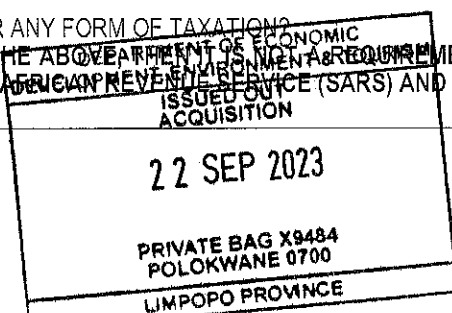


PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:	EDET 293/2023	CLOSING DATE:	24 OCTOBER 2023	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF TONER CARTRIDGES TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM					
19 BICCARD STREET					
POLOKWANE					
0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS LETSWALO MM		CONTACT PERSON	Ms Marokane SM	
TELEPHONE NUMBER	015 293 8769 / 082 802 4189		TELEPHONE NUMBER	015 297 3839 / 082 304 4509	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	LetswaloMM@ledet.gov.za		E-MAIL ADDRESS	MarokaneSM@ledet.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES 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, THE ENTITY 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.					



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, 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:

.....

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 number EDET 293/2023
Closing Time 11:00	Closing date 24 /10/2023

OFFER TO BE VALID FOR 150 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
		APPOINTMENT OF A SERVICE FOR SUPPLY AND DELIVERY OF TONER CARTRIDGES TO THE DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM FOR A PERIOD OF 36 MONTHS	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.

Signature.....

Date.....

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

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.

with any person who is employed by the procuring institution? **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 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

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.

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.

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
PREFERENTIAL GOALS			
HDI'S			
1	Black People	7	
2	Women	4	
3	Persons with Disability	3	
SPECIFIC GOALS			
1	Youth	3	
4	Enterprise Located in Limpopo Province	3	
	TOTAL	20	

Tenderers are required to furnish below documentary proof to the satisfaction of the Department that the claims for preferential goals are correct:-

- (a) CSD report and/or copy of company CIPC registration certificate.
- (b) Original or Certified Copy of certificate/confirmation of Disability Status.
- (c) Recent Municipal account or Local Authority Letter for confirmation of Local Address (*not older than 3 months*)

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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

SPECIFICATION

**SUPPLY AND DELIVERY OF TONER
CARTRIDGES TO THE DEPARTMENT OF
ECONOMIC DEVELOPMENT, ENVIRONMENT
AND TOURISM FOR A PERIOD OF 36 MONTHS**

1. **OBJECTIVE**

The objective is to appoint supplier/s to supply and deliver to Department of Economic Development Environment and tourism (LEDET), “original manufacturer’s” toner cartridges **“as and when”** the need arises –for a period of **36 months**.

2. **BACKGROUND**

The Department of Economic Development Environment and tourism (LEDET) is a Provincial Government Department which has offices situated throughout the Limpopo Province. There are districts offices situated in other parts of the Province subsequently necessitating the need for computer consumables (i.e. toner cartridges) in order for the department to be able to fulfil its mandate and objectives in ensuring proper delivery of services to the people. Therefore, the department requires qualified suppliers to supply and deliver toner cartridges.

3. **SCOPE OF WORK**

- To supply and deliver toner cartridges to Limpopo Economic Development Environment and Tourism for the duration of 36 months “as and when need arises”.

The detailed specifications of the toner cartridges required are covered in the Pricing Schedule attached as “ANNEXURES” A, B, C, D, E, F:

NB: The toner cartridges not covered under this bid will be procured on quotations basis.

4. **BID EVALUATION**

The submission from the service providers will be evaluated in terms of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act 5 of 2000), Supply Chain Management Policies and Preferential Procurement Regulations, 2022.

Bids will be evaluated on three (3) phases:

Phase 1: Administrative/Pre-check compliance

Phase 2: Functionality

Phase 3: Price and Preferential Points for Specific Goals

4.1. PHASE 1: ADMINISTRATIVE COMPLIANCE

4.1.1. During this stage of the evaluation the bidders will be evaluated on whether or not they comply with the following:

- a) Complied with all the conditions of tender; and
- b) Submitted all mandatory documentation required;

4.1.2. The below administrative bidding requirements shall be complied with and required documents must be attached before consideration for further evaluation.

