

INVITATION TO TENDER

FOR THE APPOINTMENT OF A PANEL OF FIVE (05) SUPPLIERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY ON AN AD-HOC BASIS FOR A PERIOD OF THIRTY-SIX (36) MONTHS

TENDER NO: QCTO 05/2022

| Closing Date | Address for Submission |
|--|--|
| Date: 12 January 2023 Time: 11:00 | Quality Council for Trade and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083 |

| | | |
|------------------------|-------------------|--------|
| Bidder's Name | | |
| Address | | |
| Contact person | Ms/Mrs/Mr/Prof/Dr | |
| Contact numbers | (w) | (cell) |
| Email address | | |

B: Late Submissions will not be considered

| Briefing Session Information |
|--|
| Compulsory Virtual Briefing session Date: 09 December 2022 Time: 11:00am – 12:00am Link: To receive the link, kindly send an email to tenders@qcto.org.za before 05 December 2022 . The link will be sent by end of business on the 07 December 2022 . |

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1. INTRODUCTION

The QCTO is a Schedule 3A Public Entity that was established in accordance with the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended) and came into operation on 1 April 2010. The main functions of the QCTO are, amongst others, to develop standards for occupational qualifications including trades and skills programmes, accredited skills development providers, and assessment centres, manage assessments, quality assurance and issue certificates to qualifying candidates. Therefore, the QCTO is responsible for standards generation and maintenance; quality assurance of occupational full and part qualifications registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-Framework (OQSF) policy, including skills programmes. The QCTO has approximately 120 staff members and is situated in Hatfield, Pretoria. More information can be obtained from <https://www.qcto.org.za/>.

Prospective suppliers who are interested in providing office stationery on an as-and-when-required basis for the Quality Council for Trades and Occupations (QCTO) as specified herein, and in accordance with the General Conditions of the offer, are requested to complete this tender document, together with all the standard bidding documents in full and submit proposals in sealed Envelopes marked **Tender Number QCTO 05/2022** and placed in the tender box at 256 Glyn Street Hatfield, Pretoria, 0083 not later than the closing time and date.

Prior to submission, the tenderers must check that all pages are properly numbered, and all required documents are signed and initialled. QCTO will hold the duly authorised signatory liable on behalf of the tenderer.

NB: Please create an index page for ease of reference. Paginate your proposal submission by using numbered file dividers or a similar system.

Each page should be initialled with black ink.

1.1 PRICING

- 1.1.1 The bidders must submit details regarding the tender price for the services on the pricing schedule provided in Form SBD 3.3. The completed form/s must be submitted together with the proposal.
- 1.1.2 The price proposal must include VAT (if applicable).
- 1.1.3 All other cost increases will be negotiated, not exceeding the actual inflation rate (CPI).
- 1.1.4 QCTO will not provide upfront payments.

NB: FAILURE TO PROVIDE THE PRICING PROPOSAL (ANNEXURE A) WILL INVALIDATE THE BID AND RESULT IN IMMEDIATE DISQUALIFICATION OF THE PROPOSAL

The service provider(s) will be engaged through the Request for Quotations Process based on the desired deliverables (as and when required) to confirm actual costs per brief or scope of work.

1.2 PARTNERSHIPS AND LEGAL ENTITIES

In the case of the tenderer being a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and addresses of the partners, members or directors (as the case may be) must be submitted with the tender.

1.3 CONSORTIUMS AND JOINT VENTURES

- 1.3.1 If the tendering unit emanates from a joint venture or collaborative partnership or consortium (including a newly formed company), which does not have a joint track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities, as the case may be, not be met, the tendering unit will be disqualified.
- 1.3.2 It is recognised that tenderers may wish to form consortia to provide the services.
- 1.3.3 In response to this invitation to tender, a consortium shall comply with the following requirements: -
 - 1.3.3.1 A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members.
 - 1.3.3.2 The tender document shall be signed so as to be legally binding on all consortium members;

1.3.3.3 One of the members shall be nominated by the others as authorised to be the lead member and this authorisation shall be included in the agreement entered into between the consortium members;

1.3.3.4 The lead member shall be the only authorised party to make legal statements, communicate with QCTO and receive instructions for and on behalf of any or all the members of the consortium;

1.4 ACCEPTANCE OF TENDERS

QCTO does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender that it deems to be in the best interest of the organisation. QCTO reserves the right to accept the offer in full or in parts.

