

SCMO-26/27-001

**APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF
OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN
REQUIRED FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

BIDDING ENTITY: _____

REGION: _____

PREFERENCE NUMBER: _____

CSD REGISTRATION: _____

BRIEFING MEETING: 24 AUGUST 2026 _____

CLOSING DATE: 11 SEPTEMBER 2026 _____

CLOSING TIME: 11H00 _____

SUPPLY CHAIN MANAGEMENT
PROVINCIAL TREASURY
TYAMZASHE BUILDING (OLD STANDARD BANK BUILDING),
PHALO AVENUE
BHISHO
5605

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LIST OF ABBREVIATIONS

BAC	Bid Adjudication Committee
BEC	Bid Evaluation Committee
BEE	Black Economic Empowerment
CPA	Contract Price Adjustment
CPI	Consumer Price Index
CSD	Central Supplier Database
EME	Exempt Micro Enterprises
ISO	International Organization for Standardization
PT	Provincial Treasury
PPPFA	Preferential Procurement Policy Framework Act
PPR	Preferential Procurement Regulations
RSA	Republic of South Africa
SARS	South African Revenue Service
SBD	Standard Bidding Document
SCC	Special Conditions of Contract
GCC	General Conditions of Contract
SBD	Standard Bidding Documents
ECPG	Eastern Cape Provincial Government
VAT	Value Added Tax
SCMO	Supply Chain Management Office
MSME'S	Micro, Small and Medium Enterprises

DEFINITIONS

Customer	A participant on the transversal contract who procures goods and/or services from the appointed supplier(s).
Delivery	The process of transporting goods from a bidder's source location to a predefined destination by the participants.
Minimum Order quantities	The departments should consider ordering not less than the indicated quantities where possible
Due Diligence	The investigation or exercise of care that the state conducts before entering into an agreement with the bidders to validate the bid responses.
Mandatory	A mandatory document in terms of the bid is a document that is required, obligatory, or compulsory. Non-submission means no further evaluation of the bidder.

RETURNABLE DOCUMENTS

Table 1: Returnable Bid Document Checklist

#	Document Name	Included in the published bid document?	To be returned by bidder	Will the non-submission of applicable document (s) result in disqualification	Submitted by bidder (tick Yes/No)
PHASE 1: PRE-QUALIFICATION REQUIREMENTS					
GENERAL/ STANDARD BID COMPLIANCE REQUIREMENTS					
1.	Standard Bidding Document (SBD) 1: Invitation to Bid	Yes	Yes	Yes	
2.	Proof of Authority to sign the bid document (As per SBD1)	No	Yes	No	
3.	Central Supplier Database Report	No	Yes, for Tax verification	No	
4.	SBD 3.1 Pricing Schedule – Firm Prices	Yes	Yes	Yes	
5.	Bidders to submit fully completed Pricing Schedule (Annexure A) for each item bidding for. Soft copy (excel format) and hard copy pricing schedules must be submitted together with the bid document.	No	Yes	Yes	
6.	SBD 4 Bidder's Disclosure	Yes	Yes	Yes	
7.	SBD 6.1: Preference points Claim form	Yes	Yes	No	
8.	Signed JV / Consortium agreement and CSD Registration for each party to the JV/Consortium after which a successful JV/ Consortium shall be compelled to be registered jointly as a single legal entity on CSD.	No	Yes	Yes	
MANDATORY / FUNCTIONALITY REQUIREMENTS					
9.	All bidders must have a minimum of three (3) years' experience in supplying office stationery and must submit: • Company profile (demonstrate the capacity and experience); and • A minimum of three (3) contactable reference letters under the client's letterheads with contactable numbers	No	Yes	Yes	

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#	Document Name	Included in the published bid document?	To be returned by bidder	Will the non-submission of applicable document (s) result in disqualification	Submitted by bidder (tick Yes/No)
	accompanied by purchase orders/requests or delivery notes (stamped by the relevant receiving institution) or proof of payments as proof of projects successfully delivered in the past five (5) years.				
10.	Bidders must submit together with the bid, letters of supply agreement or letter of intent from their local stationery outlets or if a distributor, proof that bidder sells stationery items. (namely, catalogue, price list, etc.)	No	Yes	Yes	
11.	Provision of latest Audited Financial Statements not older than 2024/25 Financial Year by those that are compelled to have audited financial statements / or Independently reviewed Financial Statements from those that are not compelled or do not opt to voluntarily file audited financial statements with a positive net asset position of equal or more than R100 000.00 OR Provision of C bank rating letter. Authenticity and verification of such documents will be conducted.	No	Yes	Yes	
PREFERENCE POINTS AND OTHER DOCUMENTS					
13.	General Condition of Contract. (Bidders are required to initial on each page of the GCC)	Yes	Yes	No	
14.	Special Conditions or contract. (Bidders are required to initial on each page of the SCC)	Yes	Yes	No	

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#	Document Name	Included in the published bid document?	To be returned by bidder	Will the non-submission of applicable document (s) result in disqualification	Submitted by bidder (tick Yes/No)
15.	The bidder must be operating in the Eastern Cape and must submit proof of address in the form Lease Agreement /Municipal Utility Bill / Letter from Traditional Authority and Ward Councillors in bidder's name or the company Directors name (site inspection may be conducted for verification purposes.)	No	Yes	No	
16.	Business enterprises owned by persons living with disability must provide medical certificate or doctor's medical report (impairment should be substantially limiting long term or of recurring nature).	No	Yes	No	
17.	Women, Youth owned business enterprises must provide valid CPIC certificate with percentage of ownership or controlling interest (share certificate) inclusive of ID numbers for each director of the bidding entity.	No	Yes	No	

#NB 1: All prospective bidders are required to return these documents as per above sequence.

#NB 2: The table provided above is a guide; bidders must ensure all required documents are submitted.

#NB3: Bidders are responsible for reading the full document to ensure adherence to submission requirements.

SECTION A : INTRODUCTION, OBJECTIVE AND SCOPE OF WORK

1. BACKGROUND

The Eastern Cape Provincial Government endorsed the implementation of Local Economic Development Procurement Framework (LEPDF) which seeks to promote Eastern Cape based suppliers and create jobs to stimulate the social economic front. Office stationery is amongst the identified commodities that can contribute towards the enhancement of Socio-Economic condition in the Eastern Cape.

2. OVERALL OBJECTIVES

The following are the overall goals for the project:

- 2.1. Government does not create jobs, however, plays a pivotal role in fostering an environment conducive to job creation by the private sector. It serves as an enabler, springboard to support local Micro Small Medium Enterprises (MSMEs) by affording them an opportunity to supply office stationery to Eastern Cape Provincial Government (Provincial departments and public entities) through a term contract.
- 2.2. To preserve and create additional jobs within the surrounding areas where production takes place. Consolidation of procurement processes has proven through spend analysis conducted by the Supply Chain Management Office, to be more cost effective in terms of administrative effort to reduce duplication of processes within the province and to achieve economies of scale.
- 2.3. In addition, consolidation of services is to ensure sustainability and diversification of service resulting in sustained jobs.

2.4. SPECIFICATIONS AND SCOPE OF WORK

- 2.4.1 Appointment of service providers for the supply and delivery of office stationery to the Eastern Cape Government as and when required for a period of thirty-six (36) months as detailed in the **table below**.

3.1 TABLE 1: ITEM DESCRIPTION

ITEM NO.	DESCRIPTION OF REQUIRED GOODS/ITEMS	Unit of measure
BINDING ELEMENT RINGS AND BINDING SLIDES		
1	Binding cover frosted 180 micron A4 plastic presentation covers	Pack of 100
2	Ring Binder Plastic A4 ,25mm (assorted colours) Bantex or equivalent	Pack of 20
3	Binding element, 6mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
4	Binding element, 12mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
5	Binding element, 14mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
6	Binding element, 16mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
7	Binding element, 18mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
8	Binding element, 22mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
9	Binding element, 25mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
10	Binding element, 28mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
11	Binding element, 32mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
12	Binding element, 38mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
13	Binding element, 45mm, black, blue, green, red, white A4, (21 rings)	Pack of 100
14	Ring Binding element plastic 420 sheet (51mm) ,black	Box of 50
BINDING ELEMENTS		
15	Binding Element Slide A4 5mm	Pack of 10
16	Binding Element Slide A4 7mm	Pack of 10
17	Binding Element Slide A4 10mm	Pack of 10
18	Binding Element Slide A4 15mm	Pack of 10
PENS		
19	BL-G2-0.7 Retractable Pen-Red	Box of 12
20	BL-G2-0.7 Retractable Pen-Black	Box of 12
21	Pen Black, Nib Ballpoint Pen 0.7mm, Model: BAB-15F-B-BG	Box of 12
22	Pen Black ,Nib Ballpoint Pen 1.0mm, Model: BAB-15M-B-BG	Box of 12
23	Pen Ball-Point Medium Black ink, 1.0mm	Box of 50
24	Pen BK-101 (Black) (0.7mm)	Box of 12
25	Pen BK-101 (Red) (0.7mm)	Box of 12
26	Pen UB-157 Fine Red (0.7mm)	Box of 12
27	Pen UB-157 Fine Black (0.7mm)	Box of 12
28	Pen BLN 15 black(0.7mm)	Box of 12

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29	Pen BLN 15 red (0.7mm)	Box of 12
30	Pen BLN17 ,Black (0.7mm)	Box of 12
31	Pen BLN17,red (0.7mm)	Box of 12
32	Pen Liquid Gel Ink 0.7mm Black	Box of 12
SHAPNERS		
33	Metal, pencil sharpener (one hole)	Box of 10
	Metal, pencil sharpener (two holes)	Box of 10
34	Plastic, pencil sharpener (one hole)	Box of 10
	Plastic, pencil sharpener (two hole)	Box of 10
PENCILS		
35	Lead Pencil Refill 0.5mm	Pack of 12
36	Lead Pencil Refill 0.7mm	Pack of 12
37	Clutch Pencil 0.5mm assorted colours (ROTRING Tikky RD) or equivalent	Pack of 12
	Clutch Pencil 0.7mm assorted colours (ROTRING Tikky RD) or equivalent	Pack of 12
38	Tradition pencil Lead HB (Black)	Box of 12
SCISSORS AND RULER		
39	Scissors-210mm general purpose	Pack of 2
40	Ruler Plastic 30cm	Pack of 5
WRITING CORRECTION PENS		
42	Correction Pen 8ml Metal Tip	Each
42	Correction Pen 12ml Metal Tip	Each
WHITE BOARD ACCESSORIES		
43	White Board Eraser (145X55mm)	Each
44	Cleaning fluid for white board 250ml spray	pack of 12
45	Eraser aqua wipes(400x300mm)	Each
PENCIL ERASERS		
46	Eraser magnetic refill	Pack of 12
47	Eraser for pencil size 62x22x10mm	Each
INK		
48	Stamp Pad Ink 30ml (Bottle) Black	Each
49	Stamp Pad Ink 30ml (Bottle) Red	Each
50	Stamp Pad Ink 1ltr (Bottle) Black	Each
51	Stamp Pad Ink 1ltr (Bottle) Red	Each
52	Stamp pad (110 x70mm)	Each
STAMPS		
53	Self-inking date/purpose rubber stamp -Trodat or equivalent	Each
54	Received stamp (with date) self-ink black	Each