4.1.3. Bidders may be disqualified if not meeting the following requirements:

CRITERIA	REQUIREMENT	
Tax compliance status	Tax status must be compliant	
Identity number (s) or directors	Must all be active	
Business registration	Entity must be in business	
Company registration with central supplier database (CSD)	Companies must be registered as a service provider on the Central Supplier Database (CSD). If not registered must proceed to complete the registration prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.	
In the service of the state status.	Bid will not be considered if company shareholders or directors are employed by state /government departments, municipalities, municipal entities and public entities unless such shareholder or director is in an official capacity as director of a company listed in schedule 2 and 3 of the Public Finance Management Act	
Tender defaulting and restriction status	Entity and directors must not be restricted.	
Documents that must be submitted	Non-submission will result in disqualification	Requirement
Invitation to Bid – SBD 1	YES	Must be fully completed, signed and submitted with the bid by the closing date and time.
Pricing Schedule – SBD 3.1	YES	Must be fully completed, signed and submitted with the bid by the closing date and time. Total price inclusive of taxes should be clearly indicated on the SBD3.1 form.
Bidder's Disclosure – SBD 4	YES	Must be fully completed, signed by the authorized person and submitted with the bid by the closing date and time. (Must declare if they have interests in other Companies. Refer to Paragraph 2.3 of SBD 4)

Preference Point Claim Form – SBD 6.1	NO	Must be fully completed, signed and submitted with the bid by the closing date and time. (Bidders must fully complete the Table 1, paragraph 4.2 of SBD6.1 to claim preference points for specific goals)

4.2. PHASE 2: FUNCTIONALITY CRITERIA

CRITERIA FOR FUNCTIONALITY	MEANS OF VERIFICATION	SUB-CRITERIA		WEIGHTS
1. Financial Capacity	<p>Bidders are required to submit of proof/evidence of financial capacity by providing:</p> <ul style="list-style-type: none">• Letter of intent from NCR (National Credit Regulator) accredited financial institutions to provide funding, indicating the amount to be funded (<i>letter must be signed and not older than three months</i>), or• proof of overdraft facility in the name of business (<i>Bank letter must be signed and not older than three months</i>), or• Proof of company capability to self-fund (i.e. <i>stamped bank statement not older than three months</i>).	Score guide	Points	30
		R500 001 and more	30	
		R300 001 – R500 000	24	
		R200 001 – R300 000	18	
		R100 001 – R200 000	12	
		Less than R100 000	6	
		No submission of information	0	
		2. Company Tract Record	<p>Provide Reference letters indicating company's previous experience in experience in supply and delivery of</p> <p>Bidders must demonstrate</p>	

CRITERIA FOR FUNCTIONALITY	MEANS OF VERIFICATION	SUB-CRITERIA		WEIGHTS
experience in supply and delivery of toners or stationery or IT equipments	toners or stationery or IT equipments Bidders must make sure that the reference letter(s) are signed and entail the following but not limited to: <ul style="list-style-type: none">Contract period, value, contact details, contract description of service, if the completed was completed within stipulated time lines or not and signed by the recipient of service (i.e. Client). NB: <ul style="list-style-type: none">Reference letters received without any of the above information will not be considered.Reference letters indicating irrelevant experience will not be considered and will be allocated 0 point.Only reference letters issued in the name of the Companies tendering will be considered	Contract(s) completed to the value of R1000 001 and more	20	
		Contract(s) completed to the value between R800 001 – R1000 000	16	
		Contract(s) completed to the value between R600 001 – R800 000	12	
		Contract(s) completed to the value between R400 001 – R600 001	8	
		Contract(s) completed to the value of less than R400 000	4	
		No submission of information	0	
3. Locality Physical Existence of the business and local economic development.	Proof from the third (3rd) party to indicate that the company has an operating office/business premises in Limpopo (i.e. Municipal account / Local Authority Letter / Lease Agreement). NB: The physical address provided will be used for in-loco inspection	Score guide	Points	15
		Office /business within Limpopo Province	15	
		Office/business in the other Province	7.5	
		No submission	0	
TOTAL				65

NB: Bidders who scores the minimum threshold score of **39 points out of 65 points (60%)** will be further evaluated on price and preferential points for specific goals.

4.3. Phase 3: Price and Preferential Points Scoring System

4.3.1. **80/20 Preference point system [(for acquisition of goods or services for a Rand value up to R50 million (all applicable taxes included))]**

The following formula must be used to calculate the points for price of tenders/procurement with the rand value above R2000.00 up to R50 000 000.00, inclusive of all applicable taxes:

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

where:

Ps = Points scored for price of bid under consideration

Pt = Rand value of tender consideration

Pmin = Rand value of lowest acceptable tender

- A maximum of **20 points** will be awarded in accordance with the table below.
- The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- Only the tender with the highest number of points scored may be selected for an award.

