

## PA-04 (GS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR THE PROVISION OF Supply and Delivery of office Stationery

<b>Project title:</b>	24 Months Term-Contract for supply and delivery of Office Stationery to National Department of Public Works and Infrastructure, Cape Town Regional Office.
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<b>Bid no:</b>	CPTSC01/22		
<b>Advertising date:</b>	02/09/2022	<b>Closing date:</b>	23/09/2022
<b>Closing time:</b>	11h00	<b>Validity period:</b>	60 days

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

1.	<input checked="" type="checkbox"/>	Bid offer must be properly received on the bid closing date and time specified on the invitation, fully completed and signed in ink.
2.	<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (GS)): List of returnable documents.
3.	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference points claim form in terms of the Preferential Procurement Regulations 2017.
4.	<input type="checkbox"/>	Compliance to Local Production and Content requirements as per PA36 and Annexure C
5.	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database (CSD)
6.	<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
7.	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
8.	<input checked="" type="checkbox"/>	Submission of PA-32 Invitation Bid
9.	<input checked="" type="checkbox"/>	Submission of completed and signed PRICING SCHEDULE - ANNEXURE A. Please refer to page 9-12 of the Terms of Reference Document.
10.	<input checked="" type="checkbox"/>	<p>Tenderers to comply with the pre-qualification criteria (level 1 or 2) for Preferential Procurement as follow:</p> <p>a) A valid copy of the bidder's BBB-EE certificate</p> <p>or</p> <p>b) A valid copy of the bidder's "Sworn Affidavit" attested by the Commissioner of Oath as prescribed by the BBB-EE Codes of Good Practice.</p> <p>The date of Deponent and date of Commissioner of Oath must correspond or must be the same; financial year end must be indicated, according to the Broad-Based Black Economic Empowerment Practice Guide 01 of 2018, Determining the validity of a Broad-Based Black Economic Empowerment verification Certificate, BBEE Certificate and Sworn Affidavit paragraph 17(i).</p> <p>c) A valid copy of B-BBEE issued by the DTI will be accepted.</p> <p>d) A valid copy of a B-BBEE Verification Certificate/ a Sworn Affidavit and B-BBEE Certificate issued by the Companies and Intellectual Property Commission (CIPC) will be accepted</p> <p>e) A Trust or Consortium or Joint Venture must submit a consolidated B-BBEE status Level Certificates together with the bid. Failure to submit the consolidated B-BBEE will lead to disqualification of the bid.</p> <p>NB: Failure to submit any of the above will result in disqualification of bids as this is a pre-qualification criteria.</p>
11.	<input checked="" type="checkbox"/>	Compulsory briefing session

**Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.**

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices.
4	<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
5	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
6	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
7	<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting.
8	<input type="checkbox"/>	Specify other responsiveness criteria
9	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
10	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
11	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>
12	<input type="checkbox"/>	<i>Specify other responsiveness criteria</i>

**Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below**

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input checked="" type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3
<input type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE;

**This bid will be evaluated according to the preferential procurement model in the PPPFA:  
(Tick applicable preference point scoring system)**

<input checked="" type="checkbox"/> <b>80/20</b> Preference points scoring system	<input type="checkbox"/> <b>90/10</b> Preference points scoring system	<input type="checkbox"/> <b>Either 80/20 or 90/10</b> Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system.

**Note:** Functionality will be applied as a prequalification criterion. Such criteria is used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Minimum functionality score to qualify for further evaluation:	
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Functionality criteria:	Weighting factor:
<b>Total</b>	<b>100 Points</b>

Subject to sub-regulation 6(2) and /or 7(2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- The points scored by a tenderer in respect of the level of BBEE contribution contemplated in sub regulation 6(2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) and 7(1) respectively
- Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act

#### COLLECTION OF BID DOCUMENTS:

Notice and Invitation to Bid: PA-04 (GS)

- ☒ Bid documents are available for free download on e-Tender portal  
[www.etenders.gov.za](http://www.etenders.gov.za) or <http://www.publicworks.gov.za/tenderdocs>
- ☒ Alternatively; Bid documents may be collected during working hours at the following address Lower Heerengracht Road, Customs House Building, Cape Town, Procurement Office, 9th Floor, Room 941. A non-refundable bid deposit of R 100 is payable, (Cash only) is required on collection of the bid documents.
- ☒ A **select** pre bid meeting with representatives of the Department of Public Works will take place at Lower Heerengracht Road, Customs House Building, Cape Town, Mainboardroom, 11th Floor, Room: 1136 on 13/09/2022 starting at 11h30. Venue **insert venue.** (if applicable)

ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

DPW Project Leader:	Mr S Tyhomfa	Telephone no:	(021) 402 2083
Cell no:		Fax no:	N/A
E-mail:	Sibulele.Tyhomfa@dpw.gov.za		

DEPOSIT / RETURN OF BID DOCUMENTS:

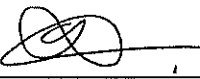
Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.

All tenders must be submitted on the official forms –

<p><b>BID DOCUMENTS MAY BE POSTED TO:</b></p> <p>THE DIRECTOR -GENERAL          DEPARTMENT OF PUBLIC WORKS          PRIVATE BAG X PRIVATE BAG X 9027, Cape Town  <i>insert town</i>          8000</p> <p>ATTENTION:  <b>PROCUREMENT SECTION: ROOM ROOM 941</b>          (9th Floor)</p> <p><b>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</b></p>	OR	<p><b>DEPOSITED IN THE TENDER BOX AT:</b></p> <p>Lower Heerengracht Road          Customs House Building          Cape Town</p> <p>Ground Floor, Main Entrance (by the Security entrance)</p>
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COMPILED BY:

Mr S Tyhomfa		Assistant Director	2022/08/05
Name of Project Leader	Signature	Capacity	Date



E-MAIL ADDRESS:.....

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS	CONTACT PERSON	S. Tyhomfa
CONTACT PERSON	S. Ghekrui	TELEPHONE NUMBER	(021) 402 2083
TELEPHONE NUMBER	(021) 402 2359	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	Sinehemba.ghokru@dpw.gov.za / Sibulele.tyhomfa@dpw.gov.za		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
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 ONLINE
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD



NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB:** FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

**Note Well:**

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.**
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

**YES / NO**

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

Full Name	Identity Number	Name of State institution

(1) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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Effective date 5 July 2022

Page 1 of 3  
Version: 2022/03



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

YES / NO

- 2.2.1 If so, furnish particulars:

.....  
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

- 2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;  
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;  
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.  
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.  
3.5 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.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This form has been aligned with SBD4

## PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

<b>Project title:</b>	24 Months Term-Contract for supply and delivery of Office Stationery to National Department of Public Works and Infrastructure, Cape Town Regional Office		
<b>Bid no:</b>		<b>Reference no:</b>	CPT/SC01/22

### INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

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**(Bid Number and Description)**

in response to the invitation for the bid made by:

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**(Name of Institution)**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Bidder	Signature	Date	Position

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## PA16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

### 1. GENERAL CONDITIONS

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

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

1.2. The value of this bid is estimated to ~~Not Exceed~~ R50 000 000 (all applicable taxes included) and therefore the... 80/20 .....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

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

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

**POINTS**

1.3.1.1 PRICE

Select Price Points

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Select B-BBEE Level

**Total points for Price and B-BBEE must not exceed 100**

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

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Effective date 20 September 2021

Page 1 of 6  
Version: 2021/01

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20                      or                      90/10**

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

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration



Pmin = Comparative price of lowest acceptable bid

## 5. Points awarded for B-BBEE Status Level of Contribution

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

**8 SUB-CONTRACTING (relates to 5.5)**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor? .....

(iii) the B-BBEE status level of the sub-contractor? .....

(iv) whether the sub-contractor is an EME/ a QSE YES / NO (delete which is not applicable)

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

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number .....

9.3 Company registration number .....

9.4 TYPE OF COMPANY/ FIRM  
 Partnership/Joint Venture / Consortium  
 One person business/sole propriety  
 Close corporation  
 Company  
 (Pty) Limited

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

For Internal Use

Effective date 20 September 2021

Page 5 of 6  
Version: 1.4

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the bidding process;
  - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

2. ....

.....

**SIGNATURE(S) OF BIDDER(S)**

DATE:..... ADDRESS:.....

.....

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

For Internal Use

Effective date 20 September 2021

Page 6 of 6  
Version: 1.4

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
*(Legally correct full name and registration number, if applicable, of the Enterprise)*

Held at \_\_\_\_\_ *(place)*

on \_\_\_\_\_ *(date)*

**RESOLVED** that:

1. The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
*(Project description as per Bid / Tender Document)*

Bid / Tender Number: \_\_\_\_\_ *(Bid / Tender Number as per Bid / Tender Document)*

2. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ *(Position in the Enterprise)*

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
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13			
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15			
16			

17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_  
(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Bid /Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

2. \*Mr/Mrs/Ms: \_\_\_\_\_  
in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

PA-15.2: Resolution of Board of Directors to enter into Consortia or Joint Ventures

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
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9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

**Note:**

- \* Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

## PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

**RESOLVED that:**

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
*(Project description as per Bid /Tender Document)*

Bid / Tender Number: \_\_\_\_\_ *(Bid / Tender Number as per Bid /Tender Document)*



PA-15.3: Special Resolution of Consortia or Joint Ventures

B. \*Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal code) \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Postal code) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
2			
3			
4			
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13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

## DPW-09 (EC): PARTICULARS OF TENDERER'S PROJECTS

<b>Project title:</b>	24 Months Term-Contract for supply and delivery of Office Stationery to National Department of Public Works and Infrastructure, Cape Town Regional Office.	
<b>Tender / quotation no:</b>		<b>Closing date:</b> dd/mm/yyyy
<b>Advertising date:</b>	dd/mm/yyyy	<b>Validity period:</b> days

### 1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

#### 1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Current percentage progress
1						
2						
3						
4						
5						
6						
7						
8						



Tender no:

1.2. Completed projects

Projects completed in the previous 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1							
2							
3							
4							
5							
6							
7							
8							
9							

Name of Tenderer	Signature
	Date

# PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: .....

Name of Tenderer ..... ☐ EME<sup>1</sup> ☐ QSE<sup>2</sup> ☐ Non EME/QSE (tick applicable box)

## 1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number  
## State date of South African citizenship obtained (not applicable to persons born in South Africa)

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

## PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: \_\_\_\_\_

### 2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

Name of representative	Signature	Date



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

## **Supply and Deliver of Office Stationery**

**National Department of Public Works and Infrastructure,  
Cape Town Regional Office,**

**Twenty Four (24) Months Term Contract**

**REQUEST FOR BIDS (RFB): CPTSC01/22**

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**Terms of Reference**

**(ToR)**

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INITIAL.....



**TABLE OF CONTENT:**

<b>NO.</b>	<b>Content</b>	<b>Page</b>
1.	Invitation	3
2.	Contract Period	3
3.	Project objective	3
4.	Background	3
5.	Scope of the required service	3
6.	Project deliverables	4
7.	Service levels	5
8.	Region	5
9.	Evaluation methodology and criteria	6
10.	Conditions of contract	7-8
11.	Basis of Contract	8
12.	<b>Annexure-A:</b> Pricing Guidelines and Schedules	<b>8-13</b>
13.	<b>Annexure-B:</b> References in supply and delivery of stationery	<b>14</b>
14.	Certification by Bidder	15





## 1. INVITATION

The Department of Public Works and Infrastructure, Cape Town Regional Office intends to appoint a service provider with relevant experience to supply and deliver office stationery.

## 2. CONTRACT PERIOD

The expected duration of the project is for twenty four (24) months after the signing of a contract and this contract is fixed.

## 3. PROJECT OBJECTIVE

- a) The specific objective of this project is to appoint a suitable service provider to supply and deliver stationery for a period of twenty four (24) months as outlined on Annexure A (items list).
- b) To ensure the department receives goods/ items that are of good quality, at cost-effective price and avoid exorbitant pricing of the market.

## 4. BACKGROUND

The Department has mandate of providing, managing and maintaining of all national government' fixed assets. This includes the determination of accommodation requirements, rendering expert built environment services to client departments, the acquisition, maintenance and disposal of such assets. All these interactions constitute high administration and logistics service and that requires office stationery on a frequent basis. In order to ensure value for money, a term contract has been identified as an appropriate approach for the procurement of these items for Cape Town Regional Office.

## 5. SCOPE OF THE REQUIRED SERVICE

### Scope details:

- a) The successful supplier will be expected to supply and deliver office stationery as outlined on **Annexure A – Pricing Guidelines and Schedule** (*please refer below to pages 10-15 of this Terms of Reference document*).
- b) Service provider will be expected to supply and deliver stationery upon receipt of an official purchase order, within twenty-four **(24) hours**.



## 6. PROJECT DELIVERABLES

### 6.1 Delivery and distribution

Orders must be delivered on-time and in full as per the quantity and delivery period specified.

### 6.2 Ordering

Supplier must be able to receive and respond to a request for quotation through email within four (4) hours during working hours (08h00 – 16h00, Monday – Friday, excluding public holidays).

- a) On confirmation of the quote and stock availability, the Department will issue Purchase Order.
- b) Purchase Order/s will be placed with Supplier from time to time **as and when goods/ items are required.**
- c) The Department reserve the right to place purchase orders until the last day of the contract for deliveries to be effected within the delivery period/ lead time specified beyond the expiry date of the contract under the same terms and conditions as agreed upon.
- d) Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for.

### 6.3 Geographical Area (for Office/s location)

- a) Bidder should have an existing office/branch in the Western Cape Province or have access to an office/branch in the Western Cape.
- b) Copy of company letterhead or utility bill indicating office address or a lease agreement signed by both the parties (lessor and lessee) will be accepted and must be attached on tender documents.

### 6.4 Quality of Photocopying Paper

It is a pre-requisite that the successful Bidder will supply Copy Paper to NDPWI which has been manufactured and supplied in compliance with the following weight specifications:

- ISO 140001 (Environmental Management System)
- ISO 9001 (Quality Management System)
- NDPW requires:
  - A4 80 g/m<sup>2</sup> quality copy paper
  - A3 80 g/m<sup>2</sup> quality copy paper
  - A1 80 g/m<sup>2</sup> quality plotter paper



## 7. SERVICE LEVELS

- An experienced and dedicated account representative will be required to work with NDPWI's Provisioning Administration
- NDPWI will have quarterly reviews with the Supplier's account representative during the contract period
- NDPWI reserve the right to request replacement of any member of the Supplier's team responsible for the NDPWI account. The reason(s) for such a request will be disclosed to the Supplier.
- Monthly consolidated Financial Reports (Age-analysis) will be submitted to NDPWI's Provisioning Administration.
- Initial quarterly meetings will be held with the successful service provider/s. In case of emergencies, either party may propose a meeting and both parties must reasonably avail themselves for such a meeting.
- NDPWI will return any wrong deliveries at the cost of the service provider
- Failure of the Supplier to comply with the stated service level requirements, which will be formalised during the contract processing phase by including Service Level Agreement (SLA), would give NDPWI the right to cancel the contract in accordance within the contract stipulation.

## 8. REGION- GEOGRAPHIC SCOPE OF DELIVERY OF SERVICE

Region	Address
NDPWI: Cape Town Regional Office	<b>Physical address:</b> Customs House Building, Lower Heerengracht Road, Foreshore. <b>Postal:</b> Private Bag X9027, Cape Town, 8000 Tel: (021) 402 2083: Email; Sibulele.Tyhomfa@dpw.gov.za



## 9. EVALUATION METHODOLOGY AND CRITERIA

NDPWI will utilise the following methodology and criteria in selecting a preferred Supplier 80/20 Preference points system shall be applicable to this request, and all bid offers received shall be evaluated based on the following criteria:

Preference points for this bid shall be awarded for:

- Price (80)
- BBBEE (20)

**9.1 Evaluation Stage One** – Compliance with administrative requirements will include the following;

- Whether the proposal has been lodged on time,
- Whether all returnable documents and schedules (where applicable) were completed, signed and returned by the closing date and time,
- Whether all the information as requested in the PA-04 have been submitted,
- Whether all the bid documentation has been duly signed by the Bidder,
- Whether the proposal contains a priced and signed bid offer as per Bid Offer Form

**Note:** *In this evaluation stage, all bidders that fail to provide the required information and documentation will be disqualified from further evaluation.*

### 9.2 Evaluation Stage Two

Evaluation Stage two 80 points will be allocated for the lowest price, and 20 points for the B-BBEE level status. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution as listed in the Standard Bid Documents.



## 10. CONDITIONS OF CONTRACT

- It is expected that all deliveries must be accompanied by an original invoice and a signed delivery note stating the official purchase order number against which the delivery has been effected.
- Should the Supplier fail to deliver within the required timeframe, the Department reserve the right to source items from other service providers and recover any difference in cost from the appointed service provider.
- Deliveries not complying with the official purchase order will be returned to the service provider at their own expense
- **NB:** Service providers must quote for all items as indicated on the list (**Annexure A**). Failure to quote for all items will lead to disqualification of proposal.
- Prices quoted must include VAT and with delivery cost included in the unit price.
- The Department reserves the right to conduct site visit/ inspection prior to the award.
- In case of emergency procurement, service provider should be able to deliver within 12 hours (between 08h00 -16h00 business hours) from receipt of an official purchase order.
- The bidder must be an official distributor or manufacturer of stationery and proof must be provided in this regard.
- Bidder must have an existing operating office/ branch within the Western Cape Province or have access to an office/branch in the above mentioned area.
- Bidder should be in possession of reliable Vehicle/s for delivery purposes. The vehicles must be registered under the name of the Director or the company. Or in case of leasing or renting agreement, the Bidder must attach a copy of lease agreement signed by both the parties (lessor and lessee).
- **NB:** Submission of completed and signed **Annexure B**: (references in relation to supply and delivery of office stationery).
- The Bidder should have a reliable land line and e-mail address for communication purposes.
- For effective service delivery and proper management of account, the Bidder should provide an experienced, reliable and dedicated Key Account Manager or Key Personnel to service the Department from Monday to Friday between 08H00 and 16H00, excluding public holidays.
- The appointment will be subjected to annual performance review.



- Supplier will be expected to sign a service level agreement (SLA) with the Department.
- Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances.

#### 11. Basis of Contract

- The general condition of contract (2010 version, issued by National Treasury) as supplemented by terms and condition set out in the terms of reference, shall constitute the basis of the contract between the parties.
- In the event of contradiction between the two documents Terms of Reference shall prevail.

#### 12. ANNEXURE A: PRICING GUIDELINES AND SCHEDULE

Bidders must read the pricing guideline in conjunction with the pricing schedule and to be completed and returned as a signed hard copy of **Annexure A- Pricing Schedule.**

##### Notes to Pricing Guidelines:

- Prices must be quoted in South African Rand. Inclusive of VAT.
- Bidders must quote for all items [Office Stationery and Copy Paper] or the Bid will be deemed non responsive.

##### 12.1 Pricing

- Prices on office stationery items must be fixed for the whole duration of the contract, and it's important that a prospective Bidder bear this in mind when setting up price for each item.
- Provision for price adjustment on copy paper, will be allowed after every six (6) months of the duration of contract, and will be linked to CPI + 1%. Prior notice for the proposed adjustment will be 4 (four) weeks.
- All prices quoted must be on a unit basis [i.e. price includes cost per unit to NDPWI], including VAT.
- Transport/ delivery must be included in the unit price of the items required.
- Bidders must quote on the exact terms, units of measure and quantity specified (i.e. ensure that if you are pricing a "box" or "pack" that your "box" or "pack" contains the same quantity of items as those listed). **Failure to comply with this instruction will disqualify a Bidder from consideration**



- When NDPWI refers to a patented product or the name of manufacturer or a certain trade mark or brand, it shall only be to indicate the type or quality of product required and not to limit competition to that particular brand.

### ANNEXURE A: PRICING SCHEDULE

#### Office Stationery Tender - 24 Months Contract

(NB: All pricing must be quoted in South African Rands and be inclusive of Value Added Tax (VAT) and delivery costs).

Item Description		Unit of issue (UOI)	Average quantity in unit of issue	Price per Unit of Measure	Total price (Inc. VAT)
<b>NO</b>	<b>EXAMPLE: (A4 Paper)</b>	<b>Box</b>	<b>1</b>	<b>R245,00</b>	<b>R 281,75</b>
<b>1</b>	<b>PHOTOCOPY PAPER -BOND (80 G/M<sup>2</sup>):</b>				
1.1	A4 photocopy paper, 80g/m2 (White)	Box	1		
1.2	A3 photocopy paper, 80g/m2 (White)	Ream	1		
1.3	A1 80 g/m <sup>2</sup> quality plotter paper	Roll	1		
<b>2</b>	<b>PENS AND PENCILS:</b>				
2.1	Bic Crystal Pen (Black, and other assorted colours (pack of 10)	Pack	1		
2.2	Traditional Pencils, HB (box of 12)	Box	1		
2.3	Pencil Eraser, white	Each	1		
<b>3</b>	<b>ENVELOPES:</b>				
3.1	A4 self-seal envelopes, no window (White and Brown)	Box	1		
3.2	A3 self-seal envelopes, no window (White and Brown)	Box	1		
3.3	A5 self-seal envelopes, no window (White and Brown)	Box	1		
<b>4</b>	<b>FILES AND DIVIDERS:</b>				
4.1	Mini Lever Arch Files, A4 Board 40mm pine ring, Rado cover locking system, metal compressor bar assorted colours (box of 10)	Box	1		



4.2	Lever Arch files, A4, Upright Board 70mm Spine ring, Rado cover locking system, metal compressor bar assorted colours (box of 10)	Box	1		
4.3	Lever Arch File A4 Upright Board - 80mm Spine ring, Rado cover locking system & metal compressor bar ((box of 10) Black	Box	1		
4.4	A4 Create-A-Cover Quotation Folder, PVC clear front cover with full clear pocket, Flexible 2 hole, 80mm quality filing mechanism (assorted colours)	Each	1		
4.5	Stow-A-Way Compartment Box (Holds 6 x A4 Lever Arch Files)	Each	1		
4.6	Collapsible Storage Box/ Tidy Files A4 Archive Box Kraft - Pack of 5	Pack	1		
4.7	Jumbo Document Storage Box/ Off-Site Storage Box with Lid 460L x 340W x 340D	Pack	1		
4.8	Flip File A4 Filing Pockets - Pack 100	Each	1		
4.9	File Dividers Bright Board 5 Pack	Pack	1		
4.10	Optiplan Heavyweight File A4 with flap and clip (pack of 25)	Pack	1		
<b>5 PUNCHERS AND STAPLERS:</b>					
5.1	1-hole punch, handheld, up to 25 sheets (Includes slide guide for accurate punching)	Each	1		
5.2	2-hole punch, handheld, up to 25 sheets (Includes slide guide for accurate punching)	Each	1		
5.3	Heavy duty 1 hole punch (up to 150 pages capacity or more)	Each	1		
5.4	Heavy duty 2 hole punch (up to 150 pages capacity or more)	Each	1		
5.3	Normal/ Half Strip Stapler Flat Clinch Stapling, Metal Body	Each	1		
5.4	Full Strip Stapler, 30 Sheet Capacity, Flat Clinch Stapling, Uses 24/6 and 26/6 Staples, Metal Body	Each	1		
5.5	Staples-uses 24/6 and 26/6 Staples (1000 Pieces)	Box	1		
5.6	Staples-for Half Strip Stapler	Box	1		
5.7	Normal Staple Remover - Black	Each	1		
5.8	Heavy Duty Staple Remover	Each	1		





<b>6</b>	<b>INSTRUCTION NOTES:</b>				
6.1	Post-It Flags 25.4 x 43.2mm 'Sign Here' Yellow Pack 2	Pack	1		
6.2	Stick Note Sign Here Assorted Neon Pop-Up Flags 45x12mm	Pack	1		
6.3	Adhesive Notes Pads 3x3 Size 5 Pads/ Pack	Pad/Pack	1		
6.4	Super Sticky Notes, 76mm x 76mm 6 pads, 90 sheets per pad - assorted colours	Pad/Pack	1		
<b>7</b>	<b>BOOKS:</b>				
7.1	Hardcover Counter book A4, Feint Ruled (192 pages)	Each	1		
7.2	A4 Exam pad (100 pages)	Each	1		
7.3	Writing A5 Shorthand Notebook -Top bound <b>(NO CENTER LINE)</b>	Each	1		
<b>8</b>	<b>PAPER CLIPS AND BINDERS:</b>				
8.1	Paper Binders-Grip Binders 25MM (Box of 100)	Box	1		
8.2	Paper Binders-Grip Binders 50MM (Box of 100)	Box	1		
8.3	Paper Binders-Grip Binders 75MM (Box of 100)	Box	1		
8.4	Standard paper clips 25mm (Box/Tub of 100)	Box	1		
8.5	Large paper clips 50mm (Box/Tub of 100)	Box	1		
8.6	Extra-Large paper clips 78mm - (Box/Tub of 50 clips)	Box	1		
8.7	Fold back clips 32mm (Box 12 )	Box	1		
8.8	Fold back Clips - 50mm (Box of 12)	Box	1		
<b>9</b>	<b>OTHER SUPPLIES:</b>				
9.1	12 Digit Medium Desktop Calculator	Each	1		
9.2	A4 Elite handwriting carbon paper - pack of 100 sheets - available in black or blue	Each	1		
9.3	Stamp Pad Endorsing Ink 30ml Black/ Red	Each	1		
9.4	Scissor 153mm- Stainless still blunt blade head	Each	1		
9.5	Pritt Glue Stick 43g	Each	1		



9.6	Prestik - 100g	Each	1		
9.7	Double-Sided Tape Roll - Easy Tear (18mm x 10m)	Each	1		
9.8	Sello-tape - Buff Packaging Tape Brown or Clears	Each	1		
9.9	Ruler 30cm/ 300mm (Shatterproof)	Each	1		
9.10	White Board Makers –pack of 6 (assorted colours)	Pack	1		
9.11	Art line 700 Permanent markers	Pack	1		
9.12	Art line 90 Permanente markers	Pack	1		
9.13	Highlighters in pack of 5 (assorted colours)	Pack	1		
9.14	Laminating pouches - A4 Size	Pack	1		
9.15	Elastic Rubber bands Medium	Pack	1		
9.16	Elastic Rubber bands Large	Pack	1		
9.17	Elastic Rubber bands Extra Large	Pack	1		
9.18	Clear Book Bag PVC with zip	Each	1		
9.19	Fingeretts -Medium, Large & Extra-large (Rubber finger cone with rough finishing for easy counting or paging through paper).	Each	1		
9.20	A4 Diaries- week to view format	Each	1		
9.21	A5 diaries- week to view format	Each	1		
<b>TOTAL COST (ITEMS TO BE ADDED)</b>				R	R

**PLEASE NOTE THE FOLLOWING:**

- All items must be priced or the bid will be deemed non-response
- Quantities provided in the pricing schedule are indicative only, Not a commitment by NDPWI to purchase these quantities over the contract period and are thus for evaluation purpose only.
- All pricing must be quoted in South African Rands and be inclusive of Value Added Tax (VAT) and delivery costs.
- *Total Price of items to be carried over to PA32.*

e) The request for stationery will be made to the winning bidder **“as and when goods/ items are required.”**



## 12.2 Billing and payment terms

- Billing must be processed per individual cost centre as provided by NDPWI.
- The order number, banking details etc. and account number must appear on all invoices and statements.
- NDPWI invoicing and payment terms shall be in accordance with NDPWI Standard Terms and Conditions of Contract.
- All billing invoices submitted to NDPWI must be accompanied by a signed delivery note.



13.

**Annexure B – References in relation to the supply & delivery of office stationery**

NOTE: (TO BE COMPLETED BY BIDDER'S REFERENCES)

Bidder's name: .....

**1. PROFESSIONALISM AND CONDUCT OF DELIVERY TEAM MEMBERS ASSIGNED:**

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

**2. QUALITY OF ITEMS:**

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

**3. PUNCTUALITY OF DELIVERIES:**

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

**4. CONFORMANCE TO REQUIRED SPECIFICATIONS:**

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

**5. OVERALL SATISFACTION OF THE SERVICE AND DELIVERABLES RECEIVED:**

Excellent	Good	Satisfactory	Fair	Poor
5	4	3	2	1

.....  
Name & Surname of delegated authority

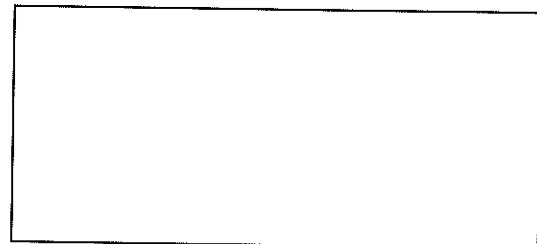
.....  
Capacity/ Position

Signature.....

Company Name:.....

Date:.....

Note: Referee' official Company Stamp





14.

### CERTIFICATION BY BIDDER

I \_\_\_\_\_ (name) in my capacity as \_\_\_\_\_ (position) of  
\_\_\_\_\_ (name of company)

Herewith confirm that we comply with the NDPWI requirements as explained in the Terms of Reference and warrant that we have the capacity to deliver all the RFP items to the NDPWI Cape Town Region \_\_\_\_\_.

.....

**SIGNATURE**