should it be discovered during a site inspection that the information submitted by the bidder is inconsistent with what is on their current premises of business, such bidders will be automatically disqualified from proceeding to evaluation stage 5.

**27.1.5 Evaluation Stage Five: Preference Point System**

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents specific goals. Points will be awarded to a bidder for attaining the specific goal points in accordance with the table as listed in the bid documentation.

**28. Evaluation Stage Two: Functional evaluation (Desktop evaluation)**

28.1 The bid/proposal will be evaluated for functionality and be rated as follows:

**Table 2**

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
A. Track record	A.1. Provide three reference letters on client letter head where similar services were rendered to a medium to large enterprise in the past three years from closing of this bid. The letters must include:  a. Name of the client, b. Description of services provided, c. Duration of services, and d. Contact person.	A.1.1. No reference letters provided that meet the requirements.	0	20
		A.1.2. Provided less the three reference letters that meet the requirements.	1-3	
		A.1.3. Provided three or more reference letters that meet the requirements.	4-5	
B. Online ordering system and delivery	B.1. Provide detailed layout on the online ordering system that will be used for online ordering. Bidders must provide example of the ordering system's screenshots, from login to approval.	B.1.1. No screenshots of the ordering system provided.	0	30
		B.1.2. Provided an example of the ordering system's screenshots but demonstrate limited information on process of ordering from login to approval.	1-3	
		B.1.3. Provided an example of the ordering system's screenshots with detailed layout of the system and	4-5	

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
		processing of order from login to approval.		
C. Bidder's experience	C.1. Bidder must provide profile of the business that exhibits company's number of years' experience in providing stationery services to medium/large enterprise. The profile should refer to bidder's services offerings and should include a catalog.	C.1.1. No profile provided that meets the requirement.	0	30
		C.1.2. Profile provided indicates less than five years' experience in providing stationery services.	1-3	
		C.1.3. Profile provided indicates five or more years of experience providing stationery services.	4-5	
D. Support and maintenance of ordering system	D.1. Bidder must demonstrate the ability to provide support and maintenance plan of the ordering system both remotely and onsite. Bidder must include resolution timelines for down time.	D.1.1. Bidder did not demonstrate how the system will be maintained and supported.	0	20
		D.1.2. Bidder provided limited demonstration plan on how the ordering system will be supported and maintained.	1-3	
		D.1.3. Bidder provided detailed demonstration plan on the ability to support and maintain the ordering system including resolution times for downtime.	4-5	
<b>Total</b>				<b>100</b>

**29. Evaluation Stage Three: Functional evaluation (Presentation)**

29.1 The bid/proposal will be evaluated for functionality and be rated as follows:

**Table 3**

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
A. Understanding the scope of work	A.1. Bidder must present their understanding of the scope of work and defined in the terms of reference	A.1.1. Bidder has no understanding of the scope of work.	0	40
		A.1.2. Bidder exhibits limited understanding of the scope of work and requirements of the terms of reference.	1-3	
		A.1.3. Bidder has detailed understanding of the scope of work and the requirements of the terms of reference.	4-5	
B. Online ordering system	B.1. Bidders must demonstrate the online booking tool, its accessibility and usability. Bidder must demonstrate the ease of use of the ordering system and the volume of the catalogue.	B.1.1. No demonstration of ordering system conducted	0	50
		B.1.2. Bidder demonstrated the ordering tool however the ordering system does not meet the requirements of the FSCA.	1-3	
		B.1.3. Bidder demonstrated the ordering system, and it meets and exceeds the requirements of the FSCA.	4-5	

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ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
c. Value proposition	C.1. Bidders will be required to present any value adds/additions of their proposed solution to the FSCA.	C.1.1. No value adds provided by the bidder.	0	10
		C.1.2. Bidder provided value adds to the FSCA.	5	
<b>Total</b>				<b>100</b>

### 30. Preference point system

#### 30.1 General conditions

30.1.1 The following preference point system will be applicable for this tender:

the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

30.1.2 The applicable preference point system for this tender is the 80/20 preference point system.

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

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

30.3 The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	100

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

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

### 31. Formulae for procurement of goods and services

#### 31.1 Points awarded for price

##### 31.1.1 The 80/20 Preference Point Systems

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

**80/20**

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$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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

## 32. Points awarded for specific goals

32.1.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender.