4.3.1.1 **Preferential Points for Specific Goals:**

NO.	PREFERENTIAL GOALS	POINTS	MEANS OF VERIFICATION
	HDI'S		
1.	Black People	7	CSD report
2.	Women	4	CSD report
3.	Persons with Disability	3	Original or Certified Copy of certificate/confirmation of Disability Status
	SPECIFIC GOALS		
1.	Youth	3	CSD report
2.	Enterprises located in Limpopo Province	3	Recent Municipal account or Local Authority Letter or Lease Agreement

NO.	PREFERENTIAL GOALS	POINTS	MEANS OF VERIFICATION
			for confirmation of Local Address (<i>not older than 3 months</i>) Refer to item 16
TOTAL		20	

- a) Bidders are required to furnish documentary proof to the satisfaction of the Department that the claims for above preferential goals are correct.
- b) Non-submission of the documentary proof will lead to a zero (0) points on specific/preference goals.
- c) Points will be allocated based on the percentage of ownership per goal.

4.3.1.2 Definitions

“Historically Disadvantaged Individuals” means a South African citizen –

- (1) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“the Interim Constitution”); and/or
- (2) Who is a female; and/or
- (3) Who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, deemed not to be an HDI.

“Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contract with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette no. 16085 dated 23 November 1994.

“Black People” is a generic term which means Africans, Coloureds and Indians as described in the Broad-Based Black Economic Empowerment Act, Act No.53 of 1993.

“Youth” has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008)

“Persons with Disability” - has the meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998)

“Price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts

“Rand value” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.

“Lowest acceptable tender” means any tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.

“Highest acceptable tender” means any tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.

“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

“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, viability, skills, experience and durability of a service or commodity

5. **BID AWARD AND CONTRACT CONDITIONS**

- 5.1. Any bid submitted by a consortium or joint venture of two or more firms must be accompanied by the consortium formation document or joint venture agreement, stating the name of the joint venture. Each member of the consortia and joint venture will be held jointly and severally liable for the performance of the consortium or joint venture. The joint venture/Consortium must be registered on the National Treasury Central Supplier Database.
- 5.2. Foreign firms providing proposals must be familiar with local conditions and laws and take them into account in preparing their proposals.
- 5.3. Firms may not contact the Department on any matter pertaining to their bid from the time when bids are submitted until the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.
- 5.4. The Department (LEDET) may, prior to the award of a bid, cancel or abandon the process:
 - a) Due to changed circumstances, there is no longer a need for the services tendered for.
 - b) If funds are no longer available to cover the total envisaged expenditure,
 - c) If no acceptable tenders are received.
 - d) If there is a material irregularity in the tender
- 5.5. Bidders submitting two or more offers under different names without declaring will be disqualified.

- 5.6. For bidders submitting two or more similar offers, only the lowest offer will be considered.
- 5.7. LEDET reserves the right to award the bid in whole, partially or not to award at all.
- 5.8. The department reserves the right to award the bid to a bidder who did not score the highest points.
- 5.9. No bid may be awarded to any bidder whose tax matters have not been declared by SARS to be in order.
- 5.10. The contract period will be from the commencement date of the contract.
- 5.11. The department is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and may reject any bid.
- 5.12. The department reserves the right to award the bid to one or more service providers, wholly or in part or not to award.
- 5.13. The appointment of the successful bidder shall be subject to the conclusion of a Service Level Agreement (SLA) between the department and the successful bidder governing all rights and obligations related to the required services.
- 5.14. The contract shall be concluded between LEDET and the successful service provider(s).
- 5.15. The contract period will be in terms of the acceptance letter.
- 5.16. Bidders shall be notified about the decision of the Department by means of publication in the Provincial Bid Bulletin, Department's website and National Treasury e-Tender Portal.
- 5.17. Awarding of the bid shall be subject to the Service Provider(s) acceptance of National Treasury General Conditions of Contract (GCC).

6. **QUALITY AND QUANTITIES**

- 6.1. No guarantee is given or implied as to the actual quantity which will be ordered. This will be governed solely by the requirements of the institution(s).
- 6.2. Quality test: The Department will from time to time test the quality of the products and non-compliance may result in the termination of the contract.
- 6.3. Service providers are required to supply "**original**" toner cartridges.
- 6.4. "**Refill or compatible**" toner cartridges are not acceptable to the Department and will be returned to the Service Provider.