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55	Paid stamp self-ink purple	Each
56	Date stamp self ink black	Each
57	Cancelled stamp self ink purple	Each
58	Condemning stamp self ink purple	Each
59	Decommited stamp self ink purple	Each
CRAYONS		
60	Pencil Crayons	Box of 12
61	Retractable wax crayons	Box of 12
CARTON TOKAI A4		
62	Carton Tokai A4 160g (210 x 297mm) pastel assorted colours	Pack of 100
63	Carton Tokai A4 White 160g (210 x 297mm)	Pack of 100
64	Carton Tokai A4 Pink 160g (210 x 297mm)	Pack of 100
65	Carton Tokai A4 Blue 160g (210 x 297mm)	Pack of 100
66	Carton Tokai A4 Yellow 160g (210 x 297mm)	Pack of 100
67	Carton Tokai Green 160g (210 x 297mm)	Pack of 100
68	Carton Tokai Gold 160g (210 x 297mm)	Pack of 100
69	Carton Tokai Orange 160g (210 x 297mm)	Pack of 100
MEMORY STICKS		
70	Memory stick /USB 16 GB, Compact, portable flash drive	Each
71	Memory Stick/ USB 32 GB Compact, portable flash drive	Each
72	Memory Stick/USB 64 GB Compact, portable flash drive	Each
EXTERNAL HARDDRIVES		
73	External Hard drives 1TB -Standard Portable Hard Drives (HDD)	Each
74	External Hard drives 1TB -Portable Solid-State Drives (SSD)	Each
BATTERIES		
75	AA batteries duracell plus/energizer Max /Eveready or equivalent (cylindrical)	Pack of 2
76	AA batteries duracell plus/energizer Max /Eveready or equivalent (cylindrical)	Pack of 4
77	AA batteries duracell plus/energizer Max /Eveready or equivalent Standard size:	Pack of 8
78	AA batteries duracell plus/energizer Max /Eveready or equivalent Standard size:	Pack of 10
79	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 2
80	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 4
81	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 8
82	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 10
83	AAA batteries duracell plus /energizer Max/Eveready /equivalent	Pack of 4
84	AAA batteries duracell plus /energizer Max/Eveready /equivalent	Pack of 8

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85	AAA batteries duracell plus /energizer Max/Eveready /equivalent Standard size:	Pack of 6
86	AAA batteries duracell plus /energizer Max/Eveready /equivalent	Pack of 8
87	AAA batteries duracell plus /energizer Max/Eveready /equivalent	Pack of 10
88	AAA batteries duracell plus /energizer Max/Eveready /equivalent -rechargeable	Pack of 4
89	AAA batteries duracell plus /energizer Max/Eveready /equivalent -rechargeable	Pack of 6
90	AAA batteries duracell plus /energizer Max/Eveready /equivalent -rechargeable	Pack of 8
91	AAA batteries duracell plus /energizer Max/Eveready /equivalent -rechargeable	Pack of 10
92	Battery -CR2032 Calculator Battery	Pack of 2
93	Battery Pack Plus R6PP 1.5v	Pack of 2
94	LR 14 batteries - Type C for torches/ flashlight	Pack of 2
ENVELOPES		
95	Envelope C4 - 229 × 324 mm - 9.0 × 12.8 inches - Unfolded A4 paper (white)	Box of 250
96	Envelope C4 - 229 × 324 mm - 9.0 × 12.8 inches - Unfolded A4 paper (Brown /Manilla)	Box of 250
97	Envelope C5 - 162 × 229 mm - 6.4 × 9.0 inches - A5 paper (White)	Box of 250
98	Envelope C5 - 162 × 229 mm - 6.4 × 9.0 inches - A5 paper (Brown/Manilla)	Box of 250
99	Envelope C3 - 324 × 458 mm - 12.8 × 18.0 inches - Unfolded A3 paper (White)	Box of 250
100	Envelope C3 - 324 × 458 mm - 12.8 × 18.0 inches - Unfolded A3 paper (Brown/ Manilla)	Box of 250
101	Envelope C6 - 114 × 162 mm - 4.5 × 6.4 inches - A6 paper (White)	Box of 250
102	Envelope C6 - 114 × 162 mm - 4.5 × 6.4 inches - A6 paper (Brown/ Mannila)	Box of 20
103	Envelopes X-Ray C5 430mm x 362mm White	Box of 20
104	Envelopes X-Ray C6 430mm x 362mm Brown	Box of 250
105	Envelopes A3 X-Ray 297 × 420 mm	Box of 12
BULLDOG CLIPS		
106	Bulldog/Alligator clips (15mm) heavy duty, metal	Pack of 12
107	Bulldog/Alligator clips (19mm)	Pack of 12
108	Bulldog/Alligator clips (25mm)	Pack of 12
109	Bulldog/Alligator clips (32mm)	Pack of 12
110	Bulldog/Alligator clips (41mm)	Pack of 12
111	Bulldog/Alligator clips (51cm)	Box of 100
PAPER FASTNERS		
112	Fastener Paper Indian Tag(26mm)	Box of 100
113	Fastener Paper Indian Tag (127mm)	Box of 100
114	Fastener Paper Indian Tag (152mm)	Box of 100
115	Metal File Fastener with Sliding Lock Clip (50mm) Bantex/Treeline /equivalent	Box of 100

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116	Metal File Fastener with Sliding Lock Clip (80mm) Bantex/Treeline /equivalent	Box of 100
117	Metal File Fastener with Sliding Lock Clip (100mm) Bantex/Treeline /equivalent	Pack of 12
118	File Trefoil Fasteners Metal 80mm	Box of 100
DIAMOND FOLD BACK CLIPS		
119	Clip Diamond Fold back clips (19mm) Ultra-strong clips with foldback arms	Pack of 12
120	Clip Diamond Fold back clips (25mm) Ultra-strong clips with foldback arms	Pack of 12
121	Clip Diamond Fold back clips (32mm) Ultra-strong clips with foldback arms	Pack of 12
122	Clip Diamond Fold back clips (41mm) Ultra-strong clips with foldback arms	Pack of 12
123	Clip Diamond Fold back clips (51mm) Ultra-strong clips with foldback arms	Box of 100
GRIP PAPER BINDER		
124	Grip Paper binder (19mm)	Box of 100
125	Grip Paper binder (25mm)	Box of 100
126	Grip Paper binder (32mm)	Box of 100
127	Grip Paper binder (38mm)	Box of 100
128	Grip Paper binder (51mm)	Box of 100
129	Grip Paper binder (76mm)	Box of 100
PAPER CLIPS		
130	Paper clip, metal/steel wire, 26mm assorted	Box of 100
131	Paper clip, metal, steel wire, 28mm assorted	Box of 100
132	Paper clip, metal, steel wire, 33mm assorted	Box of 100
133	Paper clip, metal /steel wire 50mm assorted	Box of 50
134	Paper clips, metal /steel wire 78mm assorted	Box of 50
135	Fastener Paper Clip Giant Coloured (50mm)	Box of 100
136	King size paper clips (metal 77m Wavy)	Box of 50
CLIP BOARDS		
137	A4 PVC Welded Clipboards with cover assorted colours	Each
138	A4 board masonite welded Clipboards	Each
139	A5 board masonite welded clipboard	Each
PLASTIC SLEEVES AND FOLDERS		
140	A4 Plastic Carry Folders assorted colours	Each
141	A3 Plastic Carry Folders assorted colours	Each
142	A5 Plastic Carry Folders assorted colours	Each
143	Manilla folders A4	Pack of 10
144	A4 Polypro Document Wallet	Pack of 5
145	File Swing Clip File A4 assorted colours	Pack of 5
146	File Suspension A4 (blue, orange, green ect)	Pack of 25
147	Durable DURAPLUS A4 Project Document File Folder	Box of 25

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148	A4 Clear Plastic Punch Pocket	Pack of 10
149	Index Sheet A4 File Dividers 10Tab	Each
150	Pocket Filing A4 Plastic Sleeves-25 pockets	Each
151	Pocket Filing A4 Plastic Sleeves-20 pockets	Each
152	Pocket Filing A4 Plastic Sleeves-50 pockets	Each
153	Index Sheet Plastic Divider A4 1-12	Each
154	Index Sheet Plastic Divider A4 1-31	Each
155	File Divider A-Z	Pack of 100
156	ID size laminating pouches	Pack of 100
157	Pouch Laminating A4 gloss 150 microns	Pack of 100
158	Pouch Laminating A3 gloss 150 microns	Pack of 100
159	Lanyards with card holders	Each
ARCH FILES		
160	File Plastic/PVC lever Arch file (100mm)	Box of 10
161	A4 PVC 4ring file lever Arch file (40mm)	Box of 10
162	A4 PVC 4ring file lever Arch file (70mm)	Box of 10
163	Lever Arch Files Cardboard (Giant size) A4 Black Mottled with Metal Compressor(100mm)	Box of 10
164	Lever Arch Files Cardboard (70mm) A4 Black Mottled with Metal Compressor	Each
165	Lever Arch Files Cardboard (40mm) A4 Black Mottled with Metal Compressor	Pack of 5
FILING/STORAGE BOXES		
166	Cardboard Archiving filing unit with 6 compartments	Pack of 5
167	A4 Archive Box Kraft - Brown or white	Pack of 10
168	A4 Archive File with Dispo Clip	Pack of 5
169	A4 Mega offsite storage box	Pack of 10
170	Box Storage Optiplan 390 (box & lid), brown, reorder reference: 520146	Each
171	Box Storage Compact, brown & red, reorder reference: A4120	Each
172	Box Storage Collapsible Cardboard Foolsap	Each
173	A4 Accessible File assorted colours	Each
174	Press Metal Desk Organiser-wire mesh range	Each
175	PVC Tubular Desk Organiser	Each
176	Storage buddi drawer (6)	Each
177	Bankers' plastic containers with lid-standard archive box sized to accommodate A4 records/files	Each
178	Bankers' plastic containers with lid - large archive container, Suitable for lever arch files and bulk records	Each