32.1.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—:

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	10	
Enterprises owned by 51% or more black people	10	
<b>Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.</b>		

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

### 33. Standard bidding documents

33.1 The following compulsory additional information are required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

**Table 4**

Invitation to bid	SBD 1	
Pricing Schedule	SBD 3.1	
Bidder's Disclosure	SBD 4	
Preference Points Claim Form for Preferential Procurement Regulations 2022 <b>Should a bidder not complete and sign the SBD6.1, the bidder will be allocated 0.00 points for specific goals</b>	SBD 6.1	

### 34. Timeline of the bid process

34.1 The period of validity of the bid and the withdrawal of offers, after the closing date and time are 90 days, expiring on 20 November 2023. The project timeframes of this bid are set out below:

**Table 5**

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	28 July 2023
2.	Questions relating to bid from bidder(s)	10 August 2023
3.	Bid closing date	22 August 2023
4.	Compliance: Bid Evaluation Committee	05 September 2023
5.	Functional Evaluation: (Desktop evaluation)	13 September 2023
6.	Preference Point System: Bid Evaluation Committee	21 September 2023
7.	Bid Award: Bid Adjudication Committee	26 September 2023
8.	Notification of the outcome to the bidders	28 September 2023

34.2 All dates and times in this bid are South African Standard Time.

34.3 Any time or date in this bid is subject to change at the FSCA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FSCA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FSCA extends the deadline for bid submission (the Closing Date) for

any reason, the requirements of this bid otherwise apply equally to the extended deadline.

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**E. ANNEXES**

**Annexure A**

1. The following is a list of items that the bidders must provide pricing for year 1. The rates (inclusive of Value Added Tax) shall be fixed for year 1 and escalations for years 2 to 3 will be agreed upon between the FSCA and the supplier. The list is not exhaustive and the FSCA reserves the right to add any stationery and office consumable items during term of the contract.
2. Bidders are requested to complete the below list and submit to the FSCA.
3. The total provided below will be used for evaluation purposes only.

Where “brand” names are specified below, the FSCA will accept equivalent goods with similar characteristics.