2. AIM OF PROPOSAL

The aim of this proposal is for QCTO to appoint a panel of five (05) suppliers for the provision of office stationery on an as-and-when-required basis, the appointment of the successful bidders will be for a period of thirty-six (36) months commencing on the date as prescribed in the Letter of Award and signed Service Level Agreement.

3. BACKGROUND

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act, No. 97 of 1998 (as amended) and the National Qualifications Framework Act, No. 67 of 2008 (as amended). Its role is to oversee the design, implementation, assessment and certification of occupational qualifications, including trades, on the Occupational Qualifications Sub-Framework (OQSF). The QCTO also offers guidance to skills development providers who must be accredited by the QCTO to offer occupational qualifications.

In summary, the QCTO is responsible for:

Establishment and management of the Occupational Qualification Sub-Framework (OQSF);

- Occupational Qualifications and skills programmes development and maintenance;
- Accreditation of Skills Development Providers;
- Accreditation of Assessment Centres;
- Assessment;
- Certification;
- Research and Knowledge Development; and
- Stakeholder Management and Advocacy.

4. SCOPE OF SERVICES

Supply and Delivery of Stationery on an adhoc basis for a period of thirty-six (36) months.

4.1 The scope of work includes but is not limited to:

- 4.1.1 The successful supplier will be expected to supply and deliver office stationery as outlined in Annexure A of this document;
- 4.1.2 The successful bidder will be expected to supply and deliver stationery upon receipt of an official purchase order, within a specified period.

4.2 PROJECT DELIVERABLES

4.2.1 Delivery and distribution

Suppliers must be able to deliver orders on –time and in full as per the quantity delivery period specified.

4.2.2 Ordering

- a) Supplier must be able to receive and respond to a request for quotation through email within 3 working days during working hours (08h00-16h00, Monday – Friday, excluding public holidays)
- b) On confirmation of the quote and stock availability, QCTO will issue a Purchase Order.
- c) Purchase order/s will be placed with the supplier(s) from time to **time as and when goods/items are required.**
- d) QCTO reserves the right to place purchase orders until the last day of the contract for deliveries to be affected within the delivery period/lead specified beyond the expiry date of the contract under the same terms and conditions as agreed upon.
- e) Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for.

4.2.3 Geographical Area (for Office/s Location)

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

It is a pre-requisite that the successful bidder will supply copy paper to QCTO which has been manufactured and supplied in compliance with the following weight specifications:

- ISO 140001 (Environmental Management system)
- ISO 9001 (Quality Management system)
- QCTO requires:
 - ❖ A4 80 gsm quality copy paper
 - ❖ A3 80 gsm quality copy paper

5. PROJECT TIMELINES

The bidder must ensure that the agreed timeframes are adhered to for the thirty-six (36) months of the contract. Although the total duration shall be thirty-six (36) months, the QCTO shall review the bidder's performance at the end of every six (06) months and reserves the right to terminate the contract due to non-performance.

6. SPECIAL CONDITIONS OF THE CONTRACT

6.1 Contract performance and penalties for non-performance:

- 6.1.1 It is expected that all deliveries must be accompanied by an original invoice, statement and a signed delivery note stating the official purchase order number against which the delivery has been affected.
- 6.1.2 Deliveries not complying with the purchase order will be returned to the service provider at their own expense.
- 6.1.3 The appointment will be subject to an annual performance review.
- 6.1.4 NB: Service providers must quote for all items as indicated on the list (page xxx) failure to quote for all items will lead to disqualification of the proposal.
- 6.1.5 The price quoted must include VAT and delivery cost in the unit price.
- 6.1.6 In case of emergency procurement, the service provider should be able to deliver within 12 hours (between 08h00-16h00 business hours) from receipt of an official purchase order.
- 6.1.7 The Bidder should have a reliable contact number and email address for communication purposes.
- 6.1.8 For effective service delivery and proper management of the account, the Bidder should provide an experienced, reliable and dedicated key account manager or key Personnel to service QCTO from Monday to Friday between 08h00 and 16h00, excluding public holidays.
- 6.1.9 Bidder(s) will be expected to sign a service level agreement (SLA) with QCTO.

