



Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on e-Tender Portal with completed SBD 4.**

NO	Detailed description of the service required:	Quantity
	Supply and delivery of Specialised Customised sets of PVC Heavy Duty Files	
1	600 x PVC Heavy Duty "Top Secret" A4 Green 3-Fold Cabinet/Committee Files with the gold Coat of Arms logo. {Specifications: A 2hole silver ring mechanism including the gold embossed centered Coat of Arms logo on the cover of the file and a 4hole silver ring mechanism on the far-right side of the last cover of the file. Top Secret is also embossed in "gold printing" and centered on the top & bottom of the file cover and the back outside cover of the file. On the outside of the file (the spine of the file at the bottom) a small plastic pocket to place a file card/bar-code).	600
2	400 x PVC "Top Secret" A4 Green 2-Fold President's Minute Archive Files with the gold Coat of Arms logo. {Specifications: A 4hole silver ring mechanism including the Coat of Arm and the word Cabinet Minutes embossed in gold and centered on the front cover of the file and on the side of the file and the last cover of the file. Top Secret is also embossed in "gold printing" and centered on the top & bottom of the file cover and the back outside cover of the file. On the outside of the file (the spine of the file at the bottom) a small plastic pocket to place a file card/bar-code).	400
3	300 x PVC A4 Black 2-Fold "Manual for Ministers" Files with the gold Coat of Arms logo {Specifications: A 2hole silver ring mechanism including the gold embossed centered Coat of Arms logo. RSA is embossed in gold and cantered on the top of the cover and Manual for Ministers embossed in gold on the bottom of the cover of the file).. Specifications: Measurements of the files: A4, 32cm in length x 29cm in width (these files vary in diameter).	300

Compulsory Samples view

Suppliers are required to view the samples before quoting

On the date of samples viewing.

Venue: Union Buildings Government, Avenue, Pretoria, 0001

Date: 10 July 2025

Time: 11h30am to 12h30pm

Contact details: Patrick Mongwe (012 300 5200)

Note: Awarded supplier will be required to provide a sample of each of the files listed above for The Presidency officials to confirm prior bulk manufacturing/production and before delivery.

THE INVITATION TO QUOTE EVALUATION CRITERIA

- ❖ **The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.**

- o **Phase 1:** (Adherence to the specifications / Functionality): Evaluation in terms of all items required as per specification is quoted by the bidder.

- **Only bidders who quoted all items required as per specification will be considered for phase 2.**

Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure that the bidder will be disqualified.

- o **Phase 2: Mandatory Requirements and Disqualification Administration Requirement's**

a) Mandatory Requirements

- The Supplier is requested to view the sample
- Only the supplier that has viewed the sample and signed the attendance register will be considered for phase 3

b) Disqualification Administration Requirement's

☒ Only bidders who submitted quote according to the below will be considered for phase 3

- 📌 Quotation **validity** period must be 90 days if Not possible indicate the period on the quotation. Quote that depends or affect by Rate of Exchange will be processed using the current Rate of Exchange on the award
- 📌 Quotes must be submitted as per the prescribed closing dates.
- 📌 Supplier must be registered on CSD (Central Supplier Database)
- 📌 Bid/quotations submitted **after** closing date will not be considered

o Phase 3: **Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.**

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTs FOR PRICE AND SPECIFIC GOALS	100

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.

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

General requirements

- 📌 SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3
- 📌 Tax matters must be compliant on CSD before final award if **not you will notified to correct within 7 workings days failure that you will be disqualified**
- 📌 Banking details must be verified if **not you will notified to correct within 7 workings days failure that you will be disqualified**