**Table 6**

ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
1.	Adhesive Tape 12mmx33m Small Core	EA	
2.	Masking Tape 48mmx40m	EA	
3.	Adhesive Tape 12mmx66m	EA	
4.	Double Sided Tape 12mmx33m RDA	EA	
5.	Magic Tape 12mmx25m	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
6.	Glue Stick 36g	EA	
7.	Counter Book A4 Fnt/Marg 100pg	EA	
8.	Counter Book A4 1qr Fnt/Marg 96pg	EA	
9.	Counter Book A4 2qr Fnt/Marg 192p	EA	
10.	Counter Book A4 3qr Fnt/Marg 288p	EA	
11.	Manuscript Book A5 Fnt/Marg 96pg	EA	
12.	Manuscript Book A5 Fnt/Marg 192pg	EA	
13.	S/hand N/book A5 No Centre Line 144pg	EA	
14.	Label Maker Tape 12mmx8m Blk/W	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
15.	Label Maker Tape 9mmx8m Blk/W	EA	
16.	Superjeller RT Ballpen 0.7mm	EA	
17.	CLICK Ballpen	EA	
18.	Ballpoint Pen Medium No51	EA	
19.	Ballpen 1.0	EA	
20.	Rubber Grip Ballpen	EA	
21.	Gel Grip Ink Pens	EA	
22.	Clutch Pencil 0.7mm	EA	
23.	Clutch Pencil 0.5mm	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
24.	Rollerball Pen 0.8	EA	
25.	Ballpoint pen	EA	
26.	PILOT BPS-F/M Ballpen	EA	
27.	0.5mm Ballpen Gel Ink	EA	
28.	Clear Click Pen	EA	
29.	Ring Binding Elements A4 8mm Plastic	EA	
30.	Combo Elements 6mm Plastic	EA	
31.	Combo Elements 10mm Plastic	EA	
32.	Combo Elements 12mm Plastic	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
33.	Combo Elements 16mm Plastic	EA	
34.	Combo Elements 20mm Plastic	EA	
35.	Combo Elements 25mm Plastic	EA	
36.	A3 Hi Speed Laminator H315/H318	EA	
37.	Slide Binder A4 10mm	EA	
38.	Foldback Clip 19mm No1	EA	
39.	Foldback Clip 32mm No3	EA	
40.	Foldback Clip 41mm No4	EA	
41.	Foldback Clip 51mm No5	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
42.	NICELER Nalclip Gun	EA	
43.	Nal Clips 6.4mm Metal	EA	
44.	Paper Clips Small Silver 25mm	EA	
45.	Paper Clips Wht P/Coated 28mm	EA	
46.	Paper Clips Assorted P/Coated 28mm	EA	
47.	Paper Clips 50mm Giant Silver	EA	
48.	Paper Clips 78mm Giant Wavy Silver	EA	
49.	Standard 100 Stapler	EA	
50.	PILOT Ballpen GP Rubbergrip BPS-GP-F/M	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
51.	Rollerball pen	EA	
52.	Gel Rollerball penBroad	EA	
53.	Desk Calculator	EA	
54.	Paper Cube Holder 90mmx90mm	EA	
55.	Paper Cube Holder Only Plastic	EA	
56.	Paper Cube Refill 100mmx100mm 800pg White	EA	
57.	Paper Cube Refill 90mmx90mm 800pg	EA	
58.	Paper Cube Refill 100x100 400s	EA	
59.	Vision Letter Tray	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
60.	Tray Connectors W166	EA	
61.	Name Card Holder 90mmx55mm	EA	
62.	Lanyard Card Holder With Cord and Clip	EA	
63.	Pencil Leads 0.5mm 100	EA	
64.	Clutch Pencil 0.5mm R/Grip	EA	
65.	Clutch Pencil 0.5mm S405 Black Barre	EA	
66.	LIVE-5 Clutch Pencil Rubber Barrel-Black/Blue	EA	
67.	PENTEL TECHNICLICK Clutch Pencil 0.5mm PD105	EA	
68.	PILOT Progrex 0.5mm Clutch Pencil H125C SL	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
69.	Eraser	EA	
70.	CLIC Eraser	EA	
71.	Envelopes White Window Opaque	EA	
72.	Envelopes White S/Seal 110x220mm	EA	
73.	Envelopes White Window S/Seal	EA	
74.	Envelopes 229mmx324mm White	EA	
75.	Envelopes 229mmx324mm Wwin	EA	
76.	Envelopes B4 250mmx353mm White	EA	
77.	S/EASI Env. C4 229mmx324mm White	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
78.	S/Bow Env. C3 G/ Brown 324x458mm	EA	
79.	Bubble Mailer 300x440 Int/Size6	EA	
80.	430 Files M/W With Flap/Clip 190g	EA	
81.	445 Files H/W No Flap Clip A4 250g	EA	
82.	File H/W Expanda/Flap/Clip 326gs 450	EA	
83.	653 File Dividers Cream A4 90g	EA	
84.	285 Board Container White A4 325mm	EA	
85.	Plastic Container A4 325mm 1+4 Flat	EA	
86.	659 Master Files A4 Green 190G	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
87.	Opti Tabs Alpha 10shtsx12ea	EA	
88.	839 Opti Tabs Numeric Mixed pkt378	EA	
89.	425 Files M/Weight/Flap A4 190g	EA	
90.	File Fastener WS82/W4 Box 50	EA	
91.	Storage Box 252mmx305mmx370mm	EA	
92.	Carry Folder A4 Pkt5	EA	
93.	Folder F/S 180gsm Flap/Slit	EA	
94.	Lever Arch File Board A4 No Index Rado W71/JD1007	EA	
95.	Optima Lever Arch File 1425 A4 70mm	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
96.	Lever Arch File A4 Rado P/P 70mm W164/S1029	EA	