7. SERVICE LEVEL AGREEMENT

The successful bidders will be expected to enter into a service level agreement with the QCTO. The service level agreement will include, amongst others, the following:

- i. Period of agreement;
- ii. Charges and penalties;
- iii. Method of communication and reporting;
- iv. Non-performance;
- v. Financial penalties and termination of the contract;
- vi. Procedures relating to payments;
- vii. Procedures relating to management reports;
- viii. Terms of deliverables;
- ix. Forms and formats of working papers;
- x. QCTO will return wrong deliveries at the cost of the service provider;
- xi. Uncompleted work;
- xii. Confidentiality; and
- xiii. Disputes.
- xiv. Review
- xv. Failure of the Supplier to comply with the stated service level requirements, which will be formalised during the contract phase would give QCTO the right to cancel the contract in accordance with the contract stipulations.

8. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a tenderer's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the bidder may be disqualified.

QCTO may conduct due diligence on any tenderer, which may include interviewing customer references or other activities to verify a tenderer's other information and capabilities (Including visiting the tenderer's various premises and/or sites to verify certain stated information or assumptions). In these instances, the tenderers will be obliged to provide QCTO with all necessary access, assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO.

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework Act.

The Tender will be evaluated in Three stages:

8.1 Stage 1: Mandatory Evaluation

During this stage, proposals will be reviewed to determine compliance with all mandatory requirements and such documents must be signed by a duly authorized representative.

Stage 1: Mandatory Evaluation

| I/We have attached to this document: | Tick if submitted | | Office use |
|---|-------------------|----|------------|
| | Yes | No | |
| • Correctly completed bid proposal and signed by authorised signatories. | Yes | No | |
| • One (1) original hard copy technical bid document and three (3) hard copies of the original technical submission. | Yes | No | |
| • One (1) original hard copy technical pricing document (sealed in an envelope) | Yes | No | |
| • One (1) USB Submission in a(separate sealed envelope) | Yes | No | |
| • Proof of company/closed corporation registration and a copy of CM/CK certificates | Yes | No | |
| • Copies of the identity documents of those with equity/shares | Yes | No | |
| • Completion of the Standard Bidding Documents (SBD 1, SBD 3.3, SBD 4, SBD 6.1) | Yes | No | |
| • CSD Registration (National Treasury) | Yes | No | |
| • Letter of Good standing (COIDA) | Yes | No | |

Note: Failure to meet all the above mandatory requirements will lead to the bidder being disqualified.

8.2 Stage 2: Functionality

At this Stage, the evaluation process will be based on the service provider's responses in respect of their proposals against specifications and quality.

| No. | Evaluation Criteria | Guideline | Scoring | Points |
|--------------------|---|--|---|------------|
| 1 | Company Experience in the provision of stationery: Reference checks will be conducted. | <p>The Bidder must provide contactable reference letters not older than 5 years (2017).</p> <p>The reference letter must be dated and signed (On Company letterhead)</p> <p>Official refence Letterhead from your Client with the following:</p> <ul style="list-style-type: none"> • Name of your business mentioned • Period of contract • Value of Contract • Officially signed and dated with contact details • Name, telephone, email address • Recommendations | <ul style="list-style-type: none"> • 4 References = 40 points • 3 References = 30 points • 2 References = 20 points • 1 Reference = 5 points | 40 |
| 3 | Lead time Capability | Bidder must provide detailed plan for delivery and Quantity management. | <ul style="list-style-type: none"> • Less than 10 days = 20 points • Lead time of 3 weeks = 10 points • Lead time more than 3 weeks = 05 points | 20 |
| 4 | Bidder to confirm ability to deliver all specified stationery items in the Requirements | Supplier arrangement/outsourcing agreement | <ul style="list-style-type: none"> • Letter confirming SLA/contractual relationships/arrangements = 40 points • Supplier or outsourcing arrangement = 20 points | 40 |
| Total Costs | | | | 100 |

Each criterion shall be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than **70 out of 100 points on functionality, will not be considered for this project.**

8.3 Stage 3: Price and B-BBEE

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the tender document. **Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of tenders with a Rand value below R50 000 000 (all applicable taxes included):

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

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 20 points will be awarded to a tenderer for attaining the B-BBEE status level of 1, and lower points will be awarded to tenderers with lower B-BBEE status levels as per table below:

| B-BBEE Status Level of Contributor | Number of Points |
|------------------------------------|------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

9. CALCULATING THE FINAL SCORE

The points scored for the price (step 1) will be added to the points scored for the B-BBEE status level of contribution (step 2) to obtain the tenderer's total points scored out of 100.

| AREAS OF EVALUATION | POINTS |
|-------------------------------------|--------|
| Price | 80 |
| B-BBEE Status Level of contribution | 20 |
| Total | 100 |

The QCTO will appoint five (05) service providers for the above-mentioned services.

10. TENDER VALIDITY PERIOD

The validity period for this tender is 180 days.

11. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Mr. Reuel Macpherson

Email: Macpherson.R@qcto.org.za

Contact persons for SCM and administrative related issues:

Mr. Lekhotla Motloun

Email: tenders@qcto.org.za

ANNEXURE A:

PRICING SCHEDULE FOR THE STATIONERY

PLEASE NOTE THE FOLLOWING;

- ❖ All items must be priced or the bid will be deemed non-responsive.
- ❖ All pricing must be quoted in South African rand and be inclusive of Value added Tax (VAT) if applicable and delivery costs
- ❖ The request for stationery will be made to bidder/s "as and when goods/items are required,"
- ❖ All requirements (items and quantities) listed below and included in the price schedule template for completion must be adhered to for costing and evaluation purposes.
- ❖ During the course of the contract, QCTO may request items not listed and bidders will be asked to quote before delivery.

| NO | Description | Quantity | Unit | Unit Price (inc VAT) |
|-----|---|----------|------|----------------------|
| 1. | Photocopy paper A4(white) 80gsm 05 Ream per box | 1 | Box | R |
| 2. | Photocopy paper A3 (white) 80gsm 05 Ream per box | 1 | Box | R |
| 3. | A4 Printing colour paper 80gsm (variety) 100 sheets | 1 | Box | R |
| 4. | Notebook A5 (3 quire) | 1 | Each | R |
| 5. | Notebook A4 (3 quire) | 1 | Each | R |
| 6. | Correction pen | 1 | Each | R |
| 7. | Cube refill paper (multi-colour) | 1 | Each | R |
| 8. | Cube holder | 1 | Each | R |
| 9. | Punch Giant (kangaroo) 2 holes,63 pages | 1 | Each | R |
| 10. | Stapler standard (25 sheets) 26/6 | 1 | Each | R |
| 11. | Heavy duty Staple Remover- Black Extract- IT staple | 1 | Each | R |
| 12. | Heavy duty 2hole punch (up to 150 pages capacity or more) | 1 | Each | R |
| 13. | Rexel Optima 70 stapler- up to 70 sheets | 1 | Each | R |
| 14. | Giant Stapler Up to 100 sheets | 1 | Each | R |
| 15. | Staples 26/6 5000 staples per box | 1 | Each | R |
| 16. | Staples 23/10 (5000 staples per box) | 1 | Each | R |
| 17. | Staples 66/14 (5000 staples per box) | 1 | Each | R |
| 18. | Battery for aircon (5000 staples per box) | 1 | Each | R |
| 19. | AA Duracell battery or similar quality | 1 | Each | R |
| 20. | AAA Duracell battery or similar quality | 1 | Each | R |
| 21. | Permanent marker black (10 in a pack) | 1 | Box | R |
| 22. | Whiteboard marker (black) fine tip (10 in a box) | 1 | Box | R |
| 23. | Whiteboard marker (black, red, blue) multi colours fine tip | 1 | Box | R |

| | | | | |
|-----|--|---|------|---|
| 24. | Prestik 100g or similar (24 in a box) | 1 | Box | R |
| 25. | Glue stick 43g (24 in a box) | 1 | Box | R |
| 26. | Clear office paste glue 250ml | 1 | Each | R |
| 27. | Highlighters pens (assorted colour) pack of 8 Stabilo. It shouldn't be bleed-through | 1 | Pack | R |
| 28. | Highlighters Markers (assorted colour) pack of 8 Stabilo It shouldn't be bleed-through | 1 | Pack | R |
| 29. | Ruler 30 cm | 1 | Each | R |
| 30. | Ruler 15 cm | 1 | Each | R |
| 31. | Croxley no window envelopes, Self-seal white C4 229 mm x 324 mm box 250. Enp98cc (25 in a box) | 1 | Box | R |
| 32. | Sellotape Clear Packaging Tape | 1 | Each | R |
| 33. | Sellotape Packaging Clear Tape 48mm x 50m (Pack of 3) | 1 | Each | R |
| 34. | Buff tape dispenser guns | 1 | Each | R |
| 35. | Sellotape 19mm x 66 m (Pack of 8) | 1 | Pack | R |
| 36. | White & Black Eraser Staedler or Similar | 1 | Each | R |
| 37. | Scissors Stainless Steel Blade with Handle - 215mm | 1 | Each | R |
| 38. | Wire Waste paper basket 30cm | 1 | Each | R |
| 39. | Microsoft wireless mobile mouse - 1850 | 1 | Each | R |
| 40. | 12-digit big LCD calculator | 1 | Each | R |
| 41. | Sticky notes/assorted colour (Medium) 1000 sheets | 1 | Each | R |
| 42. | Black mesh Letter Trays 3 tier | 1 | Each | R |
| 43. | A4 PVC plastic sleeves (100 per pack) | 1 | Pack | R |
| 44. | Pen assorted colours Energel liquid gel metal tip 0.7 (12 per Pack) | 1 | Pack | R |
| 45. | Pen black Energel liquid gel metal tip 0.7 (12 per Pack) | 1 | Pack | R |
| 46. | G02 -07- Black pens (12 per Pack) | 1 | Box | R |
| 47. | G02-07 Red Pen (12 per Pack) | 1 | Box | R |
| 48. | Whiteboard Cleaning Fluid 237ml (Box of 6) | 1 | Box | R |
| 49. | Rubber bands no 32 (100 Per Pack) | 1 | Pack | R |
| 50. | Rubber bands no 64 (100 Per Pack) | 1 | Pack | R |
| 51. | Finger cone no 1 (Pack Of 10) | 1 | Pack | R |
| 52. | Finger cone no 2 (Pack Of 10) | 1 | Pack | R |
| 53. | Finger cone no 3 (Pack Of 10) | 1 | | R |
| 54. | HB pencil with eraser tip (12 in a box) | 1 | Box | R |
| 55. | Clutch pencil – 0.5 mm – (12 pcs) | 1 | Box | R |
| 56. | Pencil sharpener One-hole metal | 1 | Each | R |

| | | | | |
|-----|--|---|------|---|
| 57. | Pop up flags (50 sheets) | 1 | Pack | R |
| 58. | Sign here sticky (50 sheets) | 1 | Pack | R |
| 59. | Memory stick 16gb | 1 | Each | R |
| 60. | Multiplug - 5 way:2X16A,2xnew16A, Schuko 5A,2Xusb | 1 | Each | R |
| 61. | A4 Kappa Eska boards 700 gsm | 1 | Each | R |
| 62. | Extension cord 5m | 1 | Each | R |
| 63. | Plastic white desk organizer | 1 | Each | R |
| 64. | Screen multipurpose cleaner 120ml | 1 | Each | R |
| 65. | White board cleaning cloth microfiber (10 per pack) | 1 | Pack | R |
| 66. | Flip chart papers -100 sheets | 1 | Pack | R |
| 67. | Jumbo document Archive box with lid (5 in a box) | 1 | Pack | R |
| 68. | Brother TN 348 M cartridge | 1 | Each | R |
| 69. | Brother cartridge TN 348 C | 1 | Each | R |
| 70. | Brother cartridge TN 348 K | 1 | Each | R |
| 71. | Brother cartridge TN 348 Y | 1 | Each | R |
| 72. | Brother waste toner – WT223CL | 1 | Each | R |
| 73. | Brother drum - 273CL | 1 | Each | R |
| 74. | Brother TN- 3350 | 1 | Each | R |
| 75. | Brother DR-3355 | 1 | Each | R |
| 76. | MFC Brother toner- 277 bk | 1 | Each | R |
| 77. | MFC Brother toner – 277 y | 1 | Each | R |
| 78. | MFC Brother toner – 277 c | 1 | Each | R |
| 79. | MFC Brother toner – 277 m | 1 | Each | R |
| 80. | Canon PGI-1400XL Ink Cartridges Multipack – (4-Pack) | 1 | Each | R |
| 81. | Delivery costs to the QCTO Hatfield office | | | R |
| | TOTAL PRICE | | | |