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179	Bankers' plastic containers with lid -extra-large storage container, approx. 600 × 400 × 320 mm, used for high volume document storage or equipment	Each
PAPER FILE DIVIDERS, LETTER OPENER AND DRAWING PINS		
180	Document Sorter (Board / Polyprop) A-Z, 1-31 days, Jan-Dec month	Each
181	Paper Office Memo White(100x100mm)	Each
182	Flip Chart Paper Size A1	Per pack
183	Paper Letter Tray Plastic 3x Tier (Bantex or equivalent)	Each
184	Holder Memo Cube Plastic	each
185	Holder Pen Holder	Each
186	Thumbtack drawings pins (map/push)	Box of 100
187	Fingerrettes	Pack of 10
188	Letter opener traditional metal blades	Each
189	String / Twine (100G) Roll 304-2mm	Per roll
190	Box Magazine Holders	Each
191	Padlock (50mm)	Each
192	Sponge dampener	
STICKY NOTES OR POST IT		
193	Paper office pad post it (50mm x50mm) (Pack of 100)	Pack of 100
194	Paper office pad post it (75mm x75.mm)400 sheets assorted	Pack of 10
195	Sticky Notes (Assorted Colours) 75mm x70mm large	Pack of 10
196	3M Post-it Flags (25.4x43.6mm) assorted colours	Pack of 100
197	Post-it Info tapes, assorted	Pack of 100
198	Paper, carbon pencil, light blue, A4	Pack of 10
RUBBER BANDS		
199	Band, Rubber band, no.10x38mm(100g)	1kg
200	Band, Rubber band, no.12x38mm	1kg
201	Band, Rubber band, no.8x38mm	1kg
202	Band, Rubber band, no.14x38mm	1kg
203	Band, Rubber band, no.16x38mm	1kg
204	Band, Rubber band, no.18x38mm	1kg
205	Band, Rubber band ,no.19x38mm	1kg
206	Band, Rubber band, no.22x38mm	1kg
207	Band, Rubber band, no.32x38mm	1kg
208	Band, Rubber band, no.34x38mm	1kg
209	Band, Rubber band, no.38x38mm	1kg
210	Band, Rubber band, no.64x38mm	1kg
211	Band, Rubber band, no.69x38mm	1kg

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	BOOKS	
212	Book A5 192 Pages Notebook	Each
213	Book Note Shorthand A5 S/Cover Feint 144 Pages(Journalist book)	Each
214	Hardcover Exercise A4 3 Quire Croxley or equivalent (288 pages)	Each
215	Parcel Delivery Book A5(96 pages)	Each
216	Book A4 counter books,96pg (1 quire)	Each
217	Book A4 counter books,192pg (2 quire)	Each
218	Book A4 counter books,288pg (3 quire)	Each
219	Book A4 counter books,384pg (4 quire)	Each
220	Book A5 counter books,96pg	Each
221	Book A5 counter books,192pg	Each
222	Book A5 counter books,128pg	Each
223	Writing Pad (A4 size)	Each
	DIARIES	
224	A4 office diaries -individually wrapped	Each
225	A5 office diaries-individually wrapped	Each
	PUNCHES	
226	Heavy Duty Punch Perforated 2 Hole (190 sheets)	Each
227	2-hole heavy duty punch-Black kangaroo or equivalent (punches 100 sheets)	Each
228	2-hole metal/plastic small puncher (10-15 pages)	Each
	STAPLER	
229	Stapler Rapid heavy-duty SR-300 (50 sheet capacity)	Each
230	Staples for heavy stapler SR 300	Each
231	Stapler Rapid plier classic (best for mobile, packaging, or non-desk tasks)	Box of 2500
232	Metal stapler-26/6mm (Staples up 25 sheets) Full strip (best for office documents and everyday desk use)	Box of 2500
233	Stapler office full strip metal MS-510	Box of 5000
234	Heavy Duty Stapler (for thick documents and bulk work)	Box of 5000
	STAPLES	
235	Staples 13mm x 9mm	Box of 5000
236	Staples for heavy stapler SR 300	Box of 5000
237	Staples 26/6mm box -standard staples	Box of 5000
238	Staples for office stapler 26/6 PCS 5000	Box of 5000
239	Staples Giant 14.0mm	Box of 5000
240	Staples 66/8-11-14mm	Box of 5000
	STAPLE REMOVERS	
241	Staple Remover (26/6 staples) Steel construction with finger grip	Each

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

242	Staple remover for giant stapler	Each
243	Staple remover for heavy duty stapler SR 300 -Kangaroo/Rexel/Parrot or equivalent	Each
244	Staples size 32/14	Each
MARKERS		
245	Marker Highlighter Mixed colours Hydrocarbon Tip(1-4mm)	Box of 12
246	Marker Highlighter Mixed colours Anti-dry out technology (2-5mm)	Box of 12
247	Marker Flat Permanent (0.5mm) assorted	Box of 12
248	Marker Black Permanent (1.5-4.5mm)	Box of 12
249	Marker Bullet Tip Whiteboard assorted colours	Box of 12
LABELS		
250	Label computer address labels (100x50mm)	Box of 250
251	Label -confidential	Box of 250
252	Label Tower 10 mm, Assorted Colours (for general filing)	Box of 250
253	Label Tower 13 mm, Assorted Colours	Box of 250
254	Label Tower 19 mm, Assorted Colours	Box of 250
255	Label Tower 25 mm, Assorted Colours	Box of 250
256	Label Tower 32 mm, Assorted Colours	Box of 250
257	Label, urgent (Black or Red) (highlighting priority)	Box of 250
258	Labels- courier (warning or handling labels used mainly in shipping, warehouses, and logistics)	Box of 250
259	Labels -fragile (80mmx300mm)	Box of 250
260	Labels -mixed goods	Box of 250
261	Labels packing slip enclosed (40x150mm) (shipping)	Box of 250
262	Labels self-adhesive 19mm Rnd (10pk) assorted colours (color coding)	Box of 250
263	Labels-vaccines (101mmx74mm)	Box of 250
264	Medical identification labels(Assorted colours) for filing, record management, or clinical use.	Box of 250
265	Name tags with departmental logo	Each
GLUE STICKS		
266	Adhesive Glue 25g stick	Each
267	Adhesive Glue 40g stick	Each
268	Adhesive Glue 43g stick	Each
ADHESIVE TAPES		
267	Tape Adhesive Clear 18mm x 50m	Each
268	Flag Tape Clear Water Based Glue 50 Sheets (25mmx4)	Each
269	Double sided tape 12mm X 33m	Each

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

270	Double sided tape 18mm X 33m	Each
271	Double sided tape 24mm X 33m	Each
272	Masking tape 12mm X 40	Each
273	Packing tape 48mm x 50m (Buff, Clear)	Each
274	Packing tape 48mm x 100m (Buff, Clear)	Each
CALCULATORS		
275	10 Digit calculator semi desk	Each
276	12 Digit Calculator semi desk	Each
277	14 Digit calculator semi desk	Each
278	16 Digit calculator semi desk	Each
CABLES AND ADAPTERS		
279	Cable electrical extension cord (3m)	Each
280	Cable Electrical Extension Cord (5m), 4-way, with switch (10 amp) Perfect for most office/contract management environments	Each
281	Cable Electrical Extension Cord (10m) 5- way, for large rooms and multiple desks	Each
282	Cable Electrical Extension Cord (15-20m) 5- way, for workshops and outdoor use	Each
283	Adapter multi-plug 10 outlets (5X15A+ 5X5A) with surge protector	Each
284	3 pin adapter 6A, 250v (Model AP-02)	Each
CATRIDGES, TONERS AND DRUMS		
285	Cartridge Toner CE252A Yellow for HP printers	Each
286	Cartridge, Toner CE505A Black for HP printers	Each
287	Cartridge Toner CE253A Magenta for HP printers	Each
288	Cartridge Toner C8543X Black for HP printers	Each
289	Cartridge CE250A Black for HP printers	Each
290	Cartridge Toner CE251A Cyan for HP printers	Each
291	Cartridge Toner Q6471A Cyan for HP printers	Each
292	Cartridge Toner CC364A for HP printers	Each
293	Cartridge Toner Q6472A Laser Yellow for HP printers	Each
294	Cartridge toner CB 541A Cyan for HP printers	Each
295	Cartridge toner CB540 Black for HP printers	Each
296	Cartridge toner CB543A Magenta for HP printers	Each
297	Cartridge toner CB542A Yellow for HP printers	Each
298	Cartridge, toner Q6473A magenta for HP printers	Each
299	Cartridge Toner P3005D Q7551A for HP printers	Each
300	Cartridge Toner CE390A for HP printers	Each
301	Cartridge Toner CE410A Black for HP printers	Each
302	Cartridge Toner CF280A for HP printers	Each

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

303	Cartridge Toner CE411A Cyan for HP printers	Each
304	Cartridge Toner CE412A Yellow for HP printers	Each
305	Cartridge Toner CE413A Magenta for HP printers	Each
306	Cartridge Toner CB 400 Black for HP printers	Each
307	Cartridge, Toner CE255A Black for HP printers	Each
308	Cartridge, toner Q6470A for HP printers	Each
309	Cartridge Ink Q5950A Black for HP printers	Each
310	Ribbon Printing LQ2090 for Epson printer	Each
311	Cartridge Toner CC530A Black for HP printers	Each
312	Cartridge Toner CC531A Cyan for HP printers	Each
313	Cartridge Toner CC532A Yellow for HP printers	Each
314	Cartridge Toner CC533A Magenta for HP printers	Each
315	Cartridge toner CF540AK for HP printers	Each
316	Cartridge toner CF541Ak for HP printers	Each
317	Cartridge toner CF542AY for HP printers	Each
318	Cartridge toner CF543AM for HP printers	Each
319	Hp 651 Blank Ink Cartridge for Hp Printers	Each
320	Hp 651 Tri-Colour Ink Cartridge for Hp Printers	Each
321	Cartridge Toner CF400A for HP printers	Each
322	Cartridge toner CF401A for HP printers	Each
323	Cartridge toner CF402A for HP printers	Each
324	Cartridge toner CF403A for HP printers	Each
325	Cartridge toner page wide technology 973 yellow	Each
326	Cartridge toner page wide technology 973 magenta	Each
327	Cartridge toner page wide technology 973 CYAN	Each
328	Cartridge toner page wide technology 973 Black	Each
329	Cartridge toner CF 360 a black	Each
330	Cartridge toner CF 361 a blue	Each
331	Cartridge toner CF 362 a yellow	Each
332	Cartridge toner CF 363 a magenta	Each
333	Cartridge toner PC-210E for pantum printer	Each
334	Cartridge toner DL-410 for pantum printer	Each
335	Cartridge toner TL-410 for pantum printer	Each
336	Cartridge toner page wide technology 913 Black	Each
337	Cartridge toner page wide technology 913 yellow	Each
338	Cartridge toner page wide technology 913 magenta	Each
339	Cartridge toner page wide technology 913 cyan	Each

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340	Xerox Toner 3220	Each
341	Cartridge toner W2120A Black	Each
342	Cartridge toner W2121A blue	Each
343	Cartridge toner W2122A yellow	Each
344	Cartridge toner W2123A Pink	Each
345	Cartridge toner HP W2210 Black	Each
346	Cartridge toner HP W2211 Blue	Each
347	Cartridge toner HP W2212 Yellow	Each
348	Cartridge toner HP W22113 Pink	Each
349	Cartridge toner HP W22113 Pink	Each
350	Cartridge toner TN3290	Each
351	Cartridge toner TN2280	Each
352	Cartridge toner TN2355	Each
353	Cartridge toner TN3467	Each
354	Cartridge toner DR2255	Each
355	Cartridge toner DR2305	Each
356	Cartridge toner DR-273CL	Each

3. BID INFORMATION

3.1 DURATION OF THIS TRANSVERSAL CONTRACT

3.1.1 The transversal contract shall be for a period of thirty-six (36) months.

3.2 BID INFORMATION SESSION

3.2.1 A non-compulsory briefing session will be held as follows:

Venue: Main Boardroom, 2nd Floor, Provincial Treasury Building, Bisho,

Date : 24 August 2026

Time : 10h00

3.2.2 The non-compulsory briefing session will be a hybrid session that will provide bidders with an opportunity to obtain clarity on certain aspects of the procurement process as set out in this bid document.