7. **DELIVERY OF GOODS**

All items (cartridge toners) supplied must be delivered at:

90 Bok Street
Gani House
Polokwane

8. **DELIVERY ADHERANCE**

- 8.1. Firm delivery periods must be adhered to, for the duration of the contract period.
- 8.2. Delivery of products to the designated delivery address as indicated above must include the off-loading thereof at the supplier's own risk and cost.
- 8.3. Delivery must take place on normal business days between 08h00 and 15h00.
- 8.4. Delivery of products must be made in accordance with the instructions appearing on the official purchase order forms.
- 8.5. All deliveries or dispatches must be accompanied by a delivery note stating the official purchase order number against which the delivery has been issued.
- 8.6. Invoices stating the purchase order number must be delivered to Stores Management officials.

8.7. Deliveries not complying with the purchase order forms will be returned to the supplier at the supplier's expense.

8.8. Bidders are requested to take note of section 22.1 of the General Conditions of Contract regarding late delivery penalties.

9. **PENALTIES**

Subject to GCC Clause 22.1, 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.

10. **PACKAGING AND DISPATCHING OF THE PRODUCTS**

10.1. Transport and packaging of all products must comply with the relevant prescripts and legislation.

10.2. The product (i.e. toner) within the packaging must correspond with the labelling outside, if not, the product will be returned to supplier at no cost to the department.

11. **NEGOTIATIONS**

Bidders should note that the Department might subject the successful bidder to negotiations for fair market related prices.

12. **SITE INSPECTION (OPTIONAL)**

12.1. The Department reserves the right to conduct site inspection to bidder's physical address provided in the bid document (SBD 1) and to only bidders whose bids have satisfied all the requirements.

12.2. Written notice of change of business address must reach the Departmental Supply Chain Management Office immediately after relocation (i.e. during bid evaluation and contract period).

12.3. For bidders who are relying on assistance from other companies, inspection will be conducted at the site where the letter of intent was issued.

13. **BID SUBMISSION**

Bidders are permitted to submit bids by hand and should be deposited into:

Tender Box (**Silver Tender Box**)

Evridiki Towers Building

19 Biccard Street,

Polokwane

14. **LATE BIDS**

Bids received after time stipulated (closing date and time) will not be considered.

15. **BID PRICE**

15.1. Bid prices should include all costs and applicable taxes, and / or any additional costs that the bidder may have. The price must be fixed unless there is a statutory price increase for the duration of the contract.

15.2. The onus / responsibility lies with the bidder to ensure that they have taken all the costs and escalations into consideration when compiling bid prices.

15.3. Prices quoted must be furnished on the basis of supply, delivery and offloading of the supplies.

15.4. Bidders must quote for all items under each brand category and those who do not quote for all items shall be disqualified. Where an item has been discontinued, bidders must provide proof from the manufacturer.

16. **LOCALITY**

Documentary proof from a third party - municipal account/letter or Local Authority Letter or a signed valid lease agreement must be submitted to corroborate the physical address of the business as indicated on **SBD 1**. Lease agreement must be signed six (6) months prior to the advertisement date of the bid. If the Lease Agreement is less than six (6) months, then the previous lease agreement must also be submitted. Physical inspection will be conducted to confirm office location of the bidder.

17. **BRIEFING SESSION**

There will be no briefing session for this bid.

18. **CONFIDENTIALITY**

All documents and data provided under this contract shall remain the property of the department, and shall be treated as confidential.

19. **PAYMENTS**

Payments shall be made in terms of the Public Finance Management Act (Act no 1 of 1999) and other related Acts.

20. **BID VALIDITY PERIOD**

All bids submitted by the bidders must be valid for a period of **150 days** from the closing date.

