



SPECIFICATIONS FOR STATIONERY

1. PURPOSE

1.1. To request quotations for procurement of stationery.

2. BACKGROUND

The National Consumer Commission (NCC), herein referred to as the Commission, is a juristic person established as an organ of state within the public administration, but as an institution outside the public service in terms of section 85 of the Consumer Protection Act; No 68 of 2008 ("Act"). The NCC has been operational since 1 April 2011, with its mandate being to promote and advance the social and economic welfare of consumers in South Africa.

3. SPECIFICATIONS

No.	Unit of measurement	Quantity	Description
1.	Each	20	Giant staplers
2.	box	20	Giant staplers Staples (Compatible with the giant stapler which will be provided above)
3.	Each	20	Ruler
4.	Box	5	A4 File dividers (numbering 1-30)
5	Box	5	A4 File dividers (Jan - December)
6.	Each	15	Heavy Duty paper punch 2 holes
7.	Each	20	43g Glue stick
8.	Each	80	Hard cover book
9.	Box	10	Presentation Folders
10	box	50	No 26/6 Staples 5000 PCS
11.	Box of 60	10	Ballpoint Black Pens
12.	Each	10	Tippex

13.	box	50	Binder clips black 19 mm
14.	box	200	A4 printing paper
15.	Each	20	26/6 stapler
16.	Pack	10	Arch lever file (10 packs)

9. EVALUATION CRITERIA

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

Stage 1 - Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

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

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

Stage 2 – BBEE Evaluation (20 Points)

BBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the 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

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

B-BBEE Certificate

a. Joint Ventures, Consortiums and Trusts

- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **National Consumer Commission** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

10. CONDITIONS OF CONTRACT

The NCC reserves the right to refuse the lowest quote and elements outlined in the evaluation criteria above, will play a major role when evaluating the requested proposals. Similarly, the NCC is not bound to select any of the entities or individuals submitting proposals.

11. PAYMENT STRUCTURE

Payment will be made upon submission of invoice(s), accompanied with an itemised statement of account, covering all services rendered. Such payment will be effected within thirty (30) days from date of receipt of undisputed invoice.

12. CONFIDENTIALITY

The NCC will treat all relevant and available data and/or information provided by the Service Provider with confidentiality. The Service Provider is not to allowed to discuss or make any information available to any member of the public, press or other service provider/consultant or any other unauthorized person(s) except as authorized by the Commissioner or his delegate.

14. SUBMISSION OF QUOTATIONS

Quotations must be sent via the following email: quotations@thencc.org.za

Or alternatively at:

The National Consumer Commission

South African Bureau of Standards Campus

Main Reception

1Dr Lategan Road

Groenkloof

Pretoria

15. ENQUIRIES

For SCM enquiries:

Ms. Mapula Moropene

Telephone: 012 428 7739

E-mail: M.Moropene@thencc.org.za