

# BID DOCUMENT

**THE SUPPLY AND DELIVERY OF SCHOOL STATIONERY PACKS AT SCHOOLS IN ALL DISTRICTS IN THE FREE STATE PROVINCE FOR SCHOOLS UNDER SECTION 20**

**PERIOD: FROM DATE OF APPROVAL TO 2026/27 (THREE YEAR CONTRACT)  
FINANCIAL YEAR 2024/25 STARTING DELIVERY IN 2024 FOR ACADEMIC YEAR 2025  
FINANCIAL YEAR 2025/26 STARTING DELIVERY IN 2025 FOR ACADEMIC YEAR 2026  
FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027**

**BID NUMBER:** E24/2023/2024

**CLOSING DATE:** 8 MARCH 2024

**TIME:** 11:00

**VALIDITY PERIOD:** 120 DAYS

**BRIEFING SESSION:** No briefing session will be conducted.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



## DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### SECTION 1

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.1: Price Schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 5: NIP declaration
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

### SECTION 2

- ❖ Standard Conditions of Bid

### SECTION 3

- ❖ Special Conditions of Contract
- ❖ Functionality Criteria

### SECTION 4

- ❖ Dividers for attachments
- ❖ Joint Venture Annexure
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

### SECTION 5 (PART TWO OF THE BID DOCUMENT)

- ❖ Specification and excel PRICING SCHEDULE

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## **LIST OF RETURNABLE DOCUMENTS**

|   |
|---|
| <b>THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:</b> |
| <b>Bid Document:</b>  |
| SBD 1: Invitation to Bid  |
| SBD 3.1: Pricing schedule   |
| SBD 4: Declaration of Interest                                      |
| SBD 5: NIP declaration  |
| SBD 6.1: Preference Points Claim Form in terms of the PPR 2022      |

|  |
|--|
| <b>ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:</b> |
| Documentation for evaluation on Functionality Criteria     |
| Documentation to claim points for Specific Goals           |

|  |
|--|
| <b>ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:</b>                     |
| Priced and signed pricing schedule (Part 2 of bid document: excel spreadsheet) |

|                       |                  |             |
|-----------------------|------------------|-------------|
|                       |                  |             |
| <b>Name of Bidder</b> | <b>Signature</b> | <b>Date</b> |

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| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Contractor  | Witness 1   | Witness 2   | Employer    | Witness 1   | Witness 2   |



# SECTION 1

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**SBD 1**

**PART A  
INVITATION TO BID**

|   |   |               |   |   |  |
|---|---|---------------|---|---|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>  |   |               |   |   |  |
| BID NUMBER:   | <b>E24/2023/2024</b>  | CLOSING DATE: | <b>8 MARCH 2024</b>   | CLOSING TIME:   | <b>11:00</b>   |
| DESCRIPTION:  | <b>THE SUPPLY AND DELIVERY OF SCHOOL STATIONERY PACKS AT SCHOOLS IN ALL DISTRICTS IN THE FREE STATE PROVINCE FOR SCHOOLS UNDER SECTION 20</b>   |               |   |   |  |
| PERIOD:   | <b>PERIOD: FROM DATE OF APPROVAL TO 2026/27 (THREE YEAR CONTRACT)<br/>FINANCIAL YEAR 2024/25 STARTING DELIVERY IN 2024 FOR ACADEMIC YEAR 2025<br/>FINANCIAL YEAR 2025/26 STARTING DELIVERY IN 2025 FOR ACADEMIC YEAR 2026<br/>FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027</b> |               |   |   |  |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>  |   |               |   |   |  |
| BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT:<br><b>N8 Gateway Office Park, Plot 22<br/>C/O Rudolf Greyling &amp; AW Louw Avenue<br/>Estoire, BLOEMFONTEIN, 9301<br/>THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3</b> |   |               |   |   |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |   |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |   |  |
| CONTACT PERSON  | <b>K Rampai</b>   |               | CONTACT PERSON  | <b>M Jacobs</b>   |  |
| TELEPHONE NUMBER  | <b>051-4041873</b>  |               | TELEPHONE NUMBER  | <b>051-4048867//<br/>071 868 0209</b>   |  |
| E-MAIL ADDRESS  | <b><a href="mailto:K.Rampai@fseducation.gov.za">K.Rampai@fseducation.gov.za</a></b>   |               | E-MAIL ADDRESS  | <b><a href="mailto:maryna.jacobs@fseducation.gov.za">maryna.jacobs@fseducation.gov.za</a></b> |  |
| <b>SUPPLIER INFORMATION</b>   |   |               |   |   |  |
| NAME OF BIDDER  |   |               |   |   |  |
| POSTAL ADDRESS  |   |               |   |   |  |
| STREET ADDRESS  |   |               |   |   |  |
| TELEPHONE NUMBER  | CODE  |               | NUMBER  |   |  |
| CELLPHONE NUMBER  |   |               |   |   |  |
| FACSIMILE NUMBER  | CODE  |               | NUMBER  |   |  |
| E-MAIL ADDRESS  |   |               |   |   |  |
| VAT REGISTRATION NUMBER   |   |               |   |   |  |
| SUPPLIER COMPLIANCE STATUS  | TAX COMPLIANCE SYSTEM PIN:  |               | OR  | CENTRAL SUPPLIER DATABASE No:   | MAAA.....  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]  |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? |   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |

|             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Contractor  | Witness 1   | Witness 2   | Employer    | Witness 1   | Witness 2   |

|  |  |  |  |
|--|--|--|--|
| OFFERED?   |  |  |  |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |  |  |  |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?   |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO |  |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW |  |  |  |

## 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 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).  |
| <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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.  |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.   |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.  |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                  |

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

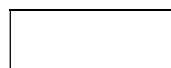
**SIGNATURE OF BIDDER:**

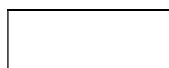
**CAPACITY UNDER WHICH THIS BID IS SIGNED:**

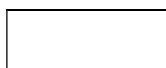
(Proof of authority must be submitted e.g. company resolution) .....

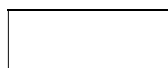
**DATE:**

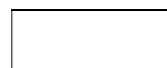
.....

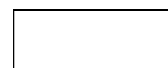
  
Contractor

  
Witness 1

  
Witness 2

  
Employer

  
Witness 1

  
Witness 2

## SBD 3.1

### PRICING SCHEDULE – FIRM PRICES

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

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

|   |                                  |
|---|----------------------------------|
| Name of bidder.....                       | Bid number: <b>E24/2023/2024</b> |
| Closing Time <b>11H00 on 8 MARCH 2024</b> |                                  |

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

| BID NUMBER    | DESCRIPTION   |
|---------------|---|
| E24/2023/2024 | THE SUPPLY AND DELIVERY OF SCHOOL STATIONERY PACKS AT SCHOOLS IN ALL DISTRICTS IN THE FREE STATE PROVINCE FOR SCHOOLS UNDER SECTION 20  |
| PERIOD        | FROM DATE OF APPROVAL TO 2026/27 (THREE YEAR CONTRACT)<br>FINANCIAL YEAR 2024/25 STARTING DELIVERY IN 2024 FOR ACADEMIC YEAR 2025<br>FINANCIAL YEAR 2025/26 STARTING DELIVERY IN 2025 FOR ACADEMIC YEAR 2026<br>FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027 |
| PRICE         | PLEASE COMPLETE EXCELL PRICING SCHEDULE AND ATTACH SIGNED HARD COPIES WITH CAPTURED PRICES WITH THE BID DOCUMENT  |
| QUANTITIES    | AS REQUIRED   |

Does offer comply with specification? \*YES/NO (Make an x on your answer)

If not to specification, indicate deviation(s) .....

Is price Firm for contract period \*YES/NO (Make an x on your answer)

Delivery basis (all delivery costs **must** be included in the bid price) .....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

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

**YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

|             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Contractor  | Witness 1   | Witness 2   | Employer    | Witness 1   | Witness 2   |



## SBD 4

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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<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.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any 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**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

SBD 5

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## 2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## 3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid / contract number.
  - Description of the goods, works or services.
  - Date on which the contract was accepted.
  - Name, address and contact details of the government institution.
  - Value of the contract.
  - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## 4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ..... Closing date:.....

Name of bidder.....

Postal address .....

.....

Signature..... Name (in print).....

Date.....

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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

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

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## 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:

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 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:

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

Where

$P_s$  = Points scored for price of tender under consideration

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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
- 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<br>(80/20 system)<br>(To be completed by the organ of state)                                | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|--|--|---|
| HDI: Race: Black owned:  | 10 points :<br>(1%-25% black owned= 3 points<br>26%-50% black owned= 5 points<br>51% and more black owned = 10 points) |   |
| Promotion of enterprises located in a specific province (Free State based companies) | 10 points  |   |

#### 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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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

[TICK APPLICABLE BOX]

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

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

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# SECTION 2

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## STANDARD BID CONDITIONS

### 1. PRICING SCHEDULE

1.1 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.

1.2 The pricing schedule **must** be completed in full.

1.3 Prices of bids must be provided per pack and must include all items and quantities as stipulated on the pricing schedule.

1.4 Service providers must ensure correct calculations as the department will not take responsibility for incorrect prices.

#### 1.5 Pricing on excel spreadsheet:

The department issued a pricing schedule/specification on an excel spreadsheet (available as part two of the bid document on e-portal) as a soft copy on which prices must be captured/typed.

| PRICING ON EXCEL SPREADSHEET   | SUBMIT   |
|--|--|
| <p><b>All PACKS</b> should be priced on the excel spreadsheet.</p> <p>The price per pack should be all inclusive.</p> <p>The soft copy of the excel spreadsheet/pricing schedule should be used to do pricing. Prices should be typed/captured on the excel spreadsheet/pricing schedule which includes formulas for calculation of total amounts.</p> | <p>The following to be submitted:</p> <ul style="list-style-type: none"> <li>• <b>Printed and signed hard copy</b> of captured prices on pricing schedule (excel spreadsheet)</li> </ul> <p><b><u>CONDITIONS ON PRICING:</u></b></p> <ul style="list-style-type: none"> <li>❖ Failure to price/quote on <u>ALL PACKS</u> will lead to disqualification of the offer.</li> <li>❖ No hand written prices on the spreadsheet (pricing schedule) will be accepted.</li> </ul> <p>(It is preferable (but not compulsory) that the Service Provider also submit the pricing schedule with captured prices on a disk or USB stick. Please ensure that the pricing schedule saved on the USB stick is the same than these on the hard copy submitted with the document. The USB stick should be clearly labelled and placed in an envelope showing the company's name and stapled together with the bid document.)</p> |

Contractor

Witness 1

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Employer

Witness 1

Witness 2

## 2. COMPLETION AND SUBMITTING OF BID DOCUMENT

### A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED

#### 2.1 SBD 1:

The **SBD 1** (Bid Invitation Form) to be completed in full and signed.

#### 2.2 SBD 4:

The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4. Failure to complete and sign the SBD 4 may disqualify your offer.

#### 2.3 SBD 5:

The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.

#### 2.4 SBD 6.1:

The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed.

### B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**

2.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.

2.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

### C. BID FORMS

2.8 The bid forms should not be retyped or redrafted.

2.9 Only the bid documents issued by the Department of Education Free State must be used.

2.10 Bid documents to be completed in full.

2.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

### D. SUBMITTING OF BID DOCUMENTATION

2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.

2.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

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Contractor

Witness 1

Witness 2

Employer

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Witness 2

**Department of Education  
Acquisition Management Sub-Directorate  
N8 Gateway Office Park  
Plot 22  
C/O Rudolf Greyling & AW Louw Avenue  
Estoire  
BLOEMFONTEIN  
9301**

**THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3**

**The bid number and closing date must be clearly indicated on the sealed envelope.**

- 2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.
- 2.16 Bid documents can be **downloaded** from the National Treasury eTender Publication Portal free of charge at the following address:

<http://www.etenders.gov.za>

(Click then on *Opportunities* and choose *Currently Advertised*) -

**OR**

<http://www.education.fs.gov.za>

(Click on Budget & Procurement and choose bids and then bid documents.)

**3. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

**4. NO BRIEFING SESSION WILL BE CONDUCTED.**

**5. FUNCTIONALITY**

The Department reserves the right to request a presentation should the need arise for this bid.

**\*\*A bidder who scored less than 35 OUT OF 50 POINTS on the total functionality points will automatically be disqualified.**

**6. EVALUATION ON PRICE AND PREFERENCE (80/20) preference point system)**

- 6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

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“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. “

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

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

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

- 6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.
- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.
- 6.4 Only Bidders who have completed and signed SBD 6.1 AND who submitted the relevant proof for specific goals will be considered for preference points.
- 6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.
- 6.6 **Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 7. **SPECIFIC GOALS**

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

| Specific goal   | Total Number of Points allocated per preference point system                                   | Documents that should be attached in order to claim points   |
|---|--|--|
| <b>Historically Disadvantaged Individual (HDI):<br/>Race: Black owned</b> | <b>10 points</b><br><br><b>(1%-25% black owned=</b><br><b>3 points</b><br><b>26%-50% black</b> | <ul style="list-style-type: none"> <li>Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit.</li> </ul> |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

|   |  |  |
|---|--|--|
|   | owned=<br>5 points<br>51% and more black<br>owned = 10 points) |  |
| The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province:<br>Locality:<br>Free State based | 10 points  | <p>Municipal/water/electricity account of the bidder's premises:</p> <ul style="list-style-type: none"> <li>The account must be in the bidders name/Directors' name/s.</li> <li>The account should not be older than 3 months</li> </ul> <p style="text-align: center;"><u>Or</u></p> <p>SIGNED Lease agreement:</p> <p>In case of lease agreement, the following should be submitted with the lease agreement:</p> <ul style="list-style-type: none"> <li>Certified copies of invoices (from Lessor) for the last three consecutive months; and</li> <li>Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.</li> </ul> |

## 8. JOINT VENTURE AGREEMENT

- 8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a **joint venture agreement should be submitted together with the bid.**
- 8.2 **Kindly complete attached Joint Venture Annexure (if you bid as a Joint Venture).**
- 8.3 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium will render the bid non-responsive and your offer will be disqualified.**
- 8.3 Individual entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD.
- 8.4 It is expected that a joint venture/consortium should open a joint bank account. Proof of the bank account should be submitted within 30 days after the awarding of the contract.
- 8.5 A Joint Venture or consortium must submit a consolidated B-BBEE status level verification certificate/sworn affidavit in order to claim points for specific goals.

## 9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**10. LEGISLATION / LAWS**

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

**11. VALIDITY PERIOD OF BID**

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(120 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

**12. QUANTITIES**

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

**13. SPECIFICATION – BIDDERS RESPONSE**

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

**14. QUALIFICATIONS OF BIDDERS**

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department will disqualify any bid from a bidder whose name appears on the national list of restricted bidders/suppliers/persons.
- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

**15. COMPLIANCE TO CONTRACT**

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.
- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**16. JOB CREATION**

16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:

\_\_\_\_\_

16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:

\_\_\_\_\_

16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

**17. CENTRAL SUPPLIER DATABASE (COMPULSORY)**

*Please note that bidders should be registered on the Central Supplier Database.*

**PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.**

**18. LOCAL CONTENT**

Service providers are being encouraged to make use of local production and local content.

**19. MAXIMUM DELIVERY PERIOD**

As indicated in specification.

**20. PENALTIES**

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

**21. SUCCESSFUL BIDDERS**

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY  
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

**23. VALID TAX MATTERS**

It is a condition that the Tax matters of the successful bidder/s are in order.

**24. SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the 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.

**25. DECLARATIONS**

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**26. THE BIDDER MUST COMPLETE THE FOLLOWING:**

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of  
\_\_\_\_\_(Company), hereby certifies that I take note and accept the  
above-mentioned Standard Conditions, Special Conditions of the Contract and the General  
Conditions of a Contract. I further declare that the information submitted is correct.

\_\_\_\_\_

**SIGNATURE**

Contact person of company: \_\_\_\_\_

Tel. of company: (\_\_\_\_)\_\_\_\_\_

Fax of company: (\_\_\_\_)\_\_\_\_\_

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# SECTION 3

## SPECIAL CONDITIONS OF CONTRACT

### SPECIAL CONDITIONS

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- 1.1 Quality items must be delivered directly to schools.
- 1.2 Items must be packaged per learner per grade and a list per package which indicate the specifics of items to be included in the package with the quantities.

**1.3 SAMPLES (COMPULSORY TO SUBMIT)**

- 1.3.1 Samples of ALL requested stationery items (as indicated in paragraph 1.3.12), must be submitted with the bid.
- 1.3.2 Samples shall be dispatched to the address mentioned in the bid documents so as to reach the department **on the closing date and time of the bid.**

**NB:** Failure to submit ALL required **samples** within the specified time, and as specified in the required specification and according to required dimensions, will lead to automatic disqualifications of your bid.

- 1.3.3 All samples provided will be for the account of the bidder.
- 1.3.4 **Bid documents shall not be included in parcels containing samples and samples must not be included in the bid document. (Samples and bid documentations must be separate.)**
- **Bid documents** (i.e. SBD forms, pricing schedule, documentation to claim points for specific goals and documents submitted for functionality evaluation) should be deposited in the **Bid Box** situated at N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire BLOEMFONTEIN 9301.  
Please note the bid box is next to Entrance 3
  - **Samples** should be submitted to N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire BLOEMFONTEIN 9301.

**For attention: Ms Nolene Kurrama - Room 16.**

**NB:** Bidders should ensure that they sign the sample register when samples are submitted.

- 1.3.5 Samples must comply with the specifications as well as the following requirements:
- a. Samples should be **clearly marked**
  - b. Each sample must be **clearly labelled indicating:**
    - i. the trade name of company (bidder)
    - ii. the bid number

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

iii. the alphabetic item as indicated in paragraph 1.3.12

(If the above i-iii is not clearly indicated your sample will be disqualified.)

- 1.3.6 Where a contract (bidder) is awarded on the grounds of evaluation of a representative sample, such sample will be kept for the contract period and will be regarded as the contract sample. Unsuccessful bidders will be called upon to remove their samples at their own cost.
- 1.3.7 Service provider/s (A Bidder/bidders) must ensure that they deliver same items with the same quality as their supplied samples. Failure to do so will result in to contract be terminated and legal action (taken or instituted) against the service provider.
- 1.3.8 Although precautions will be taken to safe-guard samples the Department accepts not responsibility for the samples, which may be damaged during the evaluation process or may be lost.
- 1.3.9 Samples shall be supplied by a bidder at his/her own expense and risk.
- 1.3.10 All samples provided, which must be returned to the bidders must be removed on request of the Department at the bidders own expense and risk within the specified period. On failing to comply with, the bidder will forfeit ownership and the sample shall forthwith be disposed of at the discretion of the Department.
- 1.3.11 The sample and the brand/model name as indicated on the under-mentioned table should be the same.
- 1.3.12 **Samples must be submitted for the following items as indicated below:**

| <i>Item to be marked on sample when submitted</i> | ITEM QUALITY DESCRIPTION   | INDICATE BRAND/MODEL OF SUBMITTED SAMPLE |
|---|--|--|
| <b>Item A:</b>                                    | HB Pencil: Good quality, Blacklead, the wood must not be spongy, but should shave off clearly when sharpened on a rotary sharpener         |  |
| <b>Item B:</b>                                    | 2H Pencil: Good quality, Blacklead, the wood must not be <b>spongy</b> , but should shave off clearly when sharpened on a rotary sharpener |  |
| <b>Item C:</b>                                    | Crayon Jumbo, Wax Type, Easy Grip, Non-toxic, Assorted Colours, Large, pack of 12  |  |
| <b>Item D:</b>                                    | Crayon, Wax Type, Easy Grip, Non-toxic,  |  |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

|                |  |  |
|----------------|--|--|
|                | Assorted Colours, Medium, pack of 12   |  |
| <b>Item E:</b> | Crayon, Pencil Type, Large Size Barrels, Easy Grip, Half Size (3&1/2 Long), Assorted Colours, Pack of 12 |  |
| <b>Item F:</b> | Modelling Clay: 500g, plasticine, mixed colours of 5, according to the latest SABS specification         |  |
| <b>Item G:</b> | Glue Stick: Size 40g, non-toxic, (3 year shelf life)   |  |
| <b>Item H:</b> | Chalk, School Grade, Dustless (Calcium Carbonate), Erase Easily, Assorted Colours, Non toxic, Box of 100 |  |
| <b>Item I:</b> | Pencil Sharpener: 2-hole sharpener with high quality sharpening blades                                   |  |

1.3.13 Even though the items of samples to be submitted are repeating in the different packages only one sample as per items above (Items A-I) must be submitted.

1.3.14 Samples that do not comply with quality described above will lead to disqualification of your offer.

#### 1.4 PRICING STRUCTURE

Delivery costs must be included on prices as items will be delivered direct to schools and school's address list will be provided.

*Prices quoted must be an all-inclusive delivered price taking into account product price, management fee, picking and packaging, warehousing, warehouse management system and distribution to the various schools in the Free State Province.*

Prices must be completed on the fields provided for in the pricing schedule.

1.4.1 Final list of schools will be provided to the appointed service provider/s.

1.4.2 Delivery should take place within 30 days upon the receipt of an official government order.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**1.4.3 The Department reserve the right to appoint one or more service providers to render the service required. (see 1.4.6 below).**

**1.4.4 In cases where more than one service provider is appointed, the Department reserve the right to negotiate better prices with the service provider/s.**

**1.4.5 Service Provider must price on all items and failure to do so will lead to disqualification.**

#### **1.4.6 Municipalities**

| Municipality     | Schools       | Learners     |  | Municipality    | Schools  | Learners     |
|------------------|---------------|--------------|--|-----------------|----------|--------------|
| Dhlabeng         | 11            | 1 502        |  | Kopanong        | 1        | 122          |
| Phumelela        | 1             | 88           |  | Letsemeng       | 2        | 140          |
| Maluti A Phofung | 1             | 172          |  | Mohokare        | 1        | 318          |
| Setsoto          | 5             | 296          |  | Tokologo        | 1        | 796          |
| <b>Total</b>     | <b>18</b>     | <b>2 058</b> |  | <b>Mantsopa</b> | <b>2</b> | <b>119</b>   |
|                  |               |              |  | <b>Total</b>    | <b>7</b> | <b>1 495</b> |
| Municipality     | Schools       | Learners     |  |                 |          |              |
| Moqhaka          | 2             | 571          |  | Municipality    | Schools  | Learners     |
| Ngwathe          | 1             | 344          |  | Mangaung        | 9        | 828          |
| Metimaholo       | 5             | 4 041        |  | <b>Total</b>    | <b>9</b> | <b>828</b>   |
| Nketoana         | 2             | 237          |  |                 |          |              |
| Nala             | 1             | 73           |  | Municipality    | Schools  | Learners     |
| Mafube           | 1             | 159          |  | Matjhabeng      | 3        | 392          |
| <b>Total</b>     | <b>12</b>     | <b>5 425</b> |  | Tswelopele      | 4        | 583          |
|                  |               |              |  | Masilonyana     | 2        | 76           |
|                  |               |              |  | <b>Total</b>    | <b>9</b> | <b>1 051</b> |
|                  |               |              |  |                 |          |              |
| <b>School</b>    | <b>55</b>     |              |  |                 |          |              |
| <b>Learners</b>  | <b>10 857</b> |              |  |                 |          |              |

**1.4.6.1 The number of schools and learners are subjected to change.**

**1.4.7 The stationery is going to benefit an estimated number of 10 857 learners from 55**

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|   |  |  |   |  |  |
|---|--|--|---|--|--|
| <div style="border: 1px solid black; height: 30px; width: 100%;"></div><br>Contractor | <div style="border: 1px solid black; height: 30px; width: 100%;"></div><br>Witness 1 | <div style="border: 1px solid black; height: 30px; width: 100%;"></div><br>Witness 2 | <div style="border: 1px solid black; height: 30px; width: 100%;"></div><br>Employer | <div style="border: 1px solid black; height: 30px; width: 100%;"></div><br>Witness 1 | <div style="border: 1px solid black; height: 30px; width: 100%;"></div><br>Witness 2 |
|---|--|--|---|--|--|



**section 20** schools as shown in the table below. Stationery will each year be determined from the EMIS data.

| <u>DESCRIPTION</u>                 |                     | <u>Year 1</u><br><u>2024</u> | <u>Year 2</u><br><u>(estimate)</u><br><u>2025</u> | <u>Year 3</u><br><u>(estimate)</u><br><u>2026</u> |
|------------------------------------|---------------------|------------------------------|---|---|
|                                    |                     |                              |   |   |
| INDICATION OF<br>NUMBER OF SCHOOLS | SECTION 20          | 55                           | 55  | 55  |
|                                    |                     |                              |   |   |
|                                    | <b><u>TOTAL</u></b> | <b>55</b>                    | <b>55</b>   | <b>55</b>   |

1.4.8 The table below indicates the number of learners in the 55 schools over 3 years.

- In the Year 1 is the number of learners as confirmed and verified by SASAMS.
- The number of learners for Year 2 and Year 3 are estimated in order to accommodate new schools.
- The procurement of stationery for Year 1, Year 2 and Year 3 will be subject to availability of funds.

| <u>DESCRIPTION</u>     |                     | <u>Year 1</u><br><u>2024</u> | <u>Year 2</u><br><u>(estimate)</u><br><u>2025</u> | <u>Year 3</u><br><u>(estimate)</u><br><u>2026</u> |
|------------------------|---------------------|------------------------------|---|---|
| LEARNERS:<br>PRIMARY   | SECTION 20          | 8 422                        | 9 264   | 10 191  |
| LEARNERS:<br>SECONDARY | SECTION 20          | 2435                         | 2 679   | 2 946   |
|                        |                     |                              |   |   |
|                        | <b><u>TOTAL</u></b> | <b>10 857</b>                | <b>11 943</b>                                     | <b>13 137</b>                                     |

## 1.5 PACKAGING AND DELIVERY

- 1.5.1 The successful bidders (contractors) are responsible for packaging, packing, loading, delivery and off-loading of supplies at his/her own costs and in such a manner as to ensure that there is no loss or damage in transit.
- 1.5.2 The stock (consignment in transit) is the responsibility of the service provider (bidder) until it is received by the Department in good order. Items damaged during the process of packing and transit will not be accepted. Damaged items are to be replaced at the cost of the supplier (bidder).