21. **ENQUIRIES**

All enquiries regarding the bid may be directed to the following:

Technical Enquiries	Bidding Process:
Ms. Marokane S.M E-Mail: MarokaneSM@ledet.gov.za 015 297 3839 /4149 or 082 304 4509	Name: Ms. Letswalo MM. E-mail: LetswaloMM@ledet.gov.za , Tel. No.: 015 293 8769 / 082 802 4189

22. **SPECIFICATION /PRICING SCHEDULE**

See Annexure A (Category, A, B, C, D, E and F

Annexure A

SPECIFICATION/ COSTING OF TONERS

1. CATEGORY A: HP TONER CARTRIDGES

ITEM NO	DISCRIPTION	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3
1.1	HP Toner CF280A for HP LaserJet printer M401, 400 M425 Black	R	R	R
1.2	HP Toner CE278A, for HP LaserJet printer Machine P1566	R	R	R
1.3	HP Toner CE285A for LaserJet Printer P1102 Machine	R	R	R
1.4	HP Toner CF287A black for LaserJet proM501DN	R	R	R
1.5	HP Toner CF226A black for LaserJet pro M402N	R	R	R
1.6	HP Toner CF217A Black for HP LaserJet pro M102W	R	R	R
1.7	HP Toner CE390A Black for HP LaserJet printer M4555MFP	R	R	R
1.8	HP Toner model CC364A black for HP LaserJet printer 4015N	R	R	R
1.9	HP Toner model Q2612A black for HP LaserJet printer 3055/m1319MFP	R	R	R
1.10	HP Toner Q5942A Black for HP LaserJet printer 4240/4250	R	R	R

1.11	HP Toner model CE505A black for HP LaserJet printer p2055dn	R	R	R
1.12	HP Toner CE250A Black for HP LaserJet printer CP3525DN	R	R	R
1.13	HP Toner CE251A for cyan HP LaserJet printer CP3525DN	R	R	R
1.14	HP Toner CE252A for cyan HP LaserJet printer CP3525DN	R	R	R
1.15	HP Toner CE253A for cyan HP LaserJet printer CP3525DN	R	R	R
1.16	HP Toner CC530A Black for HP LaserJet printer CP2025	R	R	R
1.17	HP Toner CC531A cyan for HP LaserJet printer CP2025	R	R	R
1.18	HP Toner CC532A Yellow for HP LaserJet printer CP2025	R	R	R
1.19	HP Toner CC533A Magenta for HP LaserJet printer CP2025	R	R	R
1.20	HP Toner CE255A Black for HP LaserJet printer P3015	R	R	R
1.21	HP Toner CB540A Black for HP LaserJet CP1515N	R	R	R
1.22	HP Toner CB541A Magenta for HP LaserJet CP1515N	R	R	R

1.23	HP Toner CB542A Yellow for HP LaserJet CP1515N	R	R	R
1.24	HP Toner CB543A cyan for HP LaserJet CP1515N	R	R	R
1.25	HP Toner CE410A Black, for LaserJet pro 400MFP printer machine	R	R	R
1.26	HP Toner CE411A Cyan, for LaserJet pro 400MFP printer machine	R	R	R
1.27	HP Toner Cartridge CE412 Yellow, for LaserJet pro 400MFP printer machine	R	R	R
1.28	HP Toner CE413 Magenta, for HP LaserJet pro 400MFP printer machine	R	R	R
1.29	HP toner CF400A Black for HP LaserJet pro Printer machine M277N	R	R	R
1.30	HP toner CF401A cyan for HP LaserJet pro printer machine M277N	R	R	R
1.31	HP toner CF402A Yellow for HP LaserJet pro printer machine M277N	R	R	R
1.32	HP toner CF403A Magenta for HP LaserJet pro printer machine M277N	R	R	R
1.33	HP Toner CF410A black for HP LaserJet printer Pro M452NW	R	R	R

1.34	HP Toner CF411A cyan for HP LaserJet printer Pro M452NW	R	R	R
1.35	HP Toner CF412A yellow for HP LaserJet printer Pro M452NW	R	R	R
1.36	HP Toner CF413A magenta for HP LaserJet printer Pro M452NW	R	R	R
1.37	HP Toner CN049AE Black for HP Office jet Pro 276DW	R	R	R
1.38	HP Toner CN050AE cyan for HP Office jet Pro 276DW	R	R	R
1.39	HP Toner CN051AE Magenta for HP Office jet Pro 276DW	R	R	R
1.40	HP Toner CN052AE Yellow for HP Office jet Pro 276DW	R	R	R
1.41	HP Ink Cartridge 337 Black for HP Officejet 100 Mobile Printer	R	R	R
1.41	HP Ink Cartridge 343 Colour for HP Officejet 100 Mobile Printer	R	R	R
Total Bid Price Per Unit for Category - A		R	R	R