97.	Lever Arch File PVC 70mm 1450	EA	
98.	Lever Arch File PVC 40mm 1451	EA	
99.	Catalogue Holder A4 9850	EA	
100.	Fingerette Size 0	EA	
101.	Fingerette Size 1	EA	
102.	3M Transparency Film A4 PP2900	EA	
103.	Ring Reinforcements Paper W318	EA	
104.	Endorsing Ink 30ml INK53	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
105.	Tab Dividers A4 5Tab Multi Punched	EA	
106.	Tab Dividers A4 10Tab Multi Punched	EA	
107.	Index Board Div/Rainbow Brights 5Tab Div1479	EA	
108.	Index Board Div/Rainbow Brights 10Tab Div1480	EA	
109.	Press Tabs Multi Colour	EA	
110.	Contract 10 Pos A4 Rainbow Board Index Plain	EA	
111.	Index A4 10Plaintab JD1478 Rainbow Div147829	EA	
112.	Re Usable Prestik 100g	EA	
113.	Multi Tack 100g	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
114.	Glue Stick Large-20g/22g	EA	
115.	Glue Stick Jumbo 40g/43g	EA	
116.	Re Usable Prestik 25g	EA	
117.	Grip Ballpoint pen	EA	
118.	Marker Permanent Med Bullet	EA	
119.	Marker Perm Fine Bullet	EA	
120.	Roller Pen Metal Tip	EA	
121.	Bottle Whiteboard Cleaner with Nozzle 250ml	EA	
122.	Highlighter	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
123.	Highlighter Set of 6 Assorted	EA	
124.	Highlighter 70-	EA	
125.	Highlighter Set 6 Ass Ref7006	EA	
126.	Rollerball 0.7mm	EA	
127.	Highlighter	EA	
128.	12Dig Calculator Large	EA	
129.	Battery AA	EA	
130.	Battery AAA	EA	
131.	Personal Punch Approx 10-12Sh V210-V212	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
132.	Heavy Duty Punch 2-Hole	EA	
133.	Punch 110224 2hole Med Duty	EA	
134.	Punch 110228 2hole	EA	
135.	Punch 180 Heavy Duty 2hole	EA	
136.	Push Pins E20	EA	
137.	Pencil 110	EA	
138.	Pencil HB Singles	EA	
139.	Copy Paper A4 80gsm Tints Pastel	EA	
140.	Copy Paper A4 80gsm Tints Bold	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
141.	A4 2Sheets 160gsm Tints Bold	EA	
142.	A3 Copy Paper 80gsm White	EA	
143.	Board A4 2sheet 160gsm Tints	EA	
144.	A4 Plain Colour Acetate Sheets 180 Micron	EA	
145.	Acetate Sheet A4 210mmx297mm Clear 200mic W26	EA	
146.	Index A4 A-Z PVC 1501-RB Pri	EA	
147.	Index A4 1-31 1504-RB	EA	
148.	Flip Chart Pad A1 48gsm 50pg JD592	EA	
149.	A4 Desk Pad Executive Feint 80pg PAD388	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
150.	Exam Pad A4 Fnt/Marg 40pg Punch	EA	
151.	Exam Pad A4 Fnt/Marg 100pg	EA	
152.	A4 Exam Pad Fnt/Marg 100pg Punched	EA	
153.	Tele Message Bk Dup 124x333 150pg	EA	
154.	3M POST IT Notes 34,9mmx47,6mm	EA	
155.	3M POST IT Notes 73mmx73mm 100pg	EA	
156.	3M POST IT Notes 76.2mmx130mm 100pg	EA	
157.	Sticky Notes 38mmx50mm Yellow	EA	
158.	3M Tape Flags Dispenser 50 680-	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
159.	Sticky Notes 75mmx125mm Yellow	EA	
160.	3M Flags 680-9 Sign Here Repositional	EA	
161.	Sticky Notes 70mmx75mm Yellow	EA	
162.	3M Flags 683-4 STD Asstorted	EA	
163.	3M Flags 683-4 AB Neon Asstorted	EA	
164.	S/A Colour Notes 75mmx75m 33004	EA	
165.	3M Post It Note-Sweet Pea Cube 2053SP	EA	
166.	3M Post It Flags 684ARR4 Bright Arrows 11mm	EA	
167.	S/A Neon Flags 50mmx14mm 40437	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
168.	P/Prop Index Set A-Z A4	EA	
169.	P/Prop Index Set 1-5 A4 numbered	EA	
170.	P/Prop Index Set 1-10 A4 Numbered	EA	
171.	P/Prop Index Set 1-31 A4 numbered	EA	
172.	P/Prop Index Set Jan-Dec A4	EA	
173.	P/Prop Index Set 5TAB plain A4	EA	
174.	P/P Index Set 10TAB A4	EA	
175.	Index A4 PVC Jan-Dec	EA	
176.	Index A4 PVC B6010 10tab plain	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
177.	Plastic Pockets A4 2012	EA	
178.	Contract Pockets A4 M/Punched	EA	
179.	Quotation Folder A4	EA	
180.	P/P Quotation Folder	EA	
181.	Ruler 30cm Plastic	EA	
182.	Ruler 30cm Plastic Opaque	EA	
183.	P/P Carry Folder/Press Stud A	EA	
184.	S/S O/Handle Scissors 13.4cm	EA	
185.	S/S O/Handle Scissors 21.5cm	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
186.	S/S Tortoise Shell Scissors	EA	
187.	Staples 26/8mm No78 W262	EA	
188.	Staples 6mm No26/6	EA	
189.	Staples 26/6mm No56	EA	
190.	Staples 14mm	EA	
191.	Staples 6mm	EA	
192.	Stapler Full Strip F18 RSE18	EA	
193.	Stapler Plier No1	EA	
194.	Office Plier No 56	EA	