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- 1.5.3 The successful bidders will be responsible for safekeeping of stock in transit.
- 1.5.4 The department reserves the right to use other companies (bidders) in the event the appointed bidder is defaulting to render the required service.
- 1.5.5 Service provider (bidder) will not be appointed per package but will be appointed on the complete total set of packages to be delivered to the 55 schools.

**Failure to comply with any of the special conditions will invalidate your bid.**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# FUNCTIONALITY

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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## EVALUATION / ADJUDICATION CRITERIA: E24/2023/2024

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1. The bid will be evaluated as follows:
  - 1.1 Assessment on Functionality (**Separate from price**): **50** points
  - 1.2 Assessment on price: **80** points
  - 1.3 Specific goals: **20** points
2. The value of this bid is estimated to under R50 000 000 and therefore the **80/20** system shall be applicable.
3. **FUNCTIONALITY CRITERIA**  
All bids will be subject to **functionality criteria** and will be required to achieve a minimum of **score minimum of 35 points for functionality** in total to be further evaluated for price.

**NB: Bidders who score below 35 Points out of 50 Points in the assessment of functionality will not be considered.**

**All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation.** Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| FUNCTIONAL CATEGORY   | MAXIMUM POINTS<br>TOTAL =13 POINTS   | ALLOCATED POINTS/ | DOCUMENTARY PROOF IN ORDER TO<br>CLAIM POINTS  | COMMENTS/CHECK LIST   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
|---|--|-------------------|--|---|--|-----|----|---|--|--|---|-----|----|---|-----|----|------------------|-----|----|---|-----|----|--------------------|-----|----|
| CAPABILITY AND<br>CAPACITY FOR<br>SIMILAR<br>GOODS/SERVICES<br>(LEARNER AND<br>TEACHER SUPPORT<br>MATERIAL)                                 | Total = 18 Points  |                   |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
|   | <u>Signed Appointment letter/<br/>proof of contractual<br/>agreement/ purchase orders</u>  |                   | <u>ANNEXURE A 1</u><br>Signed Appointment letter/proof of contractual agreement/purchase order (reflecting the name of the bidder) for similar service/goods (learner and teacher support material)  | <u>APPOINTMENT LETTER/CONTRACTUAL AGREEMENT/PURCHASE ORDER attached?</u><br><br><table><tr><td>YES</td><td></td><td>NO</td><td></td></tr></table>   | YES  |     | NO |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
|   | YES  |                   | NO   |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
|   | 1 Appointment letter/ 1 proof of contractual agreement/ 1 purchase order which stipulate a value of delivery from at least R1 million up to R2 million | → 1 point         | The appointment letter/contractual agreement /purchase order should: <ul style="list-style-type: none"><li>Be on the letterhead of the department/company and in case of purchase order the department should be reflected</li><li>Should indicate the description/details</li></ul> | <u>IS FOLLOWING INDICATED?</u> <table><tr><td>Is letter/purchase order/contractual agreement signed?</td><td>YES</td><td>NO</td></tr><tr><td>Is name of company that bid reflecting?</td><td></td><td></td></tr><tr><td>On letter head/indication of department/company that ordered?</td><td>YES</td><td>NO</td></tr><tr><td>Is description of goods delivered/service rendered indicated and is it for relevant/similar goods/services?</td><td>YES</td><td>NO</td></tr><tr><td>Contact details?</td><td>YES</td><td>NO</td></tr><tr><td>Date of appointment/date of order indicated?<br/>Date: _____</td><td>YES</td><td>NO</td></tr><tr><td>Value of contract:</td><td>YES</td><td>NO</td></tr></table> | Is letter/purchase order/contractual agreement signed? | YES | NO | Is name of company that bid reflecting? |  |  | On letter head/indication of department/company that ordered? | YES | NO | Is description of goods delivered/service rendered indicated and is it for relevant/similar goods/services? | YES | NO | Contact details? | YES | NO | Date of appointment/date of order indicated?<br>Date: _____ | YES | NO | Value of contract: | YES | NO |
|   | Is letter/purchase order/contractual agreement signed?   | YES               | NO   |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| Is name of company that bid reflecting?   |  |                   |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| On letter head/indication of department/company that ordered?   | YES  | NO                |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| Is description of goods delivered/service rendered indicated and is it for relevant/similar goods/services?                                 | YES  | NO                |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| Contact details?  | YES  | NO                |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| Date of appointment/date of order indicated?<br>Date: _____   | YES  | NO                |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| Value of contract:  | YES  | NO                |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| 1 Appointment letter/ 1 proof of contractual agreement/ 1 purchase order which stipulate a value of delivery above R2 million to R5 million | → 3 points   |                   |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| 1 Appointment letter/ 1 proof of contractual agreement/ 1 purchase order which stipulate a value of delivery above R5 million to R8 million | → 6 points   |                   |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |
| 1 Appointment letter/ 1 proof of contractual agreement/ 1 purchase order which stipulate  | → 9 points   |                   |  |   |  |     |    |   |  |  |   |     |    |   |     |    |                  |     |    |   |     |    |                    |     |    |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. E24/2023/2024

Portion 1: Tender

Part T2.1: Returnable Documents



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| <p>a value of more than R8 million</p> <p><b>SIGNED Reference letter which stipulate a minimum value of:</b></p> <p>1 Letter which stipulate a value of delivery from at least R1 million up to R2 million</p> <p>1 Letter which stipulate a value of delivery above R2 million to R5 million</p> <p>1 Letter which stipulate a value of delivery above R5 million to R8 million</p> <p>1 Letter which stipulate a value of delivery above R8 million</p> | → 1 point  | <p><b>ANNEXURE A 2</b></p> <p><u>Signed letters from referees (corresponded with the appointment letter/s) for relevant services (learner and teacher support material) rendered</u></p> <p><i>Each letter must comply with <b>all</b> the under-mentioned criteria for points to be allocated:</i></p> <ul style="list-style-type: none"> <li>✓ <b>Date</b> of letters should <b>not be older than 5 years</b></li> <li>✓ Letters should be on <b>official letterhead/s of institution</b> to whom services were rendered/project was carried out.</li> <li>✓ <b>Quality of service</b> must be stipulated.</li> <li>✓ <b>Value of service</b> must be stipulated</li> </ul> <p><b>The reference letters should make reference to the company that bid.</b></p> | <p>R _____</p> <p><b>POINTS SCORED</b></p> | <p>_____/9</p> |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
|---|--|--|--|----------------|--|-----|----|--|--|--|-------------------|--|--|---|--|--|---------------------|--|--|--|
|   | <p><b>REFERENCE LETTERS attached?</b></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>  |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
|   | <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Does letters correspond with the appointment letters/purchase orders/contractual agreement</td> <td></td> <td></td> </tr> <tr> <td>IS LETTER SIGNED?</td> <td></td> <td></td> </tr> <tr> <td>DOES LETTER MAKE REFERENCE TO COMPANY THAT BID?</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>DESCRIPTION:</b></td> </tr> </tbody> </table> |  |  |                |  | YES | NO | Does letters correspond with the appointment letters/purchase orders/contractual agreement |  |  | IS LETTER SIGNED? |  |  | DOES LETTER MAKE REFERENCE TO COMPANY THAT BID? |  |  | <b>DESCRIPTION:</b> |  |  |  |
|   |  |  | YES  | NO             |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
|   | Does letters correspond with the appointment letters/purchase orders/contractual agreement   |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
| IS LETTER SIGNED?   |  |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
| DOES LETTER MAKE REFERENCE TO COMPANY THAT BID?   |  |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
| <b>DESCRIPTION:</b>   |  |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
| <p><b>DATE OF LETTER NOT older than 5years</b></p> <p><u>Indicate date:</u></p> <p>Date of letter: _____</p>  |  |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |
| <p><u>Indicate value</u></p> <p>R _____</p>   |  |  |  |                |  |     |    |  |  |  |                   |  |  |   |  |  |                     |  |  |  |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. E24/2023/2024

Portion 1: Tender

Part T2.1: Returnable Documents



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|  |  |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
|--|--|-------------|---|---|--|--|---|------------|-----------|--|--|--|------------------|--|--|--|--|--|------------------|--|
|  |  |             |   | <p><u>On OFFICIAL LETTERHEAD of institution to whom services were rendered?</u></p> <p>Indicate client: _____</p> <p><b>QUALITY</b> Indicated?</p> <p><b>POINTS SCORED</b> _____ /9</p>   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
|  |  |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
| DELIVER STRATEGY/<br>METHODOLOGY   | TOTAL= 25 POINTS   |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
|  | <p><i>Detailed activities versus time frames and demonstration on arrangements for timely delivery and how timely delivery will be ensured</i></p> | → 25 points | <p><b>ANNEXURE B</b></p> <p>1) Detailed delivery Strategy that clearly states every aspect on how the supply and delivery will be conducted</p> <p><b>Annexure B1</b></p> <p>✓ Time frames versus detailed activities (4 points)</p> <p><b>Annexure B2</b></p> <p>✓ How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery (3 points)</p> | <p><b>DETAILED DELIVERY STRATEGY attached?</b></p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <table border="1"> <tr> <td><b>IS FOLLOWING INDICATED ON DELIVERY STRATEGY?</b></td> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td>Time frames (2 points) versus detailed activities (2 points)</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>COMMENTS:</b></td> </tr> <tr> <td>How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>COMMENTS:</b></td> </tr> </table> |  |  | <b>IS FOLLOWING INDICATED ON DELIVERY STRATEGY?</b> | <b>YES</b> | <b>NO</b> | Time frames (2 points) versus detailed activities (2 points) |  |  | <b>COMMENTS:</b> |  |  | How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery |  |  | <b>COMMENTS:</b> |  |
| <b>IS FOLLOWING INDICATED ON DELIVERY STRATEGY?</b>  | <b>YES</b>   | <b>NO</b>   |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
| Time frames (2 points) versus detailed activities (2 points)   |  |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
| <b>COMMENTS:</b>   |  |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
| How the project will be managed and how the service provider will ensure uninterrupted service and timely delivery |  |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |
| <b>COMMENTS:</b>   |  |             |   |   |  |  |   |            |           |  |  |  |                  |  |  |  |  |  |                  |  |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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|   |                |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
|---|----------------|-----------------|--|---|----------------------|----------------|---|-----------|----------------------|----------------|-------------------------|--------|--|--|----------------------|----------------|
|   |                |                 | <p style="text-align: center;"><b>Annexure B3 (4 points)</b></p> <p>✓ <b><u>In case of manufacturer:</u></b><br/> Letter confirming/declaring that you are the manufacturer</p> <p style="text-align: center;"><b>or</b></p> <p>✓ <b><u>If not manufacturer:</u></b></p> <ul style="list-style-type: none"> <li>• Letter from manufacturer/supplier confirming supplying arrangements with bidder</li> </ul> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>POINTS SCORED</b></td> <td style="width: 20%; text-align: center;"><u>    </u> /7</td> </tr> <tr> <td colspan="2">Letter from manufacturer/ supplier confirmation that company is manufacturer or that supplying arrangements were made with bidder attached?</td> </tr> <tr> <td><b>POINTS SCORED</b></td> <td style="text-align: center;"><u>    </u> /4</td> </tr> <tr> <td colspan="2"><b><u>COMMENTS:</u></b></td> </tr> <tr> <td colspan="2">Proof of warehouse with indication of factory capacity attached?</td> </tr> <tr> <td><b>POINTS SCORED</b></td> <td style="text-align: center;"><u>    </u> /4</td> </tr> </table> | <b>POINTS SCORED</b> | <u>    </u> /7 | Letter from manufacturer/ supplier confirmation that company is manufacturer or that supplying arrangements were made with bidder attached? |           | <b>POINTS SCORED</b> | <u>    </u> /4 | <b><u>COMMENTS:</u></b> |        | Proof of warehouse with indication of factory capacity attached? |  | <b>POINTS SCORED</b> | <u>    </u> /4 |
| <b>POINTS SCORED</b>  | <u>    </u> /7 |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| Letter from manufacturer/ supplier confirmation that company is manufacturer or that supplying arrangements were made with bidder attached? |                |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| <b>POINTS SCORED</b>  | <u>    </u> /4 |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| <b><u>COMMENTS:</u></b>   |                |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| Proof of warehouse with indication of factory capacity attached?  |                |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| <b>POINTS SCORED</b>  | <u>    </u> /4 |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
|   |                |                 | <p style="text-align: center;"><b>Annexure B4(4 points)</b></p> <p>✓ <b><u>Warehouse arrangements:</u></b></p> <ul style="list-style-type: none"> <li>• Supporting documentation confirming ownership/ or intention to lease, rental agreement/letter etc. for the minimum of 250 m<sup>2</sup> warehouse that will be utilized for the duration of the contract period if successful.</li> </ul>            |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
|   |                |                 | <p style="text-align: center;"><b>Annexure B5</b></p> <p>✓ <b><u>Transport arrangements: (5 points)</u></b><br/> Proof capacity to deliver large</p>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">COF attached?</td> <td style="width: 10%; text-align: center;"><u>YES</u></td> <td style="width: 10%; text-align: center;"><u>NO</u></td> </tr> <tr> <td><u>OR</u></td> <td></td> <td></td> </tr> <tr> <td>Arrangement</td> <td>letter</td> <td>from car hiring</td> </tr> </table>   | COF attached?        | <u>YES</u>     | <u>NO</u>   | <u>OR</u> |                      |                | Arrangement             | letter | from car hiring  |  |                      |                |
| COF attached?   | <u>YES</u>     | <u>NO</u>       |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| <u>OR</u>   |                |                 |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |
| Arrangement   | letter         | from car hiring |  |   |                      |                |   |           |                      |                |                         |        |  |  |                      |                |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



BID NO. E24/2023/2024

Portion 1: Tender

Part T2.1: Returnable Documents



education

Department of  
Education  
FREE STATE PROVINCE

|   |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
|---|---------|--|--|--|---|--|---|--|--|--|----------------------|--------|--|--|----------------------|--|---|----|---|----|----------------------|--|----------------------|--------|----------------------------|---------|
|   |         |  | <p>number of quantities by</p> <ul style="list-style-type: none"><li>• Submitting of <b>Certificate of Fitness</b> (COF) that proof capacity of vehicle/s</li><li>or</li><li>• SIGNED Arrangement letter to bidder from car hiring company/manufacture/courier services indicating the capacity of vehicle that will be used and willingness to deliver on behalf of the company</li></ul> <p>(3 points for COF/arrangement letter and 2 points for capacity = total of 5 points)</p> <p><b>Annexure B6</b></p> <p>✓ <b>Human resources capacity:</b> (5 points)</p> <ul style="list-style-type: none"><li>• Demonstrate number of people (3 points) that will be involved in the process by submitting an organogram</li><li>• Indicate these people's roles and responsibilities (2 points).</li></ul> | <table border="1"><tr><td colspan="2">company/manufacture/courier services attached?<br/>Indicate company/courier name:<br/>_____</td></tr><tr><td>Capacity of vehicle indicated AND big enough?</td><td></td></tr><tr><td>In case of arrangement letter: Is it signed?</td><td></td></tr><tr><td><b>POINTS SCORED</b></td><td>____/5</td></tr><tr><td colspan="2"> </td></tr><tr><td>Organogram attached?</td><td></td></tr><tr><td>Number of people involved in the process indicated?</td><td>/3</td></tr><tr><td>Roles and responsibilities of people indicated?</td><td>/2</td></tr><tr><td colspan="2"><b>COMMENTS:</b><br/> </td></tr><tr><td><b>POINTS SCORED</b></td><td>____/5</td></tr><tr><td><b>TOTAL POINTS SCORED</b></td><td>____/25</td></tr></table> | company/manufacture/courier services attached?<br>Indicate company/courier name:<br>_____ |  | Capacity of vehicle indicated AND big enough? |  | In case of arrangement letter: Is it signed? |  | <b>POINTS SCORED</b> | ____/5 |  |  | Organogram attached? |  | Number of people involved in the process indicated? | /3 | Roles and responsibilities of people indicated? | /2 | <b>COMMENTS:</b><br> |  | <b>POINTS SCORED</b> | ____/5 | <b>TOTAL POINTS SCORED</b> | ____/25 |
| company/manufacture/courier services attached?<br>Indicate company/courier name:<br>_____ |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| Capacity of vehicle indicated AND big enough?   |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| In case of arrangement letter: Is it signed?  |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| <b>POINTS SCORED</b>  | ____/5  |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
|   |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| Organogram attached?  |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| Number of people involved in the process indicated?                                       | /3      |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| Roles and responsibilities of people indicated?   | /2      |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| <b>COMMENTS:</b><br>  |         |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| <b>POINTS SCORED</b>  | ____/5  |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |
| <b>TOTAL POINTS SCORED</b>  | ____/25 |  |  |  |   |  |   |  |  |  |                      |        |  |  |                      |  |   |    |   |    |                      |  |                      |        |                            |         |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BID NO. E24/2023/2024

Portion 1: Tender

Part T2.1: Returnable Documents



education

Department of  
Education  
FREE STATE PROVINCE

|   |  |            |  |   |     |    |   |  |  |
|---|--|------------|--|---|-----|----|---|--|--|
| PROOF OF FINANCIAL STABILITY TO DELIVER THE SERVICE | <b>TOTAL = 7 POINTS</b>  |            |  |   |     |    |   |  |  |
|   | No Financial Statement   | → 0 points | <b>ANNEXURE C</b><br>Financial statement signed off by a registered Chartered accountant<br><br><b>Or</b><br>Financial statement signed by registered accountant<br><br><i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i><br><br><b>Or</b><br>Agreement letter from credit provider stipulating the credit amount that can be accessible to your company. The credit provider should be registered with NCR.<br><br><i>(The department reserves the right to verify the authenticity and credibility of the letter with any other person in the company.)</i> |   |     |    |   |  |  |
|   | Unsigned Financial Statement not prepared by a Qualified Accredited Accountant                                 | → 0 points |  |   |     |    |   |  |  |
|   | Signed Financial Statement prepared by a Qualified Accredited Accountant/agreement letter from credit provider | → 7 points |  |   |     |    |   |  |  |
|   |  |            | <b>FINANCIAL STATEMENTS attached?</b><br><table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>   | YES   |     | NO |   |  |  |
| YES   |  | NO         |  |   |     |    |   |  |  |
|   |  |            | <b>DOES FIN STATEMENTS COMPLY WITH THE FOLLOWING?</b><br><table border="1"> <tr> <td>Signed by registered CA or registered accountant?</td> <td>YES</td> <td>NO</td> </tr> </table>  | Signed by registered CA or registered accountant? | YES | NO |   |  |  |
| Signed by registered CA or registered accountant?   | YES  | NO         |  |   |     |    |   |  |  |
|   |  |            | <b>OR</b><br><br><b>IS LETTER FROM CREDIT PROVIDER ATTACHED?</b><br><table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>  | YES   |     | NO |   |  |  |
| YES   |  | NO         |  |   |     |    |   |  |  |
|   |  |            | <b>DOES LETTER COMPLY WITH THE FOLLOWING?</b><br><table border="1"> <tr> <td>Is Credit amount stipulated?</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Is credit provider registered with NCR?</td> <td></td> <td></td> </tr> </table>   | Is Credit amount stipulated?                      | YES | NO | Is credit provider registered with NCR? |  |  |
| Is Credit amount stipulated?                        | YES  | NO         |  |   |     |    |   |  |  |
| Is credit provider registered with NCR?             |  |            |  |   |     |    |   |  |  |
|   |  |            | <b>POINTS SCORED</b><br><table border="1"> <tr> <td></td> <td>/7</td> </tr> </table>   |   | /7  |    |   |  |  |
|   | /7   |            |  |   |     |    |   |  |  |
| <b>TOTAL POINTS SCORED</b>                          |  |            | <b>/50</b>   |   |     |    |   |  |  |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**PLEASE ENSURE THAT YOU  
INDICATE THE BRAND/MODEL OF  
SPECIFIED ITEMS OF WHICH  
SAMPLES WILL BE SUBMITTED AND  
WHICH YOU WILL DELIVERED IF  
YOU ARE SUCCESSFUL IN THE  
TABLE IN THE SPECIAL  
CONDITIONS**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# SECTION 4

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

# **SPECIFIC GOALS**

## **ATTACH:**

1) Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.

2) Proof of Free State based company by submitting:

➤ **Municipal/water/electricity account of the bidder's premises:**

- The account must be in the bidders' name/Directors' name/s.
- The account should not be older than 3 months.

Or

➤ **SIGNED Lease agreement:**

In case of lease agreement, the following should be submitted with the lease agreement:

- Certified copies of invoices (from Lessor) for the last three (3) consecutive months.
- Proof of Payments (from the Lessee) for the last three (3) consecutive months as proof that the landlord has been paid by the tenant.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# ATTACH:

## **1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS**

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF  
INCORPORATION/  
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT  
ETC.**

## **2) ID DOCUMENTS OF DIRECTORS**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE A1:**

# **SIGNED APPOINTMENT LETTER/**

# **PURCHASE**

# **ORDER/CONTRACTUAL**

# **AGREEMENT**

**(Ensure that the letters comply with criteria)**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE A2:**

## **SIGNED REFERENCE LETTER**

**(Ensure that the letter comply  
with criteria)**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2





# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE B1:**

# **Strategy/ methodology plan**

- ✓ Time frames versus
- ✓ detailed activities

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE B2:**

# **Strategy/ methodology plan**

- ✓ **How** the project will be managed and how the service provider will **ensure uninterrupted service** and **timely delivery**

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

## **ATTACH:**

## **ANNEXURE B3:**

✓ **In case of manufacturer:**

- Original/certified and signed letter confirming/declaring that you are the manufacturer

***or***

✓ **If not manufacturer:**

- Original/certified and signed letter from manufacturer/supplier confirming supplying arrangements with bidder

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# ATTACH:

## ANNEXURE B4:

### Warehouse

### arrangements:

- Supporting documentation confirming ownership/lease, rental etc. for the minimum of 250 m<sup>2</sup> warehouse that will be utilised for the duration of the contract period.

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

## **ANNEXURE B5:**

### **Transport arrangements:**

Proof capacity to deliver the quantities by Submitting of  
Certificates of Fitness (COF) that proof capacity of  
vehicle/s

*or*

Arrangement letter to bidder from car hiring  
company/manufacture/courier services indicating the  
capacity of vehicle that will be used

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

# ATTACH:

## ANNEXURE B6:

### Human resources capacity:

- Organogram that:  
Demonstrate number of people  
that will be involved in the process  
to ensure timely delivery
- Indicate roles and responsibilities

---

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **FUNCTIONALITY**

# **ATTACH:**

# **ANNEXURE C:**

**SIGNED FINANCIAL  
STATEMENTS PREPARED BY A  
REGISTERED ACCOUNTANT OR  
CHARTERED ACCOUNTANT**

**Or**

**AGREEMENT LETTER FROM  
CREDIT PROVIDER**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**IN CASE OF JOINT**  
**VENTURE:**  
**ATTACH SIGNED**  
**JOINT VENTURE**  
**AGREEMENT (signed**  
**by both parties) and**  
**complete under-**  
**mentioned annexure:**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



**JOINT VENTURE ANNEXURE**

**E24/2023/2024: SUPPLY AND DELIVERY OF SCHOOL STATIONERY**

**ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE COMPLETED:**

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;
2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;
3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;
4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and
5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.
6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

**SIGNED ON BEHALF OF BIDDER**

Date: \_\_\_\_\_

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# **ATTACH SPECIFICATION/ PRICING SCHEDULE**

**CAPTURE PRICES ON EXCEL  
SPREADSHEET (PRICING SCHEDULE).  
PRINT THE COMPLETED SHEETS AND  
ENSURE THAT YOU SIGN IT.  
SUBMIT THE SIGNED PRICING  
SCHEDULE WITH BID DOCUMENTS.**

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

| <b>CHECK LIST:</b>   |  |   |   |
|--|--|---|---|
| <b>SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS</b>                         |  |   |   |
| <b>PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS:</b>         |  |   |   |
| <b>SBD FORM</b>  | <b>DESCRIPTION</b>   | <b>TO BE COMPLETED BY</b>   | <b>COMMENTS ON COMPLIANCE BY SERVICE PROVIDER</b> |
| <b>STANDARIZED BID FORMS</b>   |  |   |   |
| <b>SBD 1</b>   | Invitation to bid  | To be completed and signed by the service provider.   |   |
| <b>SBD 4</b>   | Declaration of interest  | To be completed and signed by the service provider.   |   |
| <b>SBD 5</b>   | The Naional Industrical Participation Programme  | To be completed and signed by the service provider  |   |
| <b>SBD 6.1</b>   | Preference points claim form   | To be completed and signed by the service provider in order to claim points   |   |
| <b>SBD 3.1/<br/>Excel spreadsheet/<br/>pricing schedule<br/>Bill of Quantity</b> | Pricing schedule<br>Prices will be firm for the full duration of the period  | Service Provider must: <ul style="list-style-type: none"> <li>• Indicate prices on excel spreadsheet/pricing schedule,</li> <li>• Ensure that you indicate on the SBD 3.1 form if your prices are firm.</li> <li>• Indicate if offer comply with specification</li> <li>• Complete excel spreadsheet and submit signed hard copy together with your bid documents.</li> </ul> |   |
| <b>PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:</b>                   |  |   |   |
| <b>CSD REPORT</b>  |  |   |   |
| Ensured that it is attached.   |  |   |   |
| <b>FUNCTIONALITY</b>   |  |   |   |
| Ensured that all documentation to evaluate functionality criteria is attached.   |  |   |   |
| <b>SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS</b>                       |  |   |   |
| Ensured that all documentation as requested is attached.                         |  |   |   |
| <b>SPECIFIC GOALS</b>  |  |   |   |
| Ensured that all documentation to claim points for specific goals is attached.   |  |   |   |
| <b>CIDB PRINTOUT REPORT</b>  |  |   |   |
| Ensured that CIDB printout is attached   |  |   |   |
| <b>JOINT VENTURE AGREEMENT (if applicable)</b>                                   |  |   |   |
| <b>Joint Venture agreement<br/>(Compulsory if applicable)</b>                    | In the event that a joint venture bid is submitted a <b>signed</b> joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement ( <b>signed by all the parties</b> ) will lead to disqualification of the bid. |   |   |

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2



# GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

**[www.treasury.gov.za](http://www.treasury.gov.za)**

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

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Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2