2. CATEGORY B : BROTHER TONER CARTRIDGES

ITEM NO	DISCRIPTION	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3
2.1	Brother toner TN-3290 for HL5340D, HL5350DN printer machine	R	R	R
2.2	Brother toner TN-3185 for HL5240DN, MFC8460 printer machine	R	R	R
2.3	Brother Toner TN-3060 for Brother machine MFC-8220	R	R	R
2.4	Brother drum DR 3115 for HL-5250DN, printer Machine	R	R	R
2.5	Brother drum DR 3215 for fax machine HL- 5340DN, MFC 8370 DN	R	R	R
2.6	Brother toner TN-3487 for HL-L6400DW	R	R	R
2.7	Brother drum DR-3405 for HL-L6400DW	R	R	R
Total Bid Price per unit for Category - B		R	R	R

3. CATEGORY C: SAMSUNG TONERS CARTRIDGES

ITEM NO	DISCRIPTION	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3
3.1	Samsung Toner CLT406S/SEE Yellow for Printer Samsung CLX3305FW	R	R	R
3.2	Samsung Toner CLT406S/SEE Magenta for Printer Samsung CLT3305FW	R	R	R
3.3	Samsung Toner CLT406S/SEE Cyan for Printer Samsung CLX3305FW	R	R	R
3.4	Samsung Toner CLT406S/SEE Black for Printer Samsung CLX3305FW	R	R	R
3.5	Samsung Toner MLT- D105S/SEE Black for Samsung Printer Machine SCX462X	R	R	R
Total Bid Price per unit for Category – C		R	R	R

4. CATEGORY D:EPSON TONER CARTRIDGES

ITEM NO	DISCRIPTION	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3
4.1	Epson toner T6641 black 70ml ink bottle for L130/L365 printer machine	R	R	R
4.2	Epson toner T6642 cyan 70ml ink for L130/L365 printer machine	R	R	R
4.3	Epson toner T6643 magenta 70ml ink for L130/L365 printer machine	R	R	R
4.4	Epson toner T6644 yellow 70ml ink for L130/L365 printer machine	R	R	R
Total Bid Price per unit for Category - D		R	R	R

5. CATEGORY E : LEXMARK TONER CARTRIDGES

ITEM NO	DISCRIPTION	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3
5.1	Lexmark toner R64016SE black for printer T642X	R	R	R
5.2	Lexmark toner model C5220KS black for Lexmark C522 printer machine	R	R	R
5.3	Lexmark toner model C5220CS cyan for Lexmark C522 printer machine	R	R	R
5.4	Lexmark toner model C5220MS magenta for Lexmark C522 printer machine	R	R	R
5.5	Lexmark toner model C5220YS yellow for Lexmark C522 printer machine	R	R	R
5.6	Lexmark toner model C540HIMG magenta for Lexmark printer C540N printer machine	R	R	R
5.7	Lexmark toner model C540HIYG yellow for Lexmark C540N printer Machine	R	R	R
5.8	Lexmark toner model C540HICG cyan for Lexmark C540N printer Machine	R	R	R
5.9	Lexmark toner model C540HIKG black for	R	R	R

	Lexmark C540N printer Machine			
5.10	Lexmark photo conductor unit C53034X for printer C522 printer machine	R	R	R
Total Bid Price per unit for Category – E		R	R	R

6. CATEGORY F: CANON TONER CARTRIDGES

ITEM NO	DISCRIPTION	Price Per Unit Year 1	Price Per Unit Year 2	Price Per Unit Year 3
6.1	Canon Toner Cartridge 728 i-sensys for printer machine MF4410/MF4430	R	R	R
Total Bid Price per unit for Category – F		R	R	R

SUMMARY – BID PRICE

SUPPLY AND DELIVERY OF CARTRIDGE TONERS FOR A PERIOD OF 36 MONTHS

NO	CATEGORY OF TONER CARTRIDGES	Total Bid Price Per Unit Year 1	Total Bid Price Per Unit Year 2	Total Bid Price Per Unit Year 3	GRAND TOTAL BID PRICE
01	A: HP Toner Cartridges	R	R	R	R
02	B: Brother Toner Cartridges	R	R	R	R
03	C: Samsung Toner Cartridges	R	R	R	R
04	D: Epson Toner Cartridges	R	R	R	R
05	E: Lexmark Toner Cartridges	R	R	R	R
06	F: Canon Toner Cartridges	R	R	R	R
TOTAL BID PRICE FOR 36 MONTHS (Grand Total Price per unit of category A+B+C+D+E+F)					R