

NOTIFICATION OF TENDER ADVERT

Bid Number:SASSA: 39-23-SCM-MP

Bid Description:The South African Social Security Agency hereby invites proposals from potential service provider for the Accreditation of service providers to supply and deliver stationery for Mpumalanga Region for a period of Thirty-Six(36) months.

Name of Institution:South African Social Security Agency

Place where goods, works or services are required:

SASSA Mpumalanga Regional Office, 18 Ferreira Street 1201 and Records Management Centre, 08 Bester Street Nelspruit 1201

Date Published: 04 September 2023

Closing Date / Time: 27 September 2023 @11:00am

Enquiries:

Technical Enquiries

Contact Person: Mr MJ Mashiane

Email: Michaels@sassa.gov.za

Telephone number: 013 754 9463

Administration Enquiries

Contact Person: Ms TG Mnisi

Email: Tinstwalo@sassa.gov.za

Telephone number: 013 754 9577

Where bid documents can be obtained:

Website: <https://etenders.treasury.gov.za/>

<https://sassa.gov.za>

Physical Address:Where bids should be delivered:

SASSA Mpumalanga Regional Office, 18 Ferreira Street 1201



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*]

South African Social Security Agency
Mpumalanga Region

SASSA House • 18 Ferreira Street
Nelspruit • Private Bag X55662 • Nelspruit. 1200
Tel: +27 12 754 9346 • Fax: 086 656 4166
www.sassa.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:39-23-SCM-MP	CLOSING DATE	27 September 2023	CLOSING TIME	11:00
DESCRIPTION	Accreditation of service providers to supply and deliver stationery for Mpumalanga Region for a period of Thirty-Six(36) months.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA House Mpumalanga Regional Office 18 Ferreira Street, Nelspruit, 1200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Tintswalo Mnisi		CONTACT PERSON	Michael Mashiane	
TELEPHONE NUMBER	(013) 754-9577		TELEPHONE NUMBER	(013) 754-9463	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tintswalo@sassa.gov.za		E-MAIL ADDRESS	Michaels@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
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

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6. WHERE NO TCS 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:

.....

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, Impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa 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.
- 1.2 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 interest¹ 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.

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



STANDARD BIDDING DOCUMENT (SBD) 4

[illegible]

Stamp out social grants fraud and corruption
Call 0800 60 10 11 / 0800 701 701

STANDARD BIDDING DOCUMENT (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;

STANDARD BIDDING DOCUMENT (SBD) 4

- 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

² 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.

STANDARD BIDDING DOCUMENT (SBD) 4

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

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.

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:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) & \mathbf{or} & \mathbf{Ps} = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force
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- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of
Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of
liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

TERMS OF REFERENCE

**TERMS OF REFERENCE FOR THE ACCREDITATION OF SERVICE PROVIDERS
TO SUPPLY AND DELIVER STATIONERY FOR SASSA MPUMALANGA REGION
FOR A PERIOD OF THIRTY-SIX(36) MONTHS**

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**SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR
SASSA MPUMALANGA REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

ANCRONYMS

SASSA	:	South African Social Security Agency
GCC	:	General Conditions of Contract
SCC	:	Special Conditions of Contract
MP	:	Mpumalanga
SBD	:	Standard Bidding Documents
B-BBEE	:	Broad Based Black Economic Empowerment
CIPC	:	Companies and Intellectual Property Commission
CIPRO	:	Companies and Intellectual Property Registration Office
SANAS	:	South African National Accreditation System
SABS	:	South African Bureau of Standards
SANS	:	South African National Standards
SMME	:	Small Micro Medium Enterprise
EME	:	Emerging Micro Enterprise
CSD	:	Central Supplier Database
SARS	:	South African Revenue Services
VAT	:	Value Added Tax

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**SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR
SASSA MPUMALANGA REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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1. INTRODUCTION

The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004(Act No. 9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999), as amended), and is responsible for the management, administration and payment of social assistance.

2. PURPOSE

To secure suitable service providers to supply and deliver stationery to SASSA MP Region for a period of Thirty-Six (36) months. Successful service provider/s (bidder/s) will be required to enter into a Service Level Agreement (SLA) with SASSA MP Region.

3. BACKGROUND

3.1 Inventory items plays a very critical role in the entire grant value chain process which is the main function for the Agency. In order for SASSA to ensure that the service delivery is not disrupted in any form due to non-availability or shortages of inventory items it is thus significant for SASSA MP to accredit service providers (bidders) to supply and deliver all inventory items on time.

3.2 The SASSA Mpumalanga Region have two (02) centralized Sub-inventory or warehouses which are located at No 18 Ferreira Street (Regional Office) and 8 Bester Street (Records Management Centre) in Nelspruit. The Regional Office is responsible for procurement, storing and distributing of all various inventory items to all SASSA MP Offices.

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4. OBJECTIVE

To accredit service providers (bidders) to supply and deliver stationery to SASSA MP Region for a period of thirty-six (36) months.

5. SCOPE of WORK

5.1 The successful service provider/s (bidders) must be able to:

5.2 Supply and deliver stationery to SASSA MP as and when required.

5.3 Supply and deliver stationery items as listed on the attached

(Annexure B). Should there be any new items not listed on the list bidders will be requested to supply and deliver such items. Samples for unfamiliar items will be available upon request.

6. PROJECT DELIVERABLES

6.1 The Agency will place orders as and when required during the contract period.

6.2 The service provider (bidders) must deliver within 14 working days of placing of an official order.

6.3 It is required from the service provider (bidder) to keep stock of products or to ensure that full delivery takes place according to order quantities.

6.4 The service provider (bidder) must provide their own labour for the offloading of the goods at the designated SASSA Office.

6.5 The service provider (bidder) shall package the goods as required to prevent their damage or deterioration during transit to the Storeroom at 18 Ferreira Street and 8 Bester Street, Nelspruit.

6.6 SASSA will take ownership only if goods are in the warehouse.

6.7 The delivery of products must include the off-loading thereof at the bidder's own risk and cost to the designated delivery address.

6.8 The goods should meet SABS/ SANS requirements.

6.10 Bidders must have the capacity to deliver to Mbombela CBD.

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- 6.11 Bidders must be able to collect and replace defective items, or parts thereof, within two (2) working days without any cost to the Agency.

7. MANDATORY SUBMISSION REQUIREMENTS

All bids that fail to attach the required documents will be disqualified.

- 7.1 Bidders must submit a business profile illustrating a minimum of three (3) years relevant experience in supplying and delivery of stationery.
- 7.2 Bidders must submit a minimum of three (3) positive references with at least one of the projects exceeding the value of R500, 000.00 during the last three (3) years. Refer to Annexure A.
- 7.3 Bidders must submit proof of access to finance to the value of at least R500, 000.00 in the form of financial statements (not older than 12 months) or a letter (not older than 3 months) from a reputable financial institution to demonstrate their capacity to execute the project
- 7.4 Bidders must submit proof of ownership of closed vehicle/s, certified copies of valid registration certificate/s and roadworthy registration certificate/s of all vehicles suitable for the successful execution of the contract. In the event where the bidders is not the owner of the closed vehicle/s to be used for delivery, a valid agreement between the affected parties must be attached as well as certified copies of valid registration certificate/s of all vehicles
- 7.5 Bidders must submit proof of storage facilities where the stock is kept or agreements with 3rd party bidders for the execution of the project. Site inspection of storage facilities will be conducted.

8. BID CONDITIONS

The following conditions apply to the accreditation, and if any of the conditions are not met the accreditation will not be considered:-

- 8.1. The Agency reserves the right to accredit one (1) or more service providers (Bidders) or not to accredit any service provider at all.

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- 8.2. Prospective service provider/s (bidder/s) shall have to treat all available data provided by the Agency in the process as strictly confidential. Such data remains the property of the Agency.
- 8.3. The successful service provider (bidder) will enter into a service level agreement with the Agency.
- 8.4. The goods supplied under the contract shall be fully insured by the service provider/s (bidder/s) against loss or damage while are in transit.
- 8.5. Service provider/s (bidder/s) may be required to undergo security vetting.
- 8.6. Bidders will be disqualified if found to have misrepresented information in their bid proposals.
- 8.7. Bidders must provide reference letter/s for the provision of stationery exceeding the value of R500 000.00 per order. (Reference letters within the past 5 Years of each project without proof of order amounts will not be considered).
- 8.8. A bidders will be expected to comply with delivery timelines.
- 8.9. All items supplied by the successful bidders/s must meet the minimum approved requirements of the South African National Standards.
- 8.10. All items supplied by the successful bidders/s must be manufacturer guaranteed.
- 8.11. In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the Agency's request
- 8.12. Bidders must provide credible letters of undertaking to prove stock level from any retailer as per Annexure B

9. GENERAL CONDITIONS

9a. RFP Pack

- i. General conditions are stipulated in the various documents which make up the RFP pack (SBDs and Annexure A – General Conditions of Contract)

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9b. Special Conditions

- i. Section 38(1) (f) of the PFMA and Treasury Regulation 8.2.3 regulates the payment to bidders within 30 days of invoice receipt. In support of this it is compulsory for the successful bidders/s to submit valid invoices within five (05) days after delivery.
- ii. All the products items delivered by the successful bidders(s) must be to the standard of this specification or the latest as amended.
- iii. No product deviation will be accepted.
- iv. No payment for incorrect product/s or undelivered items will be made.

10. APPLICABLE LEGISLATION**10.1 National Standards**

The products offered shall in respect of all matters arising from the fulfilment of the contract comply with all laws and regulations as amended that are applicable to the products required. In this regard, special reference is, *inter alia* made to the following acts and standards, which do not constitute an exhaustive list:

- SANS 785:2006: Writing equipment ballpoint pens.
- SANS 1318:2016: Scholastic stationery.
- SANS 1531:2003: Wood-cased pencils and extruded plastics pencils with graphite lead and coloured lead.
- SANS 1581:2012: Erasers made from plasticized PVC.
- SANS 9177-1: Mechanical pencils Part 1: Classification, dimensions, performance requirements and testing.
- SANS 9177-2: Mechanical pencils Part 2: Black leads - Classification and dimensions.
- SANS 9177-3:2009: Mechanical pencils Part 3: Black leads - Bending strengths of HB leads.
- SANS 9180: 2009: Black leads for wood-cased pencils - Classification and diameters
- SANS 27668-1:2009: Gel ink ball pens and refills Part 1: General use
- CKS 368:1973: Lever arch files for stationery
- ISO 9001:2015 / SANS 9001:2015 "Requirements for Quality Management Systems"

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10.2 Acts and Regulations

- Constitution of the Republic of South Africa 1996
- Public Finance Management Act No. 1 of 1999 (as amended)
- Preferential Procurement Policy Framework Act No. 5 of 2000: Preferential Procurement Regulations, 2017
- Standards Act No. 8 of 2008
- The Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Occupational Health and Safety Act No. 85 of 1993

Note: Amended Acts and Regulations/Standards applicable to this bid shall supersede the above stated. The list is not exhaustive.

11. MONITORING AND EVALUATION

11.1 The service provider (bidders) will be expected to enter into a service level agreement with SASSA, which will form the basis for compliance monitoring.

11.2 The Agency will monitor and evaluate the adequacy of compliance standards to delivery timelines.

11.3 Monitoring of provision of quality products and compliance to standards.

12. EVALUATION CRITERIA

Bids will be evaluated in terms of the below-mentioned criteria:

Phase 1: Administrative compliance

Phase 2: Functionality Criteria

12.1 PHASE 1: ADMINISTRATION COMPLIANCE

Tax Pin Letter / Tax Clearance
Proof of Registration on the Central Bidders Database (CSD) with National Treasury (CSD Registration Report)
Identity Documents (copies) of Directors as per CIPC and CSD registration report

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Fully completed and signed Standard Bidding Document (SBD) forms (**SBD 4 and SBD 6.1**)

B-BBEE Status Level Verification Certificate (Issued by verification agencies accredited by SANAS) or Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths or B-BBEE certificate issued by the Companies and Intellectual Property Commission.

Bidders who fail to comply with the above requirements may be disqualified.

12.2 PHASE 2: FUNCTIONALITY CRITERIA

NO	FUNCTIONALITY CRITERIA		MAXIMUM WEIGHTING TO BE AWARDED
	FUNCTIONALITY		100 points
	1. Capability:		30 points
	a) Experience in supplying and delivering of stationery and copy paper (Bidders must submit a business profile illustrating a minimum of three (03) years relevant experience)		15 points
	<ul style="list-style-type: none"> • More than 8 years • 6 – 8 years • 3 – 5 years 	15 points 10 points 5 points	
	b) Average score of references letters where similar work has been rendered (Bidders must submit a minimum of three (03) positive references with at least one of the projects exceeding R500 000.00 during the last three (03) years) :		15 points
	<ul style="list-style-type: none"> • Average score of 5 	15 points	



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<ul style="list-style-type: none"> • Average score of 5 • Average score of 4 • Average score of 3 	15 points 10 points 5 points	
2. Capacity:		40 points
a) Suitable and reliable vehicle/s owned or leased (Bidders must submit proof of ownership of closed vehicles, certified copies of valid registration certificate/s and roadworthy registration certificate/s of all vehicles suitable for the successful execution of the contract):		20 points
<ul style="list-style-type: none"> • 4 or more vehicles owned or leased. • 2 – 3 vehicles owned or leased. 	20 points 10 points	
b) Storage facilities (Bidders must submit proof of storage facilities where the stock is kept or agreements with 3 rd party supplies for the execution of project):		20 points
<ul style="list-style-type: none"> • Bidders has a storage facility (e.g. warehouse) • Bidders has 3rd party agreement/s for a storage facility (e.g. warehouse) <p><i>NB: Site inspection of storage facilities will be conducted.</i></p>	20 points 10 points	
3. Viability of Bidders Response (Bidders must submit proof of access to finance to the value of at least R500 000.00 in the form of financial statements (Not older than 12 months) or a letter		20 Points

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	(Not older than 3 months) from a reputable financial institution to demonstrate their capacity to execute the product):		
	Financial capacity of the Bidder. The following financial ratios shall apply and grades as follows (Liquidity, Financial Autonomy, Profitability & Solvency): • A-B • C-D • E-G	20 points 15 points 5 points	
	4. Methodology • Project Implementation Plan on how services will be rendered after a purchase order has been issued.		10

NB: Bidders who score less than 70 out of 100 points for functionality will be regarded as non-responsive and will be disqualified. Bidders who score more than 70 out of 100 points in respect of functionality will be accredited.

13. PERIOD OF CONTRACT

The period of the contract shall be thirty-six (36) months.

14. SUBMISSION OF BIDS

Bids must be submitted or deposited in the box located at the address
Mentioned below:

Mpumalanga Regional Office: SASSA HOUSE
18 Ferreira Street, 1201

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15. ENQUIRIES

For any enquiries, please contact the following officials:

For technical enquiries:

Name: Mr MJ Mashiane

Tel: +27 13 754 9463

Email: Michaels@sassa.gov.za

For bid administration enquiries

Name: Ms TG Mnisi

Tel: +27 13 754 9577

Email: tintswalo@sassa.gov.za

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ANNEXURE A

EXPERIENCE IN THE SUPPLY AND DELIVERY OF STATIONARY

NB: SASSA has the right to confirm the details captured in this table. Any misrepresentation of information shall result in disqualifying the bid proposal. (In case more space is required bidders are allowed to make copies).

Name of client / organization where project is being executed/was executed	Contract period		Nature of services provided (stationary)	Contact persons and telephone numbers of your client		Number of sites for the same project.	Total Cost of the project
	(Start Date) Day/Month/Year	(End Date) Day/Month/Year		Name	Contact		

Bidder Name: _____

Name of Signatory: _____

Capacity of Signatory: _____

Signature: _____

Date: _____

ANNEXURE B

1. Product Item List

1.1 A4 Book (2 Quire)

1.1.1 Requirements

- A4, two (2) and three (3) quire feint & margin
- Each page must feature red ruled margins and ruled lines;
- Must be available in 192 pages &
- Must also be available in 288 pages
- Cut flush, black board sides, thread sewn and quarter bound

1.2 A4 Book

1.2.1 Requirements

- A4, feint and margin college exercise book
- Each page must feature red ruled margins and ruled lines
- Must be available in 32 pages
- Must also be available in 72 pages

1.3 A5 Shorthand

1.3.1 Requirements

- A5, top bound
- Each page must feature ruled (feint) lines
- Must contain 144 pages, 148x210mm

1.4 A5 Shorthand

1.4.1 Requirements

- A5, journal
- Cream lined pages, pastel colours/black
- Must contain 192 pages
- Rounded corners, elastic closure band and a date feature
- Ribbon marker to quickly pick up where you left off

1.4.2 Packaging and Marking

- The manufacturer's name on the box
- Quantity inside the box

1.5 Rubber Bands

1.5.1 Requirements

- The material of the bands shall be made from a thoroughly blended compound of natural rubber and suitable additives.

- Band Rubber - 32mm 100g (100 pieces per pack)
- Band Rubber - 38mm 100g (100 pieces per pack)
- Band Rubber - 64mm 100g (100 pieces per pack)
- Band rubber no 38 90 x 6mm brown 100g per box (150 mm x 3mm)
- Band rubber 180 x 5mm cream 100g per packet
- Band rubber 51 x 1.6mm 100g per box
- Band rubber 150 x 10mm 100g per box
- Band rubber 125 x 2mm 100g per box
- Band rubber 220 x 10mm 100g per box
- Band rubber 40-76 x 5mm 100g per box
- Band rubber 75 x 1.6mm 100g per box
- Band rubber 127 x 5mm 100g per box

1.5.2 Packaging and Marking

- Shall be packed in a carton/box/plastic bag that will safeguard the contents and withstand normal handling and transport
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity.

1.6 Paper Binder (grip binder)

1.6.1 Requirements

- Tin plated self-pierce and round head
- Split pin fastener with locking washer to securely hold papers together
- Binder paper 32mm tin plated self-pierce
- Binder paper 38mm tin plated self-pierce
- Binder paper 50mm tin plated self-pierce
- Binder Paper Grip – 76mm (100 pieces per pack)

1.6.2 Packaging and Marking

- Shall be packed in a carton/box/pack that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity.

1.7 File Binder

1.7.1 Requirements

- Eco plastic self-adhesive

- 10 per box
- Flapless with clip 326 GSM

1.7.2 Packaging and Marking

- Shall be packed in a carton/box/pack that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity.

1.8 Paper Binder (slide)

1.8.1 Requirements

- Suitable for binding unpunched documents with a binding capacity of up to 75 pages of 80gsm, PVC (material) A4 size
- Size of between 7mm to 10mm, squared corners
- Binder paper slide A4 red 10mm 10/pack
- Binder paper slide A4 red 7mm 10/pack
- Assorted colours as per the requirement of the purchaser
- Should be robust, re-usable and easy to slide open to bind pages
- Binder Paper (Fold back Clips Grip Binders - 32mm)
- Binder Paper (Fold back Clips Grip Binders - 41mm)
- Binder Paper (Fold back Clips Grip Binders - 51mm)
- Binder Paper (Fold back Clips Grip Binders - 76mm)

1.8.2 Packaging and Marking

- Shall be packed in a carton/box/pack (12 per box) that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity

1.9. Binder Ring

1.9.1 Requirements

- Binder Ring (plastic/ PVC binder - 10mm)
- Binder Ring (plastic/ PVC binder - 12mm)
- Binder Ring (plastic/ PVC binder - 14mm)
- Binder Ring (plastic/ PVC binder - 16mm)
- Binder Ring (plastic/ PVC binder - 20mm)
- Binder Ring (plastic/ PVC binder - 25mm)
- Binder Ring (plastic/ PVC binder - 32mm)

1.9.2. Packaging and Marking

- Shall be packed in a carton/box/pack (10 per pack) that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity

1.10 Box storage and archive

1.10.1 Requirements

- Must be able to accommodate A4 documents (ring-binders, lever arch files) with lid and handle holes.
- Light-duty stacking strength for storage with or without shelving
- Collapsible, foldable corrugated paperboard and easy to assemble
- Double-base, double-end, single-side construction for extra durability during handling
- Boxes are designed to hold a weight of 15 kg to 25kg
- Box archive cardboard 437x330x250mm with lids
- Container solid plastic A4 Black/Grey
- Cardboard A4 160g pink 100 per pack
- Cardboard A4 160g white 100 per pack
- Cardboard A4 160g yellow 100 per pack

1.10.2 Packaging and Marking

- Shall be packed in nominal quantities of 100 per pack
- Only the same size and shall be packed together in the box
- Marking on the box shall be legible and indelible
- Trade name; Description of the contents
- Size and quantity

1.11 Binder Sliding

1.11.1 Requirements

- Binder Sliding - 10mm
- Binder Sliding - 12mm
- Binder Sliding - 14mm
- Binder Sliding - 15mm
- Binder Sliding - 16mm
- Binder Sliding - 25mm

1.11.2 Packaging and Marking

- Shall be packed in a carton/box/pack (pack of 10) that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity

16.12. Hard/Clip Board

1.12.1. Requirements

- Board Clip – A4 (10 Per Box)

1.12.2 Packaging and Marking

- Shall be packed in a carton/box/pack that will safeguard the contents (10 Per box)
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity

1.13 Book Analysis

1.13.1 Requirements

- Book Analysis 18 Cash Columns (JD 6018)
- Book Analysis 32 Cash Columns (JD 8032)
- Book Analysis 40 Columns (JD 7024)

1.13.2 Packaging and Marking

- Shall be packed in a carton/box/pack that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity

1.14 Book Petty Cash Register

1.14.1 Requirements

- A3 of double pages with folio numbers (Z483)

1.14.2 Packaging and Marking

- Shall be packed in a carton/box/pack (5 per pack) that will safeguard the contents
- Marking should be legible and indelible
- Packaging to write the trade name, product name, colour, size and quantity

1.15 Paper Clips

1.15.1 Requirements

PAPER CLIP (GEM)	PAPER CLIP (FOLD BACK STEEL)
Shall be of steel wire that has carbon, manganese and sulphur contents not exceeding 0,15; 0,5 and 0,05% respectively	Shall be strong metal clips with fold-back arms to keep a secure hold and grip on the document
Should be between the sizes (length) of 30mm to 100mm and width 6mm to 8mm	Various sizes from 19mm, 32mm, 41mm and 50mm as required by the purchaser
The wire to be protected by a metallic or an organic coating	Easy to remove
The four sides wires of paper clips shall be straight and parallel to one another and shall merge smoothly into loops	
Paper clip to show no sign of tearing the sheets of paper	
Shall be free from sharp edges, cracked or flaked coatings	

- Clip paper fold back steel springs 19mm
- Clip paper fold back steel springs 32mm
- Clip paper fold back steel springs 41mm
- Clip paper fold back steel springs 50mm
- Clip paper gem PVC 30mm small coloured
- Clip paper gem PVC 50mm giant coloured

1.15.2 Packaging and Marking

- Shall be packed in nominal quantities of 100 clips per box
- Only clips of the same size and coating shall be packed together in the box
- Marking on the box shall be legible and indelible

- Trade name; Description of the contents
- Size, colour and quantity

1.16 Compact Boxes

1.16.1. Requirements

- Foldable boxes (330mm x 250mm x 120mm)

1.16.2 Packaging and Marking

- Marking on the box shall be legible and indelible
- Trade name; Description of the contents
- Size, colour and quantity

1.17 Cover Report Punch

1.17.1 Requirements

- A4 punch less report cover
- Each report cover must hold between 30-40 sheets of 80 gsm paper
- Front cover must be clear and coloured back
- Slide the concealed metal mechanism to bind documents
- Cover, report punch less, A4, clear front cover, opaque rear cover, polypropylene, built in mechanism to clip documents, flexible spine

1.17.2 Packaging and Marking

- The manufacturer's name must appear on the box
- 5 sets per pack

1.18 Plastic Container

1.18.1 Requirements

- The container should be the following size A4, 320 (L) × 105 (W) x 220 (H)
- Must be strong enough to store and hold files
- May be plastic or solid plastic
- Plastic must be easy to assemble
- Colour should be black/grey
- Container must be size

1.18.2 Packaging and Marking

- The manufacturer's name must appear on the box

- Each pack must consist of 4 containers per pack

1.19 Plastic Binding Element

1.19.1 Requirements

- Must be made from plastic
- Must be suitable for all binding element machines,
- 21 loops, A4 length and whole spacing
- Must be flexible and durable for de-binding and re-binding of documents and make page turning easy
- Element binding plastic A4 6mm black 100/box
- 10mm (White) with a capacity binding of 65 sheets
- 14mm (Black) with a capacity binding of 125 sheets
- 16mm (Black) with a capacity binding of 135-145 sheets
- 32mm (Green) with a capacity binding of 280-310 sheets

1.19.2 Packaging and marking

- Marking on the box shall be legible and indelible
- Shall be packed in quantities of 25, 50 or 100 per box
- Elements of the same size shall be packed together in the box
- Trade name, description of the contents

1.20 Eraser pencil

1.20.1 Requirements

- Smudge-free erasing with minimal crumbling
- Soft and bendable, 21x1mm
- Remove graphite from paper
- Eraser will not tear paper when erasing
- Self-cleaning eraser has bevelled ends
- Polyvinyl chloride (PVC) and latex-free

1.20.2 Packaging and marking

- Marking on the box shall be legible and indelible
- Trade name, description of the contents

1.21. Eraser Whiteboard

1.21.1 Requirements

- Eraser Whiteboard (145 x 55mm 12 Peel Off Layers)

1.21.2 Packaging and marking

- Marking on the box shall be legible and indelible
- Trade name, description of the contents

1.22 File divider

1.22.1 Requirements

- Shall be of polypropylene, pvc or board material
- A4 size, multi-coloured
- Tabs may be non-printed or printed with letter month (A-Z) or numbers (1-10)
- Hole punch should be suitable for any file
- File divider cardboard A4 10 divisions multi-colour (10/pack)
- File divider PVC 10 blank div A4 multi (10/pack)
- File divider PVC A-Z A4 multi coloured
- File divider PVC number 1-10 A4 coloured
- File folder flat cardboard yellow 25/box
- File ring 2 O-ring PVC A4 38mm

1.22.2 Packaging and marking

- Marking on the box shall be legible and indelible
- Shall be packed in quantities of 25, 50 or 100 per box
- Elements of the same size shall be packed together in the box
- Trade name, description of the contents

1.23. Fastener File Metal

1.23.1 Requirements

- Fastener File Metal (80mm) (50 Per Box)

1.23.2 Packaging and marking

- Marking on the packaging shall be legible and indelible
- The manufacturer's name or trade mark

- The name of the product
- Pack of 10

1. 24. Files-Personnel & Finance

1.24.1 Requirements

- Files-Personnel Development Files -G.P.S - 021- 9575
- Files-Performance File -G.P.S 021- 9576
- Files-Personnel Files - G.P.S.021-9580
- File Finance / Remuneration G.P.S 021- 9578.

1.24.1 Packaging and marking

- Marking on the packaging shall be legible and indelible
- The manufacturer's name or trade mark
- The name of the product

1.25 Envelopes

1.25.1 Requirements

- Envelopes Brown B4
- Envelope Brown A2 E1
- Envelope Brown A3
- Envelope Brown A4
- Envelope Brown A5 E4
- Envelope Brown B5
- Envelope Brown E12 Window
- Envelope Brown E12
- Envelope Brown E2
- Envelope Brown E3
- Envelope Brown C3
- Envelope Brown C4
- Envelope Brown C5
- Envelope Brown Clear DLB Window (95mm² x 38mm²)

1.25.2. Packaging and marking

- Trade name
- Description of contents
- Quantity of envelopes in each box shall be 100
- Size

1.25 (a) File lever arch (2 ring PVC A4 75 mm)

1.25.1 Requirements

- The covering should be made of PVC
- The flat should be 634mm
- The spine of the file should be 80mm
- The height of the file should be 317mm
- File lever arch 2 ring PVC A4 75mm
- The file should have a thumbhole
- Double mechanism to keep contents firmly in the Lever Arch Files – 2 Rings for all punched documents - Metallic compressor.

1.25 (b) File lever arch (2 ring Cardboard A4 75 mm)

1.25.2 Requirements

- The covering should be made of cardboard
- The flat should be 634mm
- The spine of the file should be 80mm
- The height of the file should be 317mm
- File lever arch 2 ring cardboard A4 75mm
- The file should have a thumbhole
- Double mechanism to keep contents firmly in the Lever Arch Files – 2 Rings for all punched documents - Metallic compressor.

1.25.3 Packaging and marking

- Trade name
- Description of contents
- Quantity of lever arch files in each box shall be 10
- Size

1.26. File Folders

1.26.1. Requirements

- File Folder A4 PVC Inner Pocket - Blue
- File Folder A4 PVC Inner Pocket - Green
- File Folder A4 PVC Inner Pocket - White
- File Folder A4 PVC Inner Pocket - Red
- File Folder A4 PVC Inner Pocket - Yellow
- File Pockets A4 – (10 Pages per file)
- File Pockets A4 – (20 Pages per file)

1.26.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.27. Trip Authorisation Forms

1.27.1 Requirement

- Form Trip Authorisation A4 for use of government owned and subsidised vehicles (Z606) Single self-carbonized (pack of 100)

1.28. Holder Arc Lever Files A4

1.28.1 Requirement

- Holder Arc Lever Files A4

1.28.2 Packaging and marking

- Trade name
- Description of contents
- Quantity of holder lever arch files in each box shall be 10
- Size

1.29 Fingerettes/ finger cones

1.29.1 Requirement

- Must be made from natural rubber and rough finishing for ease of counting and paging of the document
- Ideal for quickly and neatly sorting, counting and paging of the document
- Puncture and tear resistant paper
- Must be strong enough to grip and not slip or stretch out during use
- Must be available in assorted colours as required by the purchaser
- Size1
- Size 2
- Size 3
- For custom fit and quantity of 10-12 in a box/cartoon

1.29.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.30 Glue stick

1.30.1 Requirement

- Quick setting
- Non-wrinkling paper glue
- Non-toxic and solvent-free
- Glue must be white in colour and weigh 40g- 43g

1.30.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.31 Ink for Office Stamps

1.31.1 Requirements

- Ink For Office Stamp – Red 30ml (20 per Box)
- Ink For Office Stamps – Black 30ml (20 per Box)

1.31.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.32 Office Stamps

1.32.1 Requirements

- Stamps - Invoice Received Stamp (Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamps - Confidential Stamp(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamps - Registered Stamps(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamp-Receiving Stamps(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamp- Checking Stamp(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)

- Stamp - Paid Stamps(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamp - Date Stamp(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamps- Urgent Stamps(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamp-Certifying Stamps(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamp - SASSA Stamp(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)
- Stamp - Approved Stamp(Self-inking, 60 x 60 mm, $1\frac{9}{16} \times 2\frac{3}{8}$)

1.33 Log Book

1.33.1 Requirements

- Log Book - GG Vehicles A4 Landscape (Self carbonised with folio numbers)

1.33.2 Packaging and Marking

- 5 per pack
- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.34 Tags-Asset Tags/Barcode

1.34.1 Requirements

- Tags-Asset Tags/Barcode 39mm x 13mm 0.5mm Aluminium with Adhesive Acetone Activated

1.34. 2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.35 Acetone

1.35.1 Requirements

- Acetone 500ml

1.35.2 Packaging and Marking

- The manufacturer's name on the box

- Description of contents
- The quantity must be displayed on the box

1.36 Manual Order Book

1.36.1 Requirements

- Manual Orders Book A4 Landscape (Self triplicate carbonised with folio numbers) (5 per pack)

1.36.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.37 White Board Markers

1.37.1 Requirements

- Marker White Board – Black (1.5 – 2 mm width) (10 per Pack)
- Marker White Board - Red(1.5 – 2 mm width) (10 per Pack)
- Marker Whiteboard - Blue(1.5 – 2 mm width) (10 per Pack)
- Marker -Permanent Black(1.5 – 2 mm width) (10 per Pack)
- Marker-Permanent-Red(1.5 – 2 mm width) (10 per Pack)
- Marker-Permanent Blue(1.5 – 2 mm width) (10 per Pack)

1.37.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.38 Pad Refill Memo

1.38.1 Requirements

- Pad Refile Memo (For Desk Cube) (Pack of 1

1.38.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

- The quantity must be displayed on the box

1.39 Paper Punch

1.39.1 Requirements

- Grades shall be (medium and heavy duty)
- Should have two (2) hole configuration
- The base shall be designed that, when the punch is being used, the paper can be inserted up to a stop without obstruction
- The handle shall have an appropriate ergonomic shape such as to ensure efficient and comfortable operation of the punch
- The receptacle shall be designed that during operation, can contain a relevant number of paper discs without causing malfunction
- Shall have an adjustable paper guide to ensure correct lateral positioning of sheets (A4, A5, A6)
- The edges of the holes shall not be torn after punching and no tilting of the punch during operation
- Punch mechanism shall automatically return to its normal position after the handle is released
- Should punch no less than 30 sheets

1.39.2 Packaging and Marking

- Shall be individually packed in a carton that is strong enough to protect the punch from damage during normal handling, transportation and storage
- Punch and the carton to bear the trade name
- Grade (medium or heavy duty)
- Punch Paper Heavy Duty Two Holes (Punch 100 sheets per document and easily remove waste paper tray for emptying)
- Punch Paper Standard/Medium Two Holes (punch 20 sheets per document) (easily remove waste paper tray for emptying)

1.40 Paper Carbon

1.40.1 Requirements

- Paper Carbon 100 Sheets – Black(5 per pack)

1.40.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.41 Paper Tokai Board

1.41.1 Requirements

- Paper Tokai Board 160g - Blue
- Paper Tokai Board 160g - Lime
- Paper Tokai Board 160g - Orange
- Paper Tokai Board 160g - Pink
- Paper Tokai Board 160g - Red
- Paper Tokai Board 160g - White
- Paper Tokai Board 160g - Yellow

1.41.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.42 Pin Drawing

1.42.1 Requirements

- Pin Drawing small 3/8 inches (100 Per pack)

1.42.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.43 Plastic Sleeves

1.43.1 Requirements

- Plastic Sleeves A4-punched.

1.43.2 Packaging and Marking

- 100 per pack
- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.44 Prestik adhesive putty

1.44.1 Requirements

- Prestik adhesive rubber 100g

1.44.2 Packaging and Marking

- 12 per box
- The manufacturer's name on the box
- Description of contents
- The quantity must be displayed on the box

1.45 Scissors (Office)

1.45.1 Requirements

- The scissor shall be made from alloyed carbon steel or stainless steel and plastic handle.
- The scissor shall have a nominal overall length not exceeding 215mm

1.45.2 Packaging and Marking

- The manufacturer's name on the scissor and on the container
- The nominal overall length
- The quantity inside the box

1.46 Stapler

1.46.1 Requirements

- Should consist of a base, magazine, a chute, a spring- loaded follower block to hold the strip of staples under compression force at all times, staple driver, an anvil and other components necessary for efficient operation of stapler
- Stapler to have a magazine that will accommodate full strip of staples between 105 and 210 staples
- Should fastens papers together with a clinched staple
- Automatically returns to its starting position at the end of its stapling operation
- Facilitates speedy clearance of a "staple jam" if one occurs
- Opens out for use as a tacker on a flat surface
- The base of the stapler shall be provided with the rubber pads or other suitable means to protect a desk top surface from scratches
- Should clinch not less than 20 sheets
- Stapler 100 sheet heavy duty
- Stapler office 26/6 steel non-clog
- Stapler Giant 56 (23/6) Paper

1.46.2 Packing and Marking

- Marking on the box shall be legible and indelible
- Each stapler to be packed in an individual carton
- Trade name
- Description of the contents
- Model

1.47 Staples

1.47.1 Requirements

- Staples shall be made of steel wire
- Legs of the staples shall have blunted or chisel ends
- Legs shall be parallel as well as at the right angles to the crown, they shall be free from burrs and jagged edges
- Staples to be smoothly cemented together to form strips to ensure efficient ejection of the staple from the stapling machine without causing blocking of the chute
- Sizes of 23/10/13/15, 23/8/13, 24/6/8, 26/6/8, 66/11
Staples Giant – 23/13
Staples Giant – 23/17
Staples- Giant 23/20
Staples-Giant 66/8
Staples Standard No 26/6

1.47.2 Packaging and Marking

- Quantity of staples in each box shall be 1000 or 5000 depending on the size including the requirements of the customer
- Trade name
- Description of contents
- Quantity
- Size

1.48 File Binder

1.48.1 Requirements

- Self-adhesive plastic Snap Clip for use in A4 top retrieval files

1.48.2 Packaging and Marking

- 10 per packet

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.49 Ink Stamp pad

1.49.1 Requirements

- Plastic cover
- Un-inked pad
- 110mm x 70mm
- 147mm x 110mm

1.49.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.50 Examination pad

1.50.1 Requirements

- Examination A4 80 sheets rule margin 10 pack
- Product Weight 0.15 kg
- Product Dimensions 210mm(L) x 297mm(W) x 20mm(H)

1.50.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.51 Flipchart

1.51.1 Requirements

- Paper flipchart 860mmx 610 mm
- 50 sheets 60g punch coverPaper
- Actual block size: 10 x 10mm
- Slotted holes to fit most Flipchart stands
- Perforated sheets

- Individually wrapped pads

1.52 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.53 Pens

1.53.1 Requirements

- (i) Pen Gel Black/Red Fine 0.8mm 12/box
 - Premium gel roller
 - Retractable
 - Smooth writing
 - Longest lasting gel ink
 - Comfortable rubber grip
 - Refillable
- (ii) Pen Gel Black Fine BL77 12/box
 - Rubber grip for comfortable writing and quick drying liquid gel ink.
 - Barrel with pocket clip.
 - Pen gel ink k118-8w
 - Point Size: 0.8mm
 - Available Colours: Black or Blue
 - Ink: Waterproof and Fade-Resistant Pigment Ink
 - Grip: Rubber Grip
- (iii) Pen retractable gel ink black fine 0.7mm
- (iv) Pen retractable gel ink blue fine 0.7mm
- (v) Pen highlighter chisel pink 10 or 12/pack
- (vi) Pen highlighter chisel orange 10 or 12/pack
- (vii) Pen Ball Crystal Clear (10 or 12/pack) - Red
- (viii) Pen Ball Crystal Clear (10 or 12/pack) - Black
- Bright fluorescent colours.
- Durable plastic chisel tip for smooth highlighting.
- Pocket clip.
- AP certified non-toxic.

1.53.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

- Size as required
- The quantity must be displayed on the box

1.54. Pencil

1.54.1 Requirements

- Pencil, black lead core (3mm core), grade HB, quality wood casing, painted, hexagonal in shape, suitable for use on paper and plastic slate surfaces

1.54.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.55 Pencil Sharpener

1.55.1 Requirements

- Pencil sharpener, metal with a screw-retained steel blade.
- The pencils to be sharpened cleanly, smoothly, consistently and uniformly.
- The metal and blade are secured and durable enough to withstand repeated use
- Sharpeners Pencil Metal one hole (standard)

1.55.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.56 Pencil Leads

1.56.1 Requirements

- Hi polymer pencil leads suitable for all clutch pencils.
- Leads are flexible & don't break easily.
- Easy to erase.
- 12 Leads in tube.
- 2B 0.5mm

1.56.2 Packaging and Marking

- The manufacturer's name on the box

- Description of contents
- Size as required
- The quantity must be displayed on the box

1.57 Pocket file

1.57.1 Requirements

- Superior quality polypropylene
- Anti-static sleeves
- No ink removal from photocopies
- Extra cover pockets for inserts
- A4 size, clear
- 50 pockets

1.57.2 Packaging and Marking

- The manufacturer's name on the box
- Description of the contents and quantity
- Size as required

1.58 Laminating Pouch

1.58.1 Requirements

- Pouch laminating A3 150 micron
- Pack of 100
- Pouch laminating A4 80 micron
- Pack of 100

1.58.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.59 Staple Remover

1.59.1 Requirements

- Easy to use
- Claw style
- For standard staples
- Superior grip

- Steel jaw
- Chrome finish
- Remover Staples – Giant metal body for remover 23/6, 23/8, 23/10, 23/13, 23/15, 23/25, 23/23, 23/24 staples
- Remover Staples – Standard 24/26 (12 per box)

1.59.2 Packaging and Marking

- The manufacturer's name on the box
- Description of the contents and quantity
- Size as required

1.60 Ruler Plastic

1.60.1 Requirements

- Ruler Plastic Various Colours 30cm
- Ruler plastic various colours 100cm

1.60.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box (30 per pack)

1.61 Sign Here flags

1.61.1 Requirements

- 50 flags per dispenser
- Sticker Sign Here 24.5mm x 43.6mm or 45mm x 25mm
- Sticker Sign Here (12mm x45 mm).

1.61.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.62 Adhesive Tape

1.62.1 Requirements

- Sealing of boxes & other packaging applications
- Tape adhesive buff 55mx48mm
- Tape adhesive clear 55mx48mm
- Tape adhesive clear 12mx66mm
- Tape adhesive 48mmx100m
- Clear polypropylene
- Used for general office use

1.62.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.62 Memo Holder paper

1.62.1 Requirements

- Cube size: 90 x 90 x 90mm.

1.62.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.63 Pen & Pencil holder

1.63.1 Requirements

- Solid plastic moulded round- up organiser with 6 rounded recesses.
- Desktop Organiser Pen Holder - Black - 6 Cylinders

1.63.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.64 Calculator

1.64.1 Requirements

- 12 Digit Big LCD Display 138 x 103 x 31mm 3 Digit Comma
- 1 x SDS 270 Dual Power
- Mini Desktop 12 Digit Calculator

1.64.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.65 Note Pad

1.65.1 Requirements

- 76mm x 76mm 65 sheets per pad
- 6 pads per pack Holds stronger & longer than any normal note
- Perfect for vertical & hard-to-stick surfaces
- Vibrant colours

1.65.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.66 Mouse Pad

1.66.1 Requirements

- 5mm non-slip base; 230mmx185mm
- Polyester fabric for good tracking
- Assorted colours
- Smooth & constant motion

1.66.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

- Size as required
- The quantity must be displayed on the box

1.67 Quotation Folder

1.67.1 Requirements

- Polypropylene
- Lightweight embossed PP
- Flexible spine with removable spine label
- Flexible 2 holes, 80mm filing mechanism
- Up to 50 sheets filing capacity

1.67.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.68 Pencil clutch

1.68.1 Requirements

- Lead clutch pencil
- 2B 0.5mm
- 12 per tube

1.68.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Size as required
- The quantity must be displayed on the box

1.69 Acetone

1.69 .1 Requirements

- Acetone-500 ml

1.69 .2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.70 Badge Name

1.70.1 Requirements

- White cards – 85mm x 54mm) (200 per pack

1.70.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.71 Batteries

1.71.1 Requirements

- Battery Pen Light - AA
- Battery Pen Light - AAA
- Battery Pen Light - AAAA

1.71.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- Pack Of 6

1.72 Cord Electric Extension

1.72.1 Requirement

- Cord Electric Extension - 5m
- Cord Electric Extension - 10m
- Cord Electric Extension - 30m
- Cord Electric Extension - 50m
- Cord Electric Extension - 80m
- Cord Electric Extension - 100m

1.72.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.73 Glove Powder Free

1.73.1 Requirement

- Glove Medium Powder Free
- Glove Large Powder Free

1.73.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents
- 55 pairs per box

1.74 Electric Plugs

1.74.1 Requirement

- Plug Electricity - Three Points
- Plug Multi - Five Ways
- Plug Multi - Three Ways
- Plug Multi -Two Ways
- Plug Red
- Plug High Surge Multi- Eight Ways

1.74.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.75 Globes/Lamps

1.75.1 Requirement

- Fluorescent lamp tubes L58W/640
- Starters Light
- Globes Various

1.75.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.76 Cartridges

1.76.1 Requirement

- Black Toner CE505A
- Cartridge CF226A
- Cartridge CF280A
- Cartridge Q5950A/Q5951A/Q5952A/Q5953A

1.76.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.77 Cups

1.77.1 Requirement

- Cups Disposable- White

1.77.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.78 Grant Admin Books

1.78.1 Requirement

- Book: Medical (Medical assessment Site Register) A4 Landscape triplicate self-carbonised with folio numbers MPUMALANGA REGION NO) (50 Pages per book)
- Book: Care Dependency Grant A3 Landscape single with folio numbers MP No CDG) (50 Pages per book)
- Book: Disability Grant A3 Landscape single with folio numbers MP No DG) (50 Pages per book)
- Book: Grant In Aid A3 Landscape single with folio numbers MP No GIA) (50 Pages per book)

1.78.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.79 Grant Admin Forms

1.79.1 Requirement

- Form: SASSA Medical Assessment Referral (A4 back to back with folio numbers Ref No : MARF No)
- Form: Affidavit for old age grant
- Form: Affidavit for disability grant
- Form: Affidavit for granting aid
- Form: Affidavit for foster child grant
- Form: Affidavit for care dependency grant
- Form: Affidavit for child support grant
- Form: Affidavit for war veterans
- Form: Affidavit for social relief of distress
- Form: Proof of school attendance
- Form: Implied Consent
- Form: Checklist for old age grant
- Form: Checklist for disability grant
- Form: Checklist for granting aid
- Form: Checklist for foster child grant
- Form: Checklist for care dependency grant
- Form: Checklist for child support grant
- Form: Checklist for war veterans
- Form: Checklist for social relief of distress

1.79.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.80 Files

1.80.1 Requirement

- Grants File Covers –Z20 (81/30381)

1.80.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

1.81 PAPERS

1.81.1 Requirement

- Paper Photocopy 80g A3 – White (5 Reams of 500 Sheets)
- Paper Photocopy 80g A4 – White 5 Reams of 500 Sheets)
- Hard A4 papers Multi colours

1.81.2 Packaging and Marking

- The manufacturer's name on the box
- Description of contents

NB:

- Should there be any new items not listed on the list will be procured separately.

Samples for unfamiliar items will be available