3.2.3 The Provincial Treasury reserves the right to answer questions at the briefing session and / or to respond formally after the briefing session in writing.

3.2.4 Bidder(s) must record their names and other required information on the attendance register and those who will attend the non-compulsory briefing session via Teams are encouraged to sign the attendance register that will be found on the chart box. This is done to ensure that the

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feedback to all questions raised by bidders are shared with all the bidders whose contact details were made known to the department during the briefing session, **not excluding** the suppliers that did not attend the briefing session whose details are known by the department through enquiries they may have raised before the closing date and time of the bid.

4 BID VALIDITY

- 4.1 Bid documentation submitted by the bidder will be valid and open for acceptance for a period of ninety (90) calendar days from the closing date and time stipulated on the front cover of this invitation to bid.

5 SELECTION OF REGIONS

- 5.1 To give opportunity to various Service Providers, bidders are required to indicate all the regions they are willing to service. Bidders encouraged to bid for more than one region, but the department reserves the right to limit the award to one region. If bidding for more than one region, bidders are required to submit separate bid documents for each region they are bidding for.

6 BID STRATEGY

- 6.1 Provincial Treasury on behalf of its client Departments is seeking to appoint service providers for the Supply and Delivery of Office Stationery as and when required for a period of thirty-six (36) months.
- 6.2 The bid will be awarded for the identified regions as follows:

NORTHERN REGION	SOUTHERN REGION	EASTERN REGION	WESTERN REGION
- Chris Hani - Joe Gqabi	- Amathole - Buffalo City	- OR Tambo - Alfred Nzo	- Nelson Mandela - Sarah Baartman

- 6.2.1 A maximum of five (5) service providers shall be appointed within a region. Bidders are encouraged to bid for more than one region, but the department reserves the right to limit the award to one region.
- 6.2.2 If bidding for more than one region, bidders are required to submit separate bid documents for each region they are bidding for.

- 6.2.3 In the event that there is no responsive bidder within a particular region, consideration will be given to responsive bidders within the nearest region.
- 6.2.4 The successful bidders will be required to deliver the office stationery ordered directly to a place where the goods are required.
- 6.2.5 The participating institutions shall procure stationery items that are not included in this contract through normal means of procurement.
- 6.2.6 ECPT reserves the right to communicate with the bidder, in writing, at any stage of evaluation for clarity seeking purposes.

7. REQUIREMENTS

- 7.1 The successful bidder will be required to supply and deliver stationery on a need basis; and
- 7.2 The stationery must be delivered in the required quantity, quality, at the right time, and at the right place.

8. GENERAL REQUIREMENTS

- 8.1 Bidders are required to be registered on the Central Supplier Database (CSD) and Provincial Treasury shall verify the bidder's tax compliance status through the CSD or through SARS. A detailed CSD registration report must be submitted by bidders preferably as at the last week prior to closing date and time.
- 8.2. Where Consortia / Joint Ventures submit a bid proposal, each party must be registered on the CSD, and their tax compliance status will be verified through the CSD or through SARS. Signed JV / Consortium agreement and CSD Registration for each party to the JV/Consortium after which a successful JV/ Consortium shall be compelled to be registered jointly as a single legal entity on CSD.
- 8.3. A copy / copies must be certified by a Commissioner of Oaths (i.e. Police Station, Post Office.) and must not be older than six (6) months prior the closing of the bid.
- 8.4. The Pricing Schedule must be completed in full and duly signed by the bidder. It must be submitted in both of the following formats, A hard copy, included as part of the bid document; and an excel spreadsheet saved on a USB flash drive/memory stick and submitted by the bid closing date and time. Pricing information submitted in any format other than those specified above will not be considered.
- 8.5. All SBDs (1, 3, 4, and 6.1) must be fully completed and submitted with the bid.
- 8.6 Bidders must be a legal entity or partnership.

9 PART 1: BID EVALUATION CRITERIA

The bid shall be evaluated in three (3) phases as follows:

- General/ Standard Bid Compliance Requirements.
- Mandatory / Functionality Requirements; and
- Preference Points/ Specific Goals and other documents

9.1 PHASE 1: GENERAL/ STANDARD BID COMPLIANCE REQUIREMENTS

9.1.1 Administrative and Legislative Compliance (Standard Bidding Documents)

9.1.1.1 In this stage of evaluation, the process includes the verification of completeness of administrative compliance documents (standard bidding documents).

9.1.1.2 The following standard bidding documents must be submitted with the bid at the closing date and time of the bid.

Table 2: STANDARD BIDDING DOCUMENTS AND OTHER BID REQUIREMENTS

Name of the document to be submitted	
Invitation to Bid – SBD 1 (Returnable document)	Please complete and sign the supplied form.
Central Supplier Database registration (Returnable document)	Please submit the CSD report to prove registration and for verification of tax compliance.
Pricing Schedule - Annexure A (Returnable document)	The pricing schedule must be fully completed and signed by bidders. The pricing schedule on Excel Spreadsheet (soft copy) and PDF copy of the complete/ entire bid document which includes Pricing Schedule, must be stored into a USB and be submitted together with a printed hard copy at the closing date and time of the bid.
SBD 3.1 Pricing Schedule – Firm Prices (for the first year)	Please complete and sign the supplied form.
Declaration of Interest – SBD 4 (Returnable document)	Please complete and sign the supplied form and pay attention to all the clauses.

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Name of the document to be submitted	
SBD 6.1: Preference points Claim form	Please complete and sign the supplied form.
JV/Consortium	Signed JV / Consortium agreement and CSD Registration for each party to the JV/Consortium after which a successful JV/ Consortium shall be compelled to be registered jointly as a single legal entity on CSD.

9.2 PHASE II: MANDATORY / FUNCTIONALITY BID REQUIREMENTS

9.2.1 In this stage of evaluation, the process includes verification of mandatory bid requirements.

9.2.2 Bidders must submit all required supporting documents with the bid documents at the closing date and time of the bid.

Bidders who fail to comply with any of the following mandatory criteria will be disqualified.

9.2.3 **The following criteria is critical for this bid:**

- Bidders' experience in supplying office stationery,
- Financial strength for delivery turnaround time; and
- Delivery capability

9.2.4 Proposals received will be evaluated for functionality to determine if a prospective supplier does meet the minimum requirements as stated below and must score a minimum overall point of 80 out of 100 points including obtaining the minimum points on each criterion.

9.2.5 Responses received that fail to score the minimum points on functionality will be eliminated and not considered further for price and specific goals.



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Criteria	Sub-criteria	Max Score	Evidence Required
Bidders experience in the Supply and Delivery of Office Stationery	▪ Five (5) or more contactable with corresponding purchase orders/requests or delivery notes (stamped by the relevant receiving institution) or proof of payments as proof of projects successfully delivered in the past five (5) years. = 50 ▪ Four (4) contactable reference letters with corresponding purchase orders/requests or delivery notes (stamped by the relevant receiving institution) or proof of payments proof of projects successfully delivered in the past five (5) years. = 40 ▪ Three (3) contactable reference letters with corresponding purchase orders/requests or delivery notes (stamped by the relevant receiving institution) or proof of payments proof of projects successfully delivered in the past five (5) years = 30 ▪ Two or less contactable reference letters with or without the corresponding purchase orders/requests or delivery notes (stamped by the relevant receiving institution) or proof of	50	Only reference letters of not older than 5 years which must be under the client's letterheads with contactable numbers, submitted with its purchase order/request, delivery note (stamped by the relevant receiving institution) or proof of payment.



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Criteria	Sub-criteria	Max Score	Evidence Required
	payments including reference letters which are for projects performed beyond the past five (5) years.		
2. Financial strength	- Provided with the latest audited financial statements or latest Independently reviewed financial statements with a positive net asset position equal or more than R100 000.00 (i.e. Total Assets - Total Liabilities = Net Assets) OR - C bank rating letter or not older than three (3) months.	25	Latest Audited Financial Statements not older than 2024/25 Financial Year from those that are compelled to have their statements audited / OR Independently reviewed Financial Statements where the bidder is not compelled & do not opt to voluntarily file audited financial statements
	- Non submission of latest audited financial statements or latest Independently reviewed financial statements with a positive net asset position equal to or more than R100 000.00 OR - Rating bank letter below C rating or rating banking letter of older than three (3) months.	0	Or C bank rating letter of not older than three (3) months. Authenticity and verification of such documents will be conducted.

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Criteria	Sub-criteria	Max Score	Evidence Required
3. Delivery Capability	Bidders must attach a letter of Supply Agreement from Local Stationery outlet	25	Bidders must attach a letter of Supply Agreement from Local Stationery outlet or Proof that bidder actively sells stationery items. (catalogue, price list, etc.)
	OR		
	Proof that bidder actively sells stationery items. (catalogue, price list, etc.)	0	
Total		100	
Minimum Qualifying score		80	

#NB Points scored by qualifying bidders in stage 2 (functionality evaluation) will not be taken into consideration for evaluation at stage 3 (Price and Specific goals evaluation).

9.3 PHASE III: PREFERENCE POINTS AND OTHER DOCUMENTS

9.3.1 In terms of Regulation 3.1 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2022 responsive bids will be adjudicated by the State on the 90/10 preference point system in terms of which points are awarded to bidders based on:

- i. The bid price (Maximum of 90 points)
- ii. Specific Goals (maximum 10 points)

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

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

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

NB: Prices will be evaluated per item. Failure to provide the unit price to any of the stationery items will result in the bid not being considered (i.e. disqualification of the bid).

In terms of Regulation 4(2); 5(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 bid the bidder will be allocated points based on the goals stated in table 3 below. A maximum of 10 points may be allocated as follows:

TABLE 3: POINTS FOR THE SPECIFIC GOALS

The specific goals allocated points in terms of this bid	Number of points allocated (90/10) system)
Eastern Cape locality	5
Women	2
Youth	2
Persons living with disability	1

9.3.2 CLAIMING OF POINTS FOR SPECIFIC GOALS

The supporting documents required to claim points for claiming points for Specific Goals will be as follows:

9.3.2.1 Eastern Cape locality: The bidder must be operating in the Eastern Cape and must provide proof of address in the form Lease Agreement /Municipal Utility Bill / Letter from Traditional Authority and Ward Councillors in bidder's name or the company Directors name. **IN LOCO inspection will be conducted for shortlisted bidders at TBEC's discretion.**

- 9.3.2.2 Women, Youth owned business enterprises:** The bidders must provide valid CPIC Certificate with percentage of ownership or controlling interest (share certificate) inclusive of ID numbers for each director of the bidding entity.
- 9.3.2.3 Business enterprises owned by persons living with disability:** The bidders must provide medical certificate or doctor's medical report (impairment should be substantially limiting long term or of recurring nature) and
- 9.3.2.4** The points scored for the specific goals shall be added to the points scored for price and the total shall be rounded off to the nearest two decimal places.
- 9.3.2.5** A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.

10. TIME FRAMES

The successful bidder(s):

- 10.1 Shall render the required service over a period of thirty-six (36) months as and when required.
- 10.2 Will be expected to deliver goods within fourteen (14) working days from the date of receiving a government/official purchase order.

11. GENERAL CONDITIONS OF CONTRACT (GCC)

The General Conditions of Contract shall apply in this bid.

12. SPECIAL CONDITIONS

Failure of the bidder(s) to meet the following requirements will result in disqualification of the bid:

- 12.1 The bidder must have been awarded and successfully delivered a minimum of three (3) projects in the past five (5) years. Bidders must provide a minimum of three (3) contactable reference letters under the client's letterheads with contactable numbers accompanied by corresponding purchase orders/requests, delivery notes (stamped by the relevant receiving institution) or proof of payments.
- 12.2 Bidder(s) must supply unit prices for all stationery items listed in the pricing schedule.
- 12.3 The bidder must be operating in the Eastern Cape and must submit proof of address in the form Lease Agreement /Municipal Utility Bill / Letter from Traditional Authority and Ward Councillors in bidder's name or the entity Director's name. **The lease agreement must be supported by a municipality bill/ letter from Traditional Authority and letter from Ward Councillors in the name of the lessor.**

- 12.4 Before and during price adjustment window period (i.e. year 2 and year 3), the department reserves the right to negotiate prices for purposes of standardizing supplier prices per item within a particular region and to negotiate prices of items that seem to exceed the prevailing market related price.

The department reserves the right to conduct verification of information submitted by recommended bidder(s).

13. BID PRICING STRUCTURE

- 13.1 Bidders are required to complete the mandatory **Pricing Schedule (Annexure A)** indicating the prices to be charged for each item in the list. The completed Pricing Schedule must be submitted in three (3) formats: (i) as a printed hard copy included in the printed bid document, (ii) as a PDF version of the bid document which must be saved on a USB/memory stick, and (iii) as an Excel spreadsheet (soft copy) containing the price per unit saved on the same USB/memory stick. The soft copy version (Excel spreadsheet) of the pricing schedule is required to ease the evaluation process since the evaluation will be conducted based on clusters and per item. All three (3) formats of submissions must be provided with the bid at the bid closing date and time. Pricing information submitted in any other format will not be considered.
- 13.2 The Pricing Schedule (Annexure A) will be available on the eTender Portal and the Provincial Treasury website. Bidders must submit the completed Pricing Schedule as a hard copy in the bid document and as an Excel spreadsheet on a USB/memory stick, together with a PDF version of the entire bid submission. The hard-copy and electronic versions must contain identical information. **Failure to comply may render the bid non-responsive.**
- 13.3 In a case where there is a legal dispute, the hardcopy version of the pricing schedule will be the legal document.
- 13.4 The prices must be inclusive of all direct and indirect related costs and be firm for the period of one (1) year.

“The Department reserves the right to enter into price negotiations with recommended bidder(s) in line with the market related prices.

14 REGISTRATIONS AS A VAT-VENDOR

- 14.1 For the purpose of bidding process all bid prices must be inclusive of all costs and fifteen percent (15%) Value Added Tax. Failure to comply with this condition will invalidate the bid. It is a requirement that all prices must be inclusive of all applicable taxes, including VAT, unless the item is Zero- Rated. Therefore, all prices tendered are deemed to be inclusive of VAT. A bidder that was not registered for VAT at the time of award but subsequently becomes VAT registered, cannot include VAT in the invoice, the contracted price thus remains and cannot be altered.
- 14.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of **R2.3 million** must include VAT in the prices quoted and must therefore, immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
- 14.3 Where a supplier is not VAT registered at the point of contracting and did not include VAT in their prices, but registers during the contract period as a VAT-vendor, that supplier must absorb any cost escalations associated with its VAT registration. The contracted price with the supplier will not be increased, but will be deemed to be a contract price which is inclusive of VAT. Therefore, bidders must determine the implications hereof and price accordingly.

SECTION C : CONDITIONS OF TRANSVERSAL CONTRACT

15 SUPPLIER DUE DILIGENCE

- 15.1 PT reserves the right to conduct supplier due diligence prior to final award or at any time during the transversal contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

16 COUNTER CONDITION

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

17. RIGHT OF AWARD/ NON-COMMITMENT

PT reserves the following rights:

- 17.1 To award in part or in full;
- 17.2 Not to accept any of the bids submitted. Not to make any award of this bid,

- 17.3 To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award;
- 17.4 To cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after the preferred bidder(s) have been notified of their status as such;
- 17.5 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s);
- 17.6 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the bid;
- 17.7 To award a bid based on which bidder is offering the best value for money, even if such bid is not the lowest price;
- 17.8 In the event that an incorrect award has been made or an error occurred during evaluation and adjudication phase, PT reserves the right to remedy the matter in any manner it may deem fit;
- 17.9 To cancel and/or terminate the contract or part thereof, post the awards with consultation with the service provider if it is deemed necessary;

18. MULTIPLE AWARD

- 18.1 PT reserves the right to award the same line item to more than one bidder to address product availability, risks, compatibility, cost effectiveness and to provide to for various ranges in equipment.

19. RECOMMENDATION AND APPOINTMENT OF BIDDERS

- 19.1 The Bid Evaluation Committee will recommend responsive bidders based on the evaluation criteria stipulated above.
- 19.2 The award of the Contract is subject to meeting all the requirements of the bid.

20. SUBMISSION OF BIDS

Bidders must respond to the bid with returnable documents as follows:

- 20.1 All returnable documents as listed on the Table 1 (Checklist) must be submitted in a hard copy format with the bid by the stipulated closing date and time of the bid.

20.2 Bidders must submit one (1) original printed hard copy of the completed printed bid document, including the Pricing Schedule, together with one (1) USB/memory stick containing:

- A PDF copy of the complete/entire bid document (Annexure A); and
- The completed Pricing Schedule in Excel format (soft copy);

The USB/memory stick must be clearly labelled with the bidder's name and bid number and must contain all bid documentation.

20.3 The hard copy of the bid response will serve as the legal bid document and must be accompanied by USB including the exact replica of the hard copy. Any discrepancies between the USB document and the original hard copy, the hard copy will take precedence.

20.4 Bidders **must not convert the Annexure A pricing schedule on the USB to PDF** to allow for easy evaluation process.

20.5 In order to simplify the evaluation process, bidders are required to clearly label and neatly organise all sections of their bid submissions.

20.6 A bid should be submitted in a sealed envelope or sealed suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly visible.

21 LATE BIDS

Bids received after the closing date and time, **will NOT be accepted** for consideration and where practical, be returned unopened to the bidder.

22 COMMUNICATION AND CONFIDENTIALITY

22.3 Strategic Procurement and Transversal Contracts within Supply Chain Management Office may communicate with bidders where clarity is sought after the closing date and time of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

22.4 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PT (other than minor clerical matters), the bidder must promptly notify PT in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PT an opportunity to consider what corrective action is necessary (if any).

- 22.5 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PT will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 22.6 All communication between the bidder and the PT Strategic Procurement and Transversal Contracts office must be done in writing.

23 CONTACT DETAILS

23.3 General

Supply Chain Management Office, Provincial Treasury, Shop No.4, Tyamzashe Building, Phalo Avenue, Bhisho, 5605

23.4 Bid Enquiries

All bid enquiries must be communicated via email to yolanda.bonase@ectreasury.gov.za / zosuliwe.menziwa@ectreasury.gov.za no later than closing date of bid. Any enquiry communicated after five (5) days before the closing of the bid will not be responded to.

SECTION D: CONDITIONS OF CONTRACTING

24 CONCLUSION OF CONTRACT

- 24.1 The Contract between Provincial Treasury and the preferred bidder/s (Supplier) collectively referred to as the Parties shall come into effect after the Supplier has been issued with an unconditional letter of acceptance to their bid.
- 24.2 The Service provider/(s) shall be appointed in terms of this bid. The following will form part of the contract documents between PT and Service Provider(s):
- a) Bid documents;
 - b) Letter of Appointment;
 - c) Service Level Agreement;
 - d) Completed Contract, Form SBD 7.1;
 - e) Award documents; and
 - f) Acknowledgement letter
- 24.3 In the event that there is any contradiction between the abovementioned documents, the special conditions of contract shall take precedent.

- 24.4 The contract period will be for thirty-six (36) months with an option to extend for further 24 months.

25 QUALITY

- 25.1 Where specific specifications and/ or standards are applicable on materials and supplies, the quality of products shall not be less than the requirements of the latest edition of such specifications and/or standards.

26 DELIVERY BASIS

- 26.1 Transit and storage conditions applicable to the relevant products must be adhered to.

27 CONTRACT MANAGEMENT: ROLES AND RESPONSIBILITIES

27.1 CONTRACT ADMINISTRATION

- 27.1.1 The administration and facilitation of the contract will be the responsibility of Strategic Procurement and Transversal Contracts and all correspondence in this regard must be directed to the following address:

SCM Office, Shop No. 04 Tyamzashe Building, Phalo Avenue, Bhisho, 5605

- 27.1.2 Service provider must advise the Strategic Procurement and Transversal Contracts Unit in PT immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished to: portia.hashe@ectreasury.gov.za / Zilindile.bobani@ectreasury.gov.za

27.2 SUPPLIER PERFORMANCE MANAGEMENT

- 27.2.1 Supplier performance management will be the responsibility of the Participating State Institutions and where supplier performance disputes cannot be resolved between the Supplier and the relevant Participating Institution, Provincial Treasury: Transversal Contracting must be contacted for corrective actions.
- 27.2.2 Successful Supplier will have their performance scored annually. Provincial Treasury will provide a template to the institutions which will be used to measure annual performance in terms of the contract. Supplier who scores the unacceptable performance rating may not be awarded future contract of the same bid and may have the contract terminated prior to the end of contract period.

- 27.2.3 Supplier performance is based on the roles stipulated on the scope of work and as well as the service level agreement.

28 PLACEMENT OF ORDERS AND PAYMENTS

- 28.1 The successful service provider (s) will be expected to respond to a quotation request within two (2) working days from the date of receipt of an official request.
- 28.2 Orders will be placed by participating departments and Public Entities who will be responsible for the payment to Service Provider for goods delivered and/or services rendered.
- 28.3 Service providers should note that each individual purchasing institution is responsible for generating the order(s) as well as the payment(s) thereof.
- 28.4 Service providers should note that the order(s) will be placed as and when required during the contract period and delivery points will be specified by the relevant purchasing institution(s).
- 28.5 The instructions appearing on the official order form regarding the supply, dispatch and submission of invoices must be strictly adhered to and under no circumstances should the service provider deviate from the orders issued by the purchasing institutions.
- 28.6 The procuring institution is under no obligation to accept any quantity which is in excess of the ordered quantity.

29 DELIVERY

- 29.1 Firm lead times for delivery must be agreed upon with the procuring entity during the contract period.
- 29.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been effected.
- 29.3 In respect of items awarded to them, service provider must adhere strictly to the delivery lead times agreed upon.
- 29.4 Deliveries not complying with the order forms will be returned to the service provider at the service provider's expense.
- 29.5 Provincial Treasury reserves the right not to approve any change of specification/ brand.

30 BREACH OF CONTRACT

PT reserves the right to terminate the contract(s) if the Service Provider does not honour contract(s) obligations including submission of information.

31 POST AWARD REPORTING

PT will conduct meetings with the end users and Service Providers to discuss Transversal Contracting issues.

32 SECURITY AND CONFIDENTIALITY INFORMATION

- 32.1 All successful service providers **may** be subject to a State Security Agency (SSA) clearance process which will be facilitated by Provincial Treasury.
- 32.2 PT may enforce section 23 (termination for default) of General Condition of Contract in a case where the supplier's clearance has a negative outcome.
- 32.3 The service provider will regard all information which he/she obtains or is entrusted with concerning the participating department or its members whilst executing the contract, as confidential, secret or top secret.
- 32.4 The service provider, his/her employees, or agents may not make any such information obtained or entrusted with to any other person or to the media.

33 PRICING STRUCTURE

33.1 PRICE ADJUSTMENT PERIODS

Bidder(s) must complete all relevant fields of the **Pricing Schedule (Annexure A)** attached hereto. Bidders must submit their financial proposals on a fixed fee for year 1, as no price adjustments shall be entertained during that period. The pricing escalation for year two (2), year three (3) and subsequent years shall not exceed the applicable period's Consumer Price Index (CPI). PT may use the applicable formula in the industry for calculation of price escalation.

"The Department reserves the right to enter into price negotiations with recommended bidder in line with the market related prices"

33.2 GENERAL

- 33.2.1 Unless prior approval has been obtained from Provincial Treasury, Transversal Contracts, no adjustment in contract prices will be made.
- 33.2.2 Application for price adjustment must be accompanied by documentary evidence in support of any adjustment.

33.2.3 Contract Price Adjustment (CPA) application will be applied strictly according to the specified formula and parameters above as well as the cost breakdown supplied by bidders in their bid documents.

33.2.4 In the event where the service provider's CPA application, based on the above formula and parameters, differs from Transversal Contracting verification, Transversal Contracting will consult with the supplier to resolve the differences.

33.2.5 Bidders are referred to the paragraph regarding counter conditions.

33.2.6 PT reserves the right to negotiate a price adjustment or not to grant any price adjustment.

34 MONITORING

34.1 Monitoring audits may be conducted periodically and randomly by the Provincial Treasury, Participating Institutions or by a Supplier appointed to determine continuous compliance and terms of contract. Provincial Treasury, in collaboration with the other Participating Institutions will monitor the performance of contracted service provider and maintain a scorecard for compliance to the terms of this contract as follows:

- Compliance to delivery lead times;
- Percentage of orders supplied in full first time;
- Compliance with reporting requirements according to reporting schedule; and
- Provincial Treasury may hold quarterly meetings with service provider/s to assess service providers performance.

34.2 PT may conduct random audit(s) with or without prior appointment arrangements with the appointed service provider (s).

34.3 PT will conduct meetings with the participating State institutions Service Providers to discuss transversal contracting issues.

34.4 PT may request Participating Institutions to impose penalties, where deemed necessary, as per Section 21 and 22 of the General Conditions of Contract.

34.5 Any change in the status in supply performance during the contract period must be reported within seven (7) days of receipt of such information to PT.

35 TERMINATION

35.1 PT shall be entitled to terminate this agreement if one or more of the following occur:

- The service provider decides to transfer the contract or cede the contract;

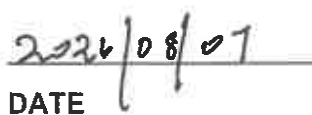
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

- The service provider does not honour contractual obligations including submission of information;
- The service provider is provisionally or finally liquidated, making it impossible to perform its functions in terms of this contract;
- The service provider enters into settlement arrangements with its creditors;
- The service provider commits an act of insolvency;
- In the event that the service provider is a member of an joint venture or consortium and the membership of such joint venture or Consortium changes;
- There is a change in ownership of the service provider that has the effect that over 50% ownership of the contractor belongs to the new owner without prior written approval of PT; and
- Overall poor performance rating during the contract period.

RECOMMENDED BY:

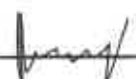


CHAIRPERSON
BID SPECIFICATION COMMITTEE



DATE

APPROVED BY:



D. MAJEKE
HEAD OF DEPARTMENT

13/06/2026

DATE

ANNEXURE A – PRICING SCHEDULE

BID NUMBER: SCMO 26/27-001

REGION & DISTRICT BIDDING FOR: _____

ANNEXURE A: SPECIFICATION AND PRICING SCHEDULE

ITEM NO.	DESCRIPTION OF REQUIRED GOODS/ITEMS	Unit of measure	Unit per item	Unit Price per box/ pack
	BINDING ELEMENT RINGS AND BINDING SLIDES			
1	Binding cover frosted 180 micron A4 plastic presentation covers	Pack of 100		
2	Ring Binder Plastic A4 ,25mm (assorted colours) Bantex or equivalent	Pack of 20		
3	Binding element, 6mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
4	Binding element, 12mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
5	Binding element, 14mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
6	Binding element, 16mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
7	Binding element, 18mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
8	Binding element, 22mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
9	Binding element, 25mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
10	Binding element, 28mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
11	Binding element, 32mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
12	Binding element, 38mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
13	Binding element, 45mm, black, blue, green, red, white A4, (21 rings)	Pack of 100		
14	Ring Binding element plastic 420 sheet (51mm), black	Box of 50		
	BINDING ELEMENTS			
15	Binding Element Slide A4 5mm	Pack of 10		

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

16	Binding Element Slide A4 7mm	Pack of 10		
17	Binding Element Slide A4 10mm	Pack of 10		
18	Binding Element Slide A4 15mm	Pack of 10		
	PENS			
19	BL-G2-0.7 Retractable Pen-Red	Box of 12		
20	BL-G2-0.7 Retractable Pen-Black	Box of 12		
21	Pen Black, Nib Ballpoint Pen 0.7mm, Model: BAB-15F-B-BG	Box of 12		
22	Pen Black, Nib Ballpoint Pen 1.0mm, Model: BAB-15M-B-BG	Box of 12		
23	Pen Ball-Point Medium Black ink,1.0mm	Box of 50		
24	Pen BK-101 (Black) (0.7mm)	Box of 12		
25	Pen BK-101 (Red) (0.7mm)	Box of 12		
26	Pen UB-157 Fine Red (0.7mm)	Box of 12		
27	Pen UB-157 Fine Black (0.7mm)	Box of 12		
28	Pen BLN 15 Black(0.7mm)	Box of 12		
29	Pen BLN 15 Red (0.7mm)	Box of 12		
30	Pen BLN17, Black (0.7mm)	Box of 12		
31	Pen BLN17, Red (0.7mm)	Box of 12		
32	Pen Liquid Gel Ink 0.7mm Black	Box of 12		
	SHAPNERS			
33	Metal, pencil sharpener (one hole)	Box of 10		
	Metal, pencil sharpener (two holes)	Box of 10		
34	Plastic, pencil sharpener (one hole)	Box of 10		
35	Plastic, pencil sharpener (two hole)	Box of 10		
	PENCILS			
36	Lead Pencil Refill 0.5mm	Pack of 12		
37	Lead Pencil Refill 0.7mm	Pack of 12		
38	Clutch Pencil 0.5mm assorted colours (ROTRING Tikky RD) or equivalent	Pack of 12		
39	Clutch Pencil 0.7mm assorted colours (ROTRING Tikky RD) or equivalent	Pack of 12		
40	Tradition pencil Lead HB (Black)	Box of 12		
	SCISSORS AND RULER			
41	Scissors-210mm general purpose	Pack of 2		
42	Ruler Plastic 30cm	Pack of 5		
	WRITING CORRECTION PENS			
43	Correction Pen 8ml Metal Tip	Each		
44	Correction Pen 12ml Metal Tip	Each		
	WHITE BOARD ACCESSORIES			
45	White Board Eraser (145X55mm)	Each		
46	Cleaning fluid for white board 250ml spray	pack of 12		
47	Eraser aqua wipes(400x300mm)	Each		
	PENCIL ERASERS			

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

48	Eraser magnetic refill	Pack of 12		
49	Eraser for pencil size 62x22x10mm	Each		
	INK	Each		
50	Stamp Pad Ink 30ml (Bottle) Black	Each		
51	Stamp Pad Ink 30ml (Bottle) Red	Each		
52	Stamp Pad Ink 1ltr (Bottle) Black	Each		
53	Stamp Pad Ink 1ltr (Bottle) Red	Each		
54	Stamp pad (110 x70mm)	Each		
	STAMPS			
55	Self-inking date/purpose rubber stamp -Trodar or equivalent	Each		
56	Received stamp (with date) self-ink black	Each		
57	Paid stamp self-ink purple	Each		
58	Date stamp self-ink black	Each		
59	Cancelled stamp self-ink purple	Each		
60	Condemning stamp self-ink purple	Each		
61	Decommitted stamp self-ink purple	Each		
	CRAYONS			
62	Pencil Crayons	Box of 12		
63	Retractable wax crayons	Box of 12		
	CARTON TOKAI A4			
64	Carton Tokai A4 160g (210 x 297mm) pastel colours	Pack of 100		
65	Carton Tokai A4 White 160g (210 x 297mm)	Pack of 100		
66	Carton Tokai A4 Pink 160g (210 x 297mm)	Pack of 100		
67	Carton Tokai A4 Blue 160g (210 x 297mm)	Pack of 100		
68	Carton Tokai A4 Yellow 160g (210 x 297mm)	Pack of 100		
69	Carton Tokai Green 160g (210 x 297mm)	Pack of 100		
70	Carton Tokai Gold 160g (210 x 297mm)	Pack of 100		
71	Carton Tokai Orange 160g (210 x 297mm)	Pack of 100		
	MEMORY STICKS			
72	Memory stick /USB 16 GB, Compact, portable flashy drive	Each		
73	Memory Stick/ USB 32 GB Compact, portable flash drive	Each		
74	Memory Stick/USB 64 GB Compact, portable flash drive	Each		
	EXTERNAL HARDDRIVES			
75	External Hard drives 1TB -Standard Portable Hard Drives (HDD)	Each		
76	External Hard drives 1TB -Portable Solid-State Drives (SSD)	Each		
	BATTERIES			
77	AA batteries duracell plus/energizer Max /Eveready or equivalent (cylindrical)	Pack of 2		

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

78	AA batteries duracell plus/energizer Max /Eveready or equivalent (cylindrical)	Pack of 4		
79	AA batteries Duracell plus/energizer Max /Eveready or equivalent Standard size: AA (LR6), Larger than AAA Typical dimensions: 50.5 mm × 14.5 mm	Pack of 8		
80	AA batteries duracell plus/energizer Max /Eveready or equivalent Standard size: AA (LR6), Larger than AAA Typical dimensions: 50.5 mm × 14.5 mm	Pack of 10		
81	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 2		
82	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 4		
83	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 8		
84	AA batteries duracell plus/energizer Max or Eveready or equivalent rechargeable	Pack of 10		
85	AAA batteries duracell plus /energiser Max/Eveready /equivalent	Pack of 4		
86	AAA batteries duracell plus /energiser Max/Eveready /equivalent	Pack of 8		
87	AAA batteries duracell plus /energiser Max/Eveready /equivalent Standard size: AAA (LR03) Smaller than AA typical dimensions: 44.5 mm × 10.5 mm	Pack of 6		
88	AAA batteries duracell plus /energiser Max/Eveready /equivalent	Pack of 8		
89	AAA batteries duracell plus /energiser Max/Eveready /equivalent	Pack of 10		
89	AAA batteries duracell plus /energiser Max/Eveready /equivalent -rechargeable	Pack of 4		
90	AAA batteries duracell plus /energiser Max/Eveready /equivalent -rechargeable	Pack of 6		
91	AAA batteries duracell plus /energiser Max/Eveready /equivalent -rechargeable	Pack of 8		
92	AAA batteries duracell plus /energiser Max/Eveready /equivalent -rechargeable	Pack of 10		
93	Battery -CR2032 Calculator Battery	Pack of 2		
94	Battery Pack Plus R6PP 1.5v	Pack of 2		
95	LR 14 batteries - Type C for torches/flashlight	Pack of 2		
	ENVELOPES			
96	Envelope C4 - 229 × 324 mm - 9.0 × 12.8 inches - Unfolded A4 paper (white)	Box of 250		
97	Envelope C4 - 229 × 324 mm - 9.0 × 12.8 inches - Unfolded A4 paper (Brown /Manilla)	Box of 250		

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

98	Envelope C5 - 162 × 229 mm - 6.4 × 9.0 inches - A5 paper (White)	Box of 250		
99	Envelope C5 - 162 × 229 mm - 6.4 × 9.0 inches - A5 paper (Brown/Manilla)	Box of 250		
100	Envelope C3 - 324 × 458 mm - 12.8 × 18.0 inches - Unfolded A3 paper (White)	Box of 250		
101	Envelope C3 - 324 × 458 mm - 12.8 × 18.0 inches - Unfolded A3 paper (Brown/ Manilla)	Box of 250		
102	Envelope C6 - 114 × 162 mm - 4.5 × 6.4 inches - A6 paper (White)	Box of 250		
103	Envelope C6 - 114 × 162 mm - 4.5 × 6.4 inches - A6 paper (Brown/ Mannila)	Box of 20		
104	Envelopes X-Ray C5 430mm x 362mm White	Box of 20		
105	Envelopes X-Ray C6 430mm x 362mm Brown	Box of 250		
106	Envelopes A3 X-Ray 297 × 420 mm	Box of 12		
	BULLDOG CLIPS			
107	Bulldog/Alligator clips (15mm) heavy duty, metal	Pack of 12		
108	Bulldog/Alligator clips (19mm)	Pack of 12		
109	Bulldog/Alligator clips (25mm)	Pack of 12		
110	Bulldog/Alligator clips (32mm)	Pack of 12		
111	Bulldog/Alligator clips (41mm)	Pack of 12		
112	Bulldog/Alligator clips (51cm)	Box of 100		
	PAPER FASTENERS			
113	Fastener Paper Indian Tag(26mm)	Box of 100		
114	Fastener Paper Indian Tag (127mm)	Box of 100		
115	Fastener Paper Indian Tag (152mm)	Box of 100		
116	Metal File Fastener with Sliding Lock Clip (50mm) Bantex/Treeline /equivalent	Box of 100		
117	Metal File Fastener with Sliding Lock Clip (80mm) Bantex/Treeline /equivalent	Box of 100		
118	Metal File Fastener with Sliding Lock Clip (100mm) Bantex/Treeline /equivalent	Pack of 12		
119	File Trefoil Fasteners Metal 80mm	Box of 100		
	DIAMOND FOLD BACK CLIPS			
120	Clip Diamond Fold back clips (19mm) Ultra-strong clips with foldback arms	Pack of 12		
121	Clip Diamond Fold back clips (25mm) Ultra-strong clips with foldback arms	Pack of 12		
122	Clip Diamond Fold back clips (32mm) Ultra-strong clips with foldback arms	Pack of 12		
123	Clip Diamond Fold back clips (41mm) Ultra-strong clips with foldback arms	Pack of 12		
124	Clip Diamond Fold back clips (51mm) Ultra-strong clips with foldback arms	Box of 100		
	GRIP PAPER BINDER			
125	Grip Paper binder (19mm)	Box of 100		

**APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE
GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS**

126	Grip Paper binder (25mm)	Box of 100		
127	Grip Paper binder (32mm)	Box of 100		
128	Grip Paper binder (38mm)	Box of 100		
129	Grip Paper binder (51mm)	Box of 100		
130	Grip Paper binder (76mm)	Box of 100		
	PAPER CLIPS			
131	Paper clip, metal/steel wire, 26mm assorted	Box of 100		
132	Paper clip, metal, steel wire, 28mm assorted	Box of 100		
133	Paper clip, metal, steel wire, 33mm assorted	Box of 100		
134	Paper clip, metal /steel wire 50mm assorted	Box of 50		
135	Paper clips, metal /steel wire 78mm assorted	Box of 50		
136	Fastener Paper Clip Giant Coloured (50mm)	Box of 100		
137	King size paper clips (metal 77m Wavy)	Box of 50		
	CLIP BOARDS			
138	A4 PVC Welded Clipboards with cover assorted colours	Each		
139	A4 board masonite welded clipboards	Each		
140	A5 board masonite welded clipboard	Each		
	PLASTIC SLEEVES AND FOLDERS			
141	A4 Plastic Carry Folders assorted colours	Each		
142	A3 Plastic Carry Folders assorted colours	Each		
143	A5 Plastic Carry Folders assorted colours	Each		
144	Manilla folders A4	Pack of 10		
145	A4 Polypro Document Wallet	Pack of 5		
146	File Swing Clip File A4 assorted colours	Pack of 5		
147	File Suspension A4 (blue, orange, green)	Pack of 25		
148	Durable DURAPLUS A4 Project Document File Folder	Box of 25		
149	A4 Clear Plastic Punch Pocket	Pack of 10		
150	Index Sheet A4 File Dividers 10Tab	Each		
151	Pocket Filing A4 Plastic Sleeves-25 pockets	Each		
152	Pocket Filing A4 Plastic Sleeves-20 pockets	Each		
153	Pocket Filing A4 Plastic Sleeves-50 pockets	Each		
154	Index Sheet Plastic Divider A4 1-12	Each		
155	Index Sheet Plastic Divider A4 1-31	Each		
156	File Divider A-Z	Pack of 100		
157	ID size laminating pouches	Pack of 100		
158	Pouch Laminating A4 gloss 150 micron	Pack of 100		
159	Pouch Laminating A3 gloss 150 micron	Pack of 100		
160	Lanyards with card holders	Each		
	ARCH FILES			
161	File Plastic/PVC lever Arch file (100mm)	Box of 10		
162	A4 PVC 4ring file lever Arch file (40mm)	Box of 10		

**APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE
GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS**

163	A4 PVC 4ring file lever Arch file (70mm)	Box of 10		
164	Lever Arch Files Cardboard (Giant size) A4 Black Mottled with Metal Compressor(100mm)	Box of 10		
165	Lever Arch Files Cardboard (70mm) A4 Black Mottled with Metal Compressor	Each		
166	Lever Arch Files Cardboard (40mm) A4 Black Mottled with Metal Compressor	Pack of 5		
	FILING/STORAGE BOXES			
167	Cardboard Archiving filing unit with 6 compartments	Pack of 5		
168	A4 Archive Box Kraft - Brown or white	Pack of 10		
169	A4 Archive File with Dispo Clip	Pack of 5		
170	A4 Mega offsite storage box	Pack of 10		
171	Box Storage Opti plan 390 (box & lid), brown, reorder reference: 520146	Each		
172	Box Storage Compact, brown & red, reorder reference: A4120	Each		
173	Box Storage Collapsible Cardboard Foolscap	Each		
174	A4 Accessible File assorted colours	Each		
175	Press Metal Desk Organiser-wire mesh range	Each		
176	PVC Tubular Desk Organiser	Each		
177	Storage buddi drawer (6)	Each		
178	Bankers' plastic containers with lid-standard archive box sized to accommodate A4 records/files	Each		
179	Bankers' plastic containers with lid - large archive container, approx. 460 × 380 × 300 mm Suitable for lever arch files and bulk records	Each		
180	Bankers' plastic containers with lid -extra-large storage container, approx. 600 × 400 × 320 mm, used for high volume document storage or equipment	Each		
	PAPER FILE DIVIDERS, LETTER OPENER AND DRAWING PINS			
181	Document Sorter (Board / Polyprop) A-Z , 1-31 days, Jan-Dec month	Each		
182	Paper Office Memo White (100x100mm)	Each		
183	Flip Chart Paper Size A1	Per pack		
184	Paper Letter Tray Plastic 3x Tier (Bantex or equivalent)	Each		
185	Holder Memo Cube Plastic	each		
186	Holder Pen Holder	Each		
187	Thumbtack drawings pins (map/push)	Box of 100		
188	Fingerrettes	Pack of 10		
189	Letter opener traditional metal blades	Each		
190	String / Twine (100G) Roll 304-2mm	Per roll		
191	Box Magazine Holders	Each		

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

192	Padlock (50mm)	Each		
193	Sponge dampener			
	STICKY NOTES OR POST IT			
194	Paper office pad post it (50mm x50mm) (Pack of 100)	Pack of 100		
195	Paper office pad post it (75mm x75.mm)400 sheets assorted	Pack of 10		
196	Sticky Notes (Assorted Colours) 75mm x70mm large	Pack of 10		
197	3M Post-it Flags (25.4x43.6mm) assorted colours	Pack of 100		
198	Post-it Info tapes, assorted	Pack of 100		
199	Paper, carbon pencil, light blue, A4	Pack of 10		
	RUBBER BANDS			
200	Band, Rubber band, no.10x38mm(100g)	1kg		
201	Band, Rubber band, no.12x38mm	1kg		
202	Band, Rubber band, no.8x38mm	1kg		
203	Band, Rubber band, no.14x38mm	1kg		
204	Band, Rubber band, no.16x38mm	1kg		
205	Band, Rubber band, no.18x38mm	1kg		
206	Band, Rubber band, no.19x38mm	1kg		
207	Band, Rubber band, no.22x38mm	1kg		
208	Band, Rubber band, no.32x38mm	1kg		
209	Band, Rubber band, no.34x38mm	1kg		
210	Band, Rubber band, no.38x38mm	1kg		
211	Band, Rubber band, no.64x38mm	1kg		
212	Band, Rubber band, no.69x38mm	1kg		
213	BOOKS			
214	Book A5 192 Pages Notebook	Each		
214	Book Note Shorthand A5 S/Cover Feint 144 Pages (Journalist book)	Each		
215	Hardcover Exercise A4 3 Quire Croxley or equivalent (288 pages)	Each		
216	Parcel Delivery Book A5(96 pages)	Each		
217	Book A4 counter books,96pg (1 quire)	Each		
218	Book A4 counter books,192pg (2 quire)	Each		
219	Book A4 counter books,288pg (3 quire)	Each		
220	Book A4 counter books,384pg (4 quire)	Each		
221	Book A5 counter books,96pg	Each		
222	Book A5 counter books,192pg	Each		
223	Book A5 counter books,128pg	Each		
224	Writing Pad (A4 size)	Each		
	DIARIES			
225	A4 office diaries -individually wrapped	Each		
226	A5 office diaries-individually wrapped	Each		



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

	PUNCHES			
227	Heavy Duty Punch Perforated 2 Hole (190 sheets)	Each		
228	2-hole heavy duty punch-Black kangaroo or equivalent (punches 100 sheets)	Each		
229	2-hole metal/plastic small puncher (10-15 pages)	Each		
	STAPLER			
230	Stapler Rapid heavy-duty SR-300 (50 sheet capacity)	Each		
231	Staples for heavy stapler SR 300	Each		
232	Stapler Rapid plier classic (best for mobile, packaging, or non-desk tasks)	Box of 2500		
233	Metal stapler-26/6mm (Staples up 25 sheets) Full strip (best for office documents and everyday desk use)	Box of 2500		
234	Stapler office full strip metal MS-510	Box of 5000		
235	Heavy Duty Stapler (for thick documents and bulk work)	Box of 5000		
	STAPLES			
236	Staples 13mm x 9mm	Box of 5000		
237	Staples for heavy stapler SR 300	Box of 5000		
238	Staples 26/6mm box -standard staples	Box of 5000		
239	Staples for office stapler 26/6 PCS 5000	Box of 5000		
240	Staples Giant 14.0mm	Box of 5000		
241	Staples 66/8-11-14mm	Box of 5000		
	STAPLE REMOVERS			
242	Staple Remover (26/6 staples) Steel construction with finger grip	Each		
243	Staple remover for giant stapler	Each		
244	Staple remover for heavy duty stapler SR 300 - Kangaroo/Rexel/Parrot or equivalent	Each		
245	Staples size 32/14	Each		
	MARKERS			
246	Marker Highlighter Mixed Colours Hydrocarbon Tip(1-4mm)	Box of 12		
247	Marker Highlighter Mixed Colours Anti-dry out technology (2-5mm)	Box of 12		
248	Marker Flat Permanent (0.5mm) assorted	Box of 12		
249	Marker Black Permanent (1.5-4.5mm)	Box of 12		
250	Marker Bullet Tip Whiteboard assorted colours	Box of 12		
	LABELS			
251	Label computer address labels (100x50mm)	Box of 250		
252	Label -confidential	Box of 250		
253	Label Tower 10 mm, Assorted Colours (for general filing)	Box of 250		
254	Label Tower 13 mm, Assorted Colours (	Box of 250		

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

255	Label Tower 19 mm, Assorted Colours	Pack of 100		
256	Label Tower 25 mm, Assorted Colours	Pack of 100		
257	Label Tower 32 mm, Assorted Colours	Pack of 100		
258	Label, urgent (Black or Red) (highlighting priority)	Pack of 100		
260	Labels- courier (warning or handling labels used mainly in shipping, warehouses, and logistics)	Pack of 100		
261	Labels -fragile (80mmx300mm)	Pack of 100		
262	Labels -mixed goods	Pack of 100		
262	Labels packing slip enclosed (40x150mm) (shipping)	Pack of 100		
263	Labels self-adhesive 19mm round (10pk) assorted colours (colour coding)	Pack of 100		
264	Labels-vaccines (101mmx74mm)	Pack of 100		
265	Medical identification labels (Assorted colours) for filing, record management, or clinical use.	Pack of 100		
266	Name tags with departmental logo	Each		
	GLUE STICKS			
267	Adhesive Glue 25g stick	Each		
268	Adhesive Glue 40g stick	Each		
269	Adhesive Glue 43g stick	Each		
	ADHESIVE TAPES			
270	Tape Adhesive Clear 18mm x 50m	Each		
271	Flag Tape Clear Water Based Glue 50 Sheets (25mmx4)	Each		
272	Double sided tape 12mm X 33m	Each		
273	Double sided tape 18mm X 33m	Each		
274	Double sided tape 24mm X 33m	Each		
275	Masking tape 12mm X 40	Each		
276	Packing tape 48mm x 50m (Buff, Clear)	Each		
277	Packing tape 48mm x 100m (Buff, Clear)	Each		
	CALCULATORS			
278	10 Digit calculator semi desk	Each		
279	12 Digit Calculator semi desk	Each		
280	14 Digit calculator semi desk	Each		
281	16 Digit calculator semi desk	Each		
	CABLES AND ADAPTERS			
282	Cable electrical extension cord (3m)	Each		
283	Cable Electrical Extension Cord(5m), 4-way, with switch (10 amp) Perfect for most office/contract management environments	Each		
284	Cable Electrical Extension Cord (10m) 5- way, for large rooms and multiple desks	Each		
285	Cable Electrical Extension Cord (15-20m) 5- way, for workshops and outdoor use	Each		

**APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE
GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS**

286	Adapter multi-plug 10 outlets (5X15A+ 5X5A) with surge protector	Each		
287	3 pin adapter 6A, 250v (Model AP-02)	Each		
	CATRIDGES, TONERS AND DRUMS			
288	Cartridge Toner CE252A Yellow for HP printers	Each		
289	Cartridge, Toner CE505A Black for HP printers	Each		
290	Cartridge Toner CE253A Magenta for HP printers	Each		
291	Cartridge Toner C8543X Black for HP printers	Each		
292	Cartridge CE250A Black for HP printers	Each		
293	Cartridge Toner CE251A Cyan for HP printers	Each		
294	Cartridge Toner Q6471A Cyan for HP printers	Each		
295	Cartridge Toner CC364A for HP printers	Each		
296	Cartridge Toner Q6472A Laser Yellow for HP printers	Each		
297	Cartridge toner CB 541A Cyan for HP printers	Each		
298	Cartridge toner CB540 Black for HP printers	Each		
299	Cartridge toner CB543A Magenta for HP printers	Each		
300	Cartridge toner CB542A Yellow for HP printers	Each		
301	Cartridge, toner Q6473A magenta for HP printers	Each		
302	Cartridge Toner P3005D Q7551A for HP printers	Each		
303	Cartridge Toner CE390A for HP printers	Each		
304	Cartridge Toner CE410A Black for HP printers	Each		
305	Cartridge Toner CF280A for HP printers	Each		
306	Cartridge Toner CE411A Cyan for HP printers	Each		
307	Cartridge Toner CE412A Yellow for HP printers	Each		
308	Cartridge Toner CE413A Magenta for HP printers	Each		
309	Cartridge Toner CB 400 Black for HP printers	Each		
310	Cartridge, Toner CE255A Black for HP printers	Each		
311	Cartridge, toner Q6470A for HP printers	Each		
312	Cartridge Ink Q5950A Black for HP printers	Each		
313	Ribbon Printing LQ2090 for Epson printer	Each		
314	Cartridge Toner CC530A Black for HP printers	Each		
315	Cartridge Toner CC531A Cyan for HP printers	Each		
316	Cartridge Toner CC532A Yellow for HP printers	Each		
317	Cartridge Toner CC533A Magenta for HP printers	Each		
318	Cartridge toner CF540AK for HP printers	Each		
319	Cartridge toner CF541Ak for HP printers	Each		
320	Cartridge toner CF542AY for HP printers	Each		
321	Cartridge toner CF543AM for HP printers	Each		
322	Hp 651 Blank Ink Cartridge for Hp Printers	Each		
323	Hp 651 Tri-Colour Ink Cartridge for Hp Printers	Each		
324	Cartridge Toner CF400A for HP printers	Each		
325	Cartridge toner CF401A for HP printers	Each		



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

326	Cartridge toner CF402A for HP printers	Each		
327	Cartridge toner CF403A for HP printers	Each		
328	Cartridge toner page wide technology 973 yellow	Each		
329	Cartridge toner page wide technology 973 magenta	Each		
330	Cartridge toner page wide technology 973 CYAN	Each		
331	Cartridge toner page wide technology 973 Black	Each		
332	Cartridge toner CF 360 a black	Each		
333	Cartridge toner CF 361 a blue	Each		
334	Cartridge toner CF 362 a yellow	Each		
335	Cartridge toner CF 363 a magenta	Each		
336	Cartridge toner PC-210E for pantum printer	Each		
337	Cartridge toner DL-410 for pantum printer	Each		
338	Cartridge toner TL-410 for pantum printer	Each		
339	Cartridge toner page wide technology 913 Black	Each		
340	Cartridge toner page wide technology 913 yellow	Each		
341	Cartridge toner page wide technology 913 magenta	Each		
342	Cartridge toner page wide technology 913 cyan	Each		
343	Xerox Toner 3220	Each		
344	Cartridge toner W2120A Black	Each		
345	Cartridge toner W2121A blue	Each		
346	Cartridge toner W2122A yellow	Each		
347	Cartridge toner W2123A Pink	Each		
348	Cartridge toner HP W2210 Black	Each		
349	Cartridge toner HP W2211 Blue	Each		
350	Cartridge toner HP W2212 Yellow	Each		
351	Cartridge toner HP W22113 Pink	Each		
352	Cartridge toner HP W22113 Pink	Each		
353	Cartridge toner TN3290	Each		
354	Cartridge toner TN2280	Each		
355	Cartridge toner TN2355	Each		
356	Cartridge toner TN3467	Each		
357	Cartridge toner DR2255	Each		
358	Cartridge toner DR2305	Each		
359	Cartridge toner DR-273CL	Each		

NB: Refer to Section 7.2 above to ensure compliance

BIDDER'S NAME :

BIDDER'S SIGNATURE :

DATE :

**APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE
GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS**

**SBD 1
INVITATION TO BID**

THE FOLLOWING PARTICULARS MUST BE FURNISHED

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (EASTERN CAPE PROVINCIAL TREASURY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
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

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 THE BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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..... number.....	Bid
Closing Time 11:00	Closing date.....

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

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

- 2.4 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**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.

- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder



Preference Points Claim Form

**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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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	
SPECIFIC GOALS	
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 (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)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Locality	5			
Youth	2			
Women	2			
Persons living with disability	1			

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

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE
GOVERNMENT AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS

- ☐ 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:

.....

.....

.....