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ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
195.	Stapler Heavy Duty KW50LB	EA	
196.	Staple Remover	EA	
197.	105 Juno Contract Stapler	EA	
198.	Stapler	EA	
199.	Stapler Light Duty Half Strip	EA	
200.	Stapler Half Strip	EA	
201.	Correction Pen X-Fine ZL72-W White	EA	
202.	Correction Fluid 20ml White	EA	
203.	Correction Tape 5mx5mm	EA	

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**PROVISION OF STATIONERY AND OFFICE CONSUMABLES**

ITEM	DESCRIPTION	Unit of measure	Year 1
			RAND
204.	Correction Pen White 1.0 Pt/7ml Fluid	EA	
205.	Correction Pen ZL62-W White	EA	
206.	Rubber Bands 100g	EA	
207.	Rubber Bands 500g	EA	
208.	CD-R 700MB 80Min 52x 43324/5	EA	
209.	CD-RW 8x 10x M43148 RW	EA	
210.	CD Envelopes CD-ENV	EA	
<b>TOTAL</b>			

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**F. STANDARD BIDDING DOCUMENTS****Standard Bidding Document (SBD 1)****PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SECTOR CONDUCT AUTHORITY					
BID NUMBER:	<b>FSCA2023/24-T005</b>	CLOSING DATE:	<b>22 August 2023</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>PROVISION OF STATIONERY AND OFFICE CONSUMABLES</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Riverwalk Office Park, Block B					
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)					
Ashlea Gardens, Extension 6, Menlo Park					
Pretoria, South Africa, 0081					
<b>BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO</b>					
DEPARTMENT	Supply Chain Management Department				
FACSIMILE NUMBER	Not applicable				
E-MAIL ADDRESS	<a href="mailto:tenders@fsc.co.za">tenders@fsc.co.za</a>				
TELEPHONE NUMBER	012 367 7847 / 012 422 7159				
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		

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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	
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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 <b>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.</b>					

**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, 2022, 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](http://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: .....

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**Standard Bidding Document (SBD 3.1)**

**PRICING SCHEDULE – FIRM PRICES**  
**(Purchases)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

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

NAME OF BIDDER:.....	BID NO.: <b>FSCA20223/24-T005</b>
CLOSING TIME <b>11:00</b>	CLOSING DATE: <b>22 August 2023</b>

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

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

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

**Standard Bidding Document (SBD 4)**

**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 interest<sup>1</sup> 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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

<sup>1</sup> 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.

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

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 consortium<sup>2</sup> 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

<sup>2</sup> 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.

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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.

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

## STANDARD BIDDING DOCUMENT 6.1

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

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

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

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and the applicable preference point system for this tender is the 80/20 preference point system.
- 1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for price and specific Goals.
- 1.3 The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

#### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	10	
Enterprises owned by 51% or more black people	10	
<p><b>Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.</b></p>		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**G. ADMINISTRATIVE CHECKLIST**

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1.	SBD 1	Invitation to bid	Is the form duly competed and signed?	
2.	SBD 3.1	Pricing Schedule	Is the form duly competed and signed?	
3.	SBD 4	Declaration of Interest	Is the form duly competed and signed?	
4.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly competed, Specific goals points claimed, and form signed?	
5.	Tender submission		<i>Two (2) printed copies. (One (1) original and One (1) copy of original) submitted?</i>	
			One (1) electronic copy submitted?	

I, the undersigned (name) .....

certify that the information furnished on this checklist is true and correct.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder