



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

## INVITATION TO BID

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### FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS

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**CONTRACT: DARD/RFB 09/2024/2025**

**APPOINTMENT OF SERVICE PROVIDER(S) TO  
PROVIDE STATIONERY FOR THE FREE STATE  
DEPARTMENT OF AGRICULTURE, RURAL  
DEVELOPMENT AND ENVIRONMENTAL AFFAIRS IN FIVE (5)  
DISTRICTS FOR A PERIOD OF THREE (3) YEARS**

## TENDER DOCUMENT

|   |                            |
|---|----------------------------|
| <b>TENDER CLOSING DATE</b><br>04 March 2025 | <b>NO BRIEFING SESSION</b> |
|---|----------------------------|

|  |  |
|--|--|
| <b>Issued by:</b><br>Department of Agriculture, Rural Development and<br>Environmental Affairs<br>Glen Agricultural College<br>Chemistry Building 1st Floor<br>Gielie Joubert Street<br>Bloemfontein<br>9301 | <b>Prepared by:</b><br>Department of Agriculture, Rural Development and<br>Environmental Affairs |
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APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

## DOCUMENTS IN THE BID DOCUMENT PACK

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

- ❖ Bid Submission Checklist

### SECTION 1

- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.1)
- ❖ Pricing Schedule – Non-Firm Prices (SBD3.2)
- ❖ Declaration of Interest (SBD 4)
- ❖ Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 (SBD 6.1)
- ❖ Proof of the following documentation will be required:

**Mandatory requirements** (failure to comply with these requirements shall disqualify the bid)

- Tax Compliance Status Pin;
- Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).

### Non-mandatory requirements

- Certified company registration certificates;
- Certified ID copy(s) of director(s);
- CSD Registration Report.

### SECTION 2

- ❖ Special Conditions of Contract (SCC)

### SECTION 3

- ❖ General Conditions of Contract (GCC)

### Annexure A

- ❖ Joint Venture or a Consortium



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

Supply Chain Management Enquiries

Mr T. Matshaba

Director: Supply Chain Management

Cell: 066 486 6684 / 078 451 6529

Email: [tsoloanematshaba@gmail.com](mailto:tsoloanematshaba@gmail.com) / khumalof@dard.gov.za

**INVITATION TO BID**

1. Bids are hereby invited for mentioned goods/services.
2. Bids must be in sealed envelopes subscribed "Bid No. **DARD/RFB 09/2024/2025 APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS**
3. Bids must be addressed to the under mentioned address:  
  
**FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS  
Supply Chain Management  
Private Bag X 02  
Bloemfontein  
9300**
4. All bids must be placed in the bid box not later than **11h00 on 04 March 2025** at the street address mentioned below:

**FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS  
ADMINISTRATION BUILDING  
Ground floor  
SCM Component  
Gielie Joubert Street  
GLEN**



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## BID SUBMISSION CHECKLIST

Bidders are required to complete the following checklist and to submit it with their bids:  
Please note that all the information listed below must be completed in full, where applicable, and be included in the bid.

|                   |  | COMPLIANT? (TICK ✓<br>IN APPROPRIATE<br>BOX) |    |
|-------------------|--|--|----|
| NO                | REQUIREMENT  | YES  | NO |
| <b>1</b>          | <b>SECTION 1</b>   |  |    |
| 1.1               | Standard Bidding Documents:  |  |    |
| SBD 1             | Invitation   |  |    |
| SBD3.1            | Pricing Schedule – Firm Prices   |  |    |
| SBD3.2            | Pricing Schedule – Non-Firm Prices   |  |    |
| SBD 4             | Declaration Of Interest  |  |    |
| SBD 6.1           | Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022                   |  |    |
| <b>2</b>          | <b>SECTION 2</b>   |  |    |
| 2.1               | Special Conditions of Contract (SCC)   |  |    |
| <b>3</b>          | <b>SECTION 3</b>   |  |    |
| 3.1               | General Conditions of Contract (GCC)   |  |    |
| <b>4.</b>         | <b>MANDATORY ATTACHMENTS</b>   |  |    |
| 4.1               | Tax Compliance Status Pin  |  |    |
| 4.2               | Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated). |  |    |
| <b>Annexure A</b> | Joint Venture or a Consortium (Where applicable)   |  |    |
| <b>5.</b>         | <b>NON-MANDATORY ATTACHMENTS</b>   |  |    |
| 5.1               | Company's registration documents   |  |    |
| 5.2               | Certified copies of identity documents of Director(s)  |  |    |
| 5.3               | CSD Registration number (Summary Report)   |  |    |



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

# SECTION 1



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

## PART A INVITATION TO BID

|  |  |                      |  |                               |  |
|--|--|----------------------|--|-------------------------------|--|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>   |  |                      |  |                               |  |
| <b>BID NUMBER:</b>   | <b>DARD/RFB 09/2024/2025</b>   | <b>CLOSING DATE:</b> | <b>04 March 2025</b>   | <b>CLOSING TIME:</b>          | <b>11:00am</b>   |
| <b>DESCRIPTION</b>   | <b>APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS</b> |                      |  |                               |  |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>   |  |                      |  |                               |  |
| <b>Location of tender box:</b><br>Admin Building: Ground Floor<br>SCM Unit<br>Gielie Joubert Str<br>Glen, 9360   |  |                      | Administration Building,<br>Gielie Joubert Street,<br>Glen<br>(Mangaung Metro) |                               |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |                      | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                                 |                               |  |
| CONTACT PERSON   | Mr T. Matshaba   |                      | CONTACT PERSON   |                               |  |
| TELEPHONE NUMBER   | 066 486 6684 / 078 451 6529  |                      | TELEPHONE NUMBER   |                               |  |
| FACSIMILE NUMBER   |  |                      | FACSIMILE NUMBER   |                               |  |
| E-MAIL ADDRESS   | <a href="mailto:tsoloanematshaba@gmail.com">tsoloanematshaba@gmail.com</a><br>khumalof@dard.gov.za   |                      | E-MAIL ADDRESS   |                               |  |
| <b>SUPPLIER INFORMATION</b>  |  |                      |  |                               |  |
| NAME OF BIDDER   |  |                      |  |                               |  |
| POSTAL ADDRESS   |  |                      |  |                               |  |
| STREET ADDRESS   |  |                      |  |                               |  |
| TELEPHONE NUMBER   | CODE   |                      | NUMBER   |                               |  |
| CELLPHONE NUMBER   |  |                      |  |                               |  |
| FACSIMILE NUMBER   | CODE   |                      | NUMBER   |                               |  |
| E-MAIL ADDRESS   |  |                      |  |                               |  |
| VAT REGISTRATION NUMBER  |  |                      |  |                               |  |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:   |                      | OR   | CENTRAL SUPPLIER DATABASE No: | MAAA   |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]   |                      | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?              |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |  |                      |  |                               |  |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  |  |                      | <input type="checkbox"/> YES <input type="checkbox"/> NO                       |                               |  |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?  |  |                      | <input type="checkbox"/> YES <input type="checkbox"/> NO                       |                               |  |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?   |  |                      | <input type="checkbox"/> YES <input type="checkbox"/> NO                       |                               |  |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  |  |                      | <input type="checkbox"/> YES <input type="checkbox"/> NO                       |                               |  |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  |  |                      | <input type="checkbox"/> YES <input type="checkbox"/> NO                       |                               |  |
| <b>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.</b> |  |                      |  |                               |  |



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## PART B TERMS AND CONDITIONS FOR BIDDING

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>  |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>   |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.   |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.  |
| 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .   |
| 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.   |
| 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.   |
| 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.  |
| 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."                  |

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....



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**SBD 3.1****PRICING SCHEDULE – FIRM PRICES  
(GOODS)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

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

| NAME OF BIDDER _____                |                | BID NUMBER: DARD/RFB 09/2024/2025                   |  |        |          |                                       |
|-------------------------------------|----------------|---|--|--------|----------|---------------------------------------|
| Closing Time 11:00 on 04 March 2025 |                | Validity Period: 120 Days                           |  |        |          |                                       |
| ITEM NR                             | ICN            | ITEM DESCRIPTION                                    | ATTRIBUTES   | UNIT   | COLOUR   | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 1                                   |                | <b>BINDING MATERIAL</b>                             |  |        |          |                                       |
| 1.1                                 | 999977U0050753 | FILE,COVER A-4;WHITE;LEATHERBOARD                   | BINDING covers, leatherboard & gloss A4, 285 micron, | PK 100 | of White |                                       |
| 1.2                                 | 999977U0050789 | FILE,COVER A-4;BLUE;LEATHERBOARD                    |  | PK 100 | of Blue  |                                       |
| 1.3                                 | 999977U0050815 | FILE,COVER A-4;RED;LEATHERBOARD                     |  | PK 100 | of Red   |                                       |
| 1.4                                 | 999977U0050827 | FILE,COVER A-4;GREEN;LEATHERBOARD                   |  | PK 100 | of Green |                                       |
| 1.5                                 | 999977U0050839 | FILE,COVER A-4;WHITE;GLOSS FINISH;285MICRON         |  | PK 100 | of White |                                       |
| 1.6                                 | 999977U0050878 | FILE,COVER A-4;BLUE;GLOSS FINISH;285MICRON          |  | PK 100 | of Blue  |                                       |
| 1.7                                 | 999977U0050880 | FILE,COVER A-4;RED;GLOSS FINISH;285MICRON           |  | PK 100 | of Red   |                                       |
| 1.8                                 | 999977U0050928 | FILE,COVER A-4;GREEN;GLOSS FINISH;285MICRON         |  | PK 100 | of Green |                                       |
| 1.9                                 | 999977U1089883 | BINDING ELEMENT PLASTIC;A-4;DIA 6MM;BLUE;21-RING    | BINDING ELEMENT 21 RINGS 06 MM                       | PK 100 | of Blue  |                                       |
| 1.10                                | 999977U1089895 | BINDING ELEMENT PLASTIC;A-4;DIA 6MM;RED;21-RING     |  | PK 100 | of Red   |                                       |
| 1.11                                | 999977U1089919 | BINDING ELEMENT PLASTIC;A-4;DIA 6MM;GREEN;21-RING   |  | PK 100 | of Green |                                       |
| 1.12                                | 999977U1089921 | BINDING ELEMENT PLASTIC;A-4;DIA 6MM;WHITE;21-RING   |  | PK 100 | of White |                                       |
| 1.13                                | 999977U1089933 | BINDING ELEMENT PLASTIC;A-4;DIA 6MM;BLACK;21-RING   |  | PK 100 | of Black |                                       |
| 1.14                                | 999977U1089945 | BINDING ELEMENT PLASTIC;A-4;DIA 6MM;CLEAR;21-RING   |  | PK 100 | of Clear |                                       |
| 1.15                                | 999977U1090101 | BINDING ELEMENT PLASTIC;A-4;DIA 8MM;BLUE;21-RING    | BINDING ELEMENT 21 RINGS 08 MM                       | PK 100 | of Blue  |                                       |
| 1.16                                | 999977U1090137 | BINDING ELEMENT PLASTIC;A-4;DIA 8MM;GREEN;21-RING   |  | PK 100 | of Green |                                       |
| 1.17                                | 999977U1090149 | BINDING ELEMENT PLASTIC;A-4;DIA 8MM;WHITE;21-RING   |  | PK 100 | of White |                                       |
| 1.18                                | 75101803179532 | BINDING ELEMENT PLASTIC;A-4;DIA 8MM;BLACK;21-RING   |  | PK 100 | of Black |                                       |
| 1.19                                | 999977U1090152 | BINDING ELEMENT PLASTIC;A-4;DIA 8MM;CLEAR;21-RING   |  | PK 100 | of Clear |                                       |
| 1.20                                | 999977U1090202 | BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;BLUE;21-RING | BINDING ELEMENT 21 RINGS 12,5 MM                     | PK 100 | of Blue  |                                       |
| 1.21                                | 999977U1090214 | BINDING ELEMENT PLASTIC;A-4;DIA 12,5MM;RED;21-RING  |  | PK 100 | of Red   |                                       |



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RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

|      |                |   |                 |   |           |    |       |  |
|------|----------------|---|-----------------|---|-----------|----|-------|--|
| 1.22 | 999977U1090240 | BINDING ELEMENT<br>12,5MM;GREEN;21-RING | PLASTIC;A-4;DIA |   | PK<br>100 | of | Green |  |
| 1.23 | 999977U1090253 | BINDING ELEMENT<br>12,5MM;WHITE;21-RING | PLASTIC;A-4;DIA |   | PK<br>100 | of | White |  |
| 1.24 | 75101802528418 | BINDING ELEMENT<br>12,5MM;BLACK;21-RING | PLASTIC;A-4;DIA |   | PK<br>100 | of | Black |  |
| 1.25 | 999977U1090277 | BINDING ELEMENT<br>12,5MM;CLEAR;21-RING | PLASTIC;A-4;DIA |   | PK<br>100 | of | Clear |  |
| 1.26 | 999977U1090315 | BINDING ELEMENT<br>14MM;BLUE;21-RING    | PLASTIC;A-4;DIA | BINDING ELEMENT 21<br>RINGS 14 MM                           | PK<br>100 | of | Blue  |  |
| 1.27 | 999977U1090327 | BINDING ELEMENT<br>14MM;RED;21-RING     | PLASTIC;A-4;DIA |   | PK<br>100 | of | Red   |  |
| 1.28 | 999977U1090339 | BINDING ELEMENT<br>14MM;GREEN;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Green |  |
| 1.29 | 999977U1090341 | BINDING ELEMENT<br>14MM;WHITE;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | White |  |
| 1.30 |                | BINDING ELEMENT<br>14MM;BLACK;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Black |  |
| 1.31 | 999977U1090366 | BINDING ELEMENT<br>14MM;CLEAR;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Clear |  |
| 1.32 | 999977T4534323 | BINDING ELEMENT<br>16MM;BLUE;21-RING    | PLASTIC;A-4;DIA | BINDING ELEMENT 21<br>RINGS 16 MM                           | PK<br>100 | of | Blue  |  |
| 1.33 | 999977T4534362 | BINDING ELEMENT<br>16MM;RED;21-RING     | PLASTIC;A-4;DIA |   | PK<br>100 | of | Red   |  |
| 1.34 | 999977T4534273 | BINDING ELEMENT<br>16MM;GREEN;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Green |  |
| 1.35 | 999977U1090404 | BINDING ELEMENT<br>16MM;WHITE;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | White |  |
| 1.36 | 999977U1090416 | BINDING ELEMENT<br>16MM;BLACK;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Black |  |
| 1.37 | 999977U1090428 | BINDING ELEMENT<br>16MM;CLEAR;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Clear |  |
| 1.38 | 999977U1090467 | BINDING ELEMENT<br>25MM;BLUE;21-RING    | PLASTIC;A-4;DIA | BINDING ELEMENT 21<br>RINGS 25 MM                           | PK<br>100 | of | Blue  |  |
| 1.39 | 999977T5912136 | BINDING ELEMENT<br>25MM;RED;21-RING     | PLASTIC;A-4;DIA |   | PK<br>100 | of | Red   |  |
| 1.40 | 999977T5912148 | BINDING ELEMENT<br>25MM;GREEN;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Green |  |
| 1.41 | 999977T5912112 | BINDING ELEMENT<br>25MM;WHITE;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | White |  |
| 1.42 | 999977U1090479 | BINDING ELEMENT<br>25MM;BLACK;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Black |  |
| 1.43 | 999977U1090493 | BINDING ELEMENT<br>25MM;CLEAR;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Clear |  |
| 1.44 | 999977T4534311 | BINDING ELEMENT<br>10MM;BLUE;21-RING    | PLASTIC;A-4;DIA | BINDING ELEMENT 21<br>RINGS 9,5 - 10 MM<br>IBICO or similar | PK<br>100 | of | Red   |  |
| 1.45 | 999977T4534350 | BINDING ELEMENT<br>10MM;RED;21-RING     | PLASTIC;A-4;DIA |   | PK<br>100 | of | Red   |  |
| 1.46 | 75101802792467 | BINDING ELEMENT<br>10MM;GREEN;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Green |  |
| 1.47 | 999977U1090517 | BINDING ELEMENT<br>10MM;WHITE;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | White |  |
| 1.48 | 999977U1090529 | BINDING ELEMENT<br>10MM;BLACK;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Black |  |
| 1.49 | 999977U1090543 | BINDING ELEMENT<br>10MM;CLEAR;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Clear |  |
| 1.50 | 999977T4534335 | BINDING ELEMENT<br>22MM;BLUE;21-RING    | PLASTIC;A-4;DIA | BINDING ELEMENT 21<br>RINGS 20 MM IBICO or<br>similar       | PK<br>100 | of | Blue  |  |
| 1.51 | 999977T4534374 | BINDING ELEMENT<br>22MM;RED;21-RING     | PLASTIC;A-4;DIA |   | PK<br>100 | of | Red   |  |
| 1.52 | 999977T4534285 | BINDING ELEMENT<br>22MM;GREEN;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Green |  |
| 1.53 | 999977T5912098 | BINDING ELEMENT<br>22MM;WHITE;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | White |  |
| 1.54 | 75101801291032 | BINDING ELEMENT<br>22MM;BLACK;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Black |  |
| 1.55 | 999977U1090570 | BINDING ELEMENT<br>22MM;CLEAR;21-RING   | PLASTIC;A-4;DIA |   | PK<br>100 | of | Clear |  |
| 1.56 | 999977U1090594 | BINDING ELEMENT<br>18MM;BLUE;21-RING    | PLASTIC;A-4;DIA | BINDING ELEMENT<br>18MM                                     | PK<br>100 | of | Blue  |  |
| 1.57 | 999977U1090606 | BINDING ELEMENT<br>18MM;RED;21-RING     | PLASTIC;A-4;DIA |   | PK<br>100 | of | Red   |  |
| 1.58 | 999977U1090618 | BINDING ELEMENT                         | PLASTIC;A-4;DIA |   | PK        | of | Green |  |



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE,  
RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

|      |                |   |  |           |    |       |  |
|------|----------------|---|--|-----------|----|-------|--|
|      |                | 18MM;GREEN;21-RING                                    |  | 100       |    |       |  |
| 1.59 | 75101803122544 | BINDING ELEMENT PLASTIC;A-4;DIA<br>18MM;WHITE;21-RING |  | PK<br>100 | of | White |  |
| 1.60 | 999977U1090620 | BINDING ELEMENT PLASTIC;A-4;DIA<br>18MM;BLACK;21-RING |  | PK<br>100 | of | Black |  |
| 1.61 | 999977U1090632 | BINDING ELEMENT PLASTIC;A-4;DIA<br>18MM;CLEAR;21-RING |  | PK<br>100 | of | Clear |  |
| 1.62 | 999977U108921  | BINDING ELEMENT PLASTIC;A-4;DIA<br>9.5MM;WHITE        |  | PK<br>100 | of | White |  |
| 1.63 | 999977U108921  | BINDING ELEMENT PLASTIC;A-4;DIA<br>50MM;WHITE         |  | PK<br>100 | of | White |  |
| 1.64 | 999977T4534335 | BINDING ELEMENT PLASTIC;A-4;DIA<br>20MM;WHITE         |  | PK<br>100 | of | White |  |
| 1.65 | 999977U1090618 | BINDING ELEMENT PLASTIC;A-4;DIA<br>45MM;WHITE         |  | PK<br>100 | of | White |  |
| 1.66 | 75101801291032 | BINDING ELEMENT PLASTIC;A-4;DIA<br>32MM;WHITE         |  | PK<br>100 | of | White |  |
| 1.67 | 999977U1090606 | BINDING ELEMENT PLASTIC;A-4;DIA<br>38MM;WHITE         |  | PK<br>100 | of | White |  |
| 1.68 | 999977U1090618 | BINDING ELEMENT PLASTIC;A-4;DIA<br>45MM;WHITE         |  | PK<br>100 | of | White |  |



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

| ITEM NR  | ICN            | ITEM DESCRIPTION  |                                   | UNIT      | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|----------|----------------|---|-----------------------------------|-----------|--------|---------------------------------------|
| <b>2</b> |                | <b>PAPER FASTENERS</b>  |                                   |           |        |                                       |
| 2.1      | 75101800890119 | PAPER CLIP BULLDOG;STL;LG 75MM                                    | CLIP BULLDOG 75 MM                | BX of 12  |        |                                       |
| 2.2      | 75101800033643 | PAPER CLIP METAL;50MM LG  |                                   | BX of 12  |        |                                       |
| 2.3      |                | PAPER CLIP BULLDOG;STL;LG 20MM                                    | FASTENER PAPER 33 MM PAPER CLIP   | BX of 12  |        |                                       |
| 2.4      | 999977T1939848 | CLIP BULLDOG;FOLD BACK;25MM W                                     |                                   | BX of 12  |        |                                       |
| 2.5      | 75101801016916 | PAPER CLIP BULLDOG;STL;FOLD BACK;32MM                             |                                   | BX of 12  |        |                                       |
| 2.6      | 75101802652675 | PAPER CLIP BULLDOG;STL;FOLD BACK;50MM W                           |                                   | BX of 12  |        |                                       |
| 2.7      | 75101802832715 | PAPER CLIP STL;FOLD BACK;42MM W                                   |                                   | BOX       |        |                                       |
| 2.8      | 75101801004480 | PAPER CLIP LG 30MM;STL  |                                   | BOX       |        |                                       |
| 2.9      | 75101800332318 | FASTENER,PAPER CLIP;LG 33MM;81/03593                              | FASTENER PAPER 50MM PAPER CLIP    | BX of 100 |        |                                       |
| 2.10     | 75101801452768 | FASTENER,PAPER CLIP;STL;77MM LG;50'S                              | FASTENER PAPER 78MM PAPER CLIP    | BX of 50  |        |                                       |
| 2.11     | 75101801160668 | FASTENER,PAPER INDIAN GEM CLIP;LG 38MM;FILING LACES, TREASURY TAG | FASTENER PAPER INDIAN TAGS 38 MM  | BX of 100 |        |                                       |
| 2.12     | 75101801160795 | FASTENER,PAPER INDIAN GEM CLIP;LG 63MM;FILING LACES, TREASURY TAG | FASTENER PAPER INDIAN TAGS 63 MM  | BX of 100 |        |                                       |
| 2.13     | 75101800091076 | FASTENER,PAPER INDIAN GEM CLIP;LG 89MM;FILING LACES, TREASURY TAG | FASTENER PAPER INDIAN TAGS 89 MM  | BX of 100 |        |                                       |
| 2.14     | 751077T0879371 | FASTENER,PAPER TAG;100MM/102MM; FILING INDIAN LACES, TREASURY TAG | FASTENER PAPER INDIA TAGS81/19272 | BX of 100 |        |                                       |

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|----------|----------------|---|---------------------------------|-----------|---------------|---------------------------------------|
| <b>3</b> |                | <b>PINS, RUBBER &amp; TWINE</b>               | <b>Pins, rubber &amp; twine</b> |           |               |                                       |
| 3.1      | 999977T1738071 | PIN INDICATOR 15MM DIA                        | Pins - indicator, 15mm          | Tub of 20 | Diff. Colours |                                       |
| 3.2      | 999977T6326452 | PIN,PAPER DRAWING;11MM, ASSORTED              | PINS DRAWING 9MM                | Box of 50 | Diff. Colours |                                       |
| 3.3      | 75101800370229 | BAND,RUBBER ASSORTMENT;100G/BX;81/11191       | RUBBER BAND ASSORTMENT          | BX 100g   |               |                                       |
| 3.4      | 75101840356216 | BAND,RUBBER NR-32;3,2MM W X 76MM LG;100G      | RUBBER BAND NO 32               | BX 100g   |               |                                       |
| 3.5      | 999977T6348763 | BAND,RUBBER ELASTIC;NR-64;100G/BX             | RUBBER BAND NO 64               | BX 100g   |               |                                       |
| 3.6      |                | BAND, RUBBER W 80MM X DIA 220MM               |                                 | BX 100g   |               |                                       |
| 3.7      |                | BAND, RUBBER NR-38; W 3MM X DIA 152MM         |                                 | BX 100g   |               |                                       |
| 3.8      |                | BAND, RUBBER 90MM X 6MM                       |                                 | 100g      |               |                                       |
| 3.9      |                | BAND, RUBBER 150MM X 3MM                      |                                 | 100g      |               |                                       |
| 3.10     |                | BAND, RUBBER ELASTIC: NR-220 (250MM X 30MM)   |                                 |           |               |                                       |
| 3.11     |                | BAND, RUBBERBANDS NR-220 (150MM X 1.5MM)      |                                 |           |               |                                       |
| 3.12     | 999977T6348775 | BAND,RUBBER ELASTIC;NR-38;100G/BX (TREELINE)  |                                 | BX 100g   |               |                                       |
| 3.13     |                | BAND,RUBBERBANDS 38 100G, 1KG BAG (INTERSTAT) |                                 | Bag       |               |                                       |
| 3.14     |                | BAND,RUBBERBANDS 38 100G BAG (Thin)           |                                 | BAG       |               |                                       |



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|      |                |   |                            |             |  |  |
|------|----------------|---|----------------------------|-------------|--|--|
| 3.15 | 75101802314146 | THUMB TACK STANDARD                       | THUMB TACK METAL 12 MM     | Box of 100  |  |  |
| 3.16 | 999977U1114848 | TWINE FIBROUS; NYLON; DIA 2MM; 50G/RL     | TWINE, COTTON, 2mm         | Roll of 50g |  |  |
| 3.17 | 40201801130931 | TWINE FIBROUS; THICK; DIA 4MM             | TWINE, COTTON, 4mm         | Roll of 50g |  |  |
| 3.18 | 75101800542670 | RIBBON, BINDING PINK; 20M RL (Legal Tape) | RIBBON BINDING OFFICE PINK | Roll        |  |  |

| ITEM NR | ICN            | ITEM DESCRIPTION                                  |   | UNIT | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|---------|----------------|---|---|------|--------|---------------------------------------|
| 4       |                | GLUE  | Glue                                    |      |        |                                       |
| 4.1     | 80401802332649 | ADHESIVE (GLUE) 25ML; CLEAR; BOSTIK OR SIMILAR    | GLUE CLEAR 25ML, Bostik or similar      | EA   |        |                                       |
| 4.2     | 80401802697963 | ADHESIVE (GLUE) STICK FORM; 20G                   | Glue stick, ±20 - 25gm pritt or similar | EA   |        |                                       |
| 4.3     | 999977T3787025 | ADHESIVE (GLUE) STICK FORM; 40G; PRITT OR SIMILAR | Glue stick, ±36 - 40gm pritt or similar | EA   |        |                                       |
| 4.4     | 80401842130690 | ADHESIVE (GLUE) STICK FORM; 18G; PRITT OR SIMILAR | Glue stick, ±8 - 10gm, pritt or similar | EA   |        |                                       |
| 4.5     | 80401801667652 | ADHESIVE (GLUE) 100G; PRESTIK OR SIMILAR          | PRESTIC RE USABLE 100 GRAM              | EA   |        |                                       |
| 4.6     |                | ADHESIVE (GLUE) 25ML CLEAR, BOSTIK                |   | EA   |        |                                       |
| 4.7     | 803077T0657837 | ADHESIVE (GLUE) 30ML; BOSTIK OR SIMILAR (GEL)     | BOSTIK                                  | EA   |        |                                       |



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|---------|----------------|--|---|------|--------|---------------------------------------|
| 5       |                | TAPE   |   |      |        |                                       |
| 5.1     | 751077T0636314 | TAPE PRESSURE SENSITIVE;ADHESIVE;MASKING;18MM W;40M LG;ROLL                | TAPE MASKING 18 X 50 M  | RL   |        |                                       |
| 5.2     | 751077T0777351 | TAPE MASKING;24MM W X 50M LG;ROLL  | TAPE MASKING 24 X 50 M  | RL   |        |                                       |
| 5.3     | 75101800721718 | TAPE ADHESIVE;CLEAR;48MM W X 50M LG;1-SIDE ADHESIVE                        | TAPE PACKING BUFF 48 X 59 M   | RL   | Clear  |                                       |
| 5.4     | 75101840436127 | TAPE SELF ADHESIVE;CLEAR;12MM W X 66M LG;CELLOTAPE                         | TAPE CELLOTAPE 12 MM X 5 M  | EA   | Clear  |                                       |
| 5.5     | 813577T0658512 | TAPE SELF ADHESIVE;RED;12MM W;CELLOTAPE                                    |   | EA   |        |                                       |
| 5.6     | 75101800609774 | TAPE SECURE; RED; 33MM W X 35M INACTIVE NORMAL                             |   | EA   |        |                                       |
| 5.7     |                | TAPE SELF ADHESIVE; 24MM W X 33MM DOUBLE SIDED                             |   | EA   | Clear  |                                       |
| 5.8     | 751077T0302594 | TAPE ADHESIVE;CLEAR;W 12MM X LG 66M  | TAPE CELLOTAPE 12 MM X 50M/66M Clear, magic tape  | RL   | Clear  |                                       |
| 5.9     | 751077T0635984 | TAPE PRESSURE SENSITIVE;ADHESIVE;W 18MM X LG 66M;MAGIC TAPE                | TAPE CELLOTAPE 18 MM X 66 M magic tape can be written on , do not show on faxes or copies | RL   |        |                                       |
| 5.10    | 75101843111234 | TAPE PRESSURE SENSITIVE,ADHESIVE;W 24MMW;MAGIC TAPE                        | TAPE CELLOTAPE 24 MM X 66 M magic tape can be written on , do not show on faxes or copies | RL   |        |                                       |
| 5.11    | 75201802828010 | DISPENSER,STATIONERY HAND PULL;25MM TAPE;PRESET CUTTING DEVICE             | TAPE CELLOTAPE DISPENSER 25/75mm  | EA   |        |                                       |
| 5.12    | 999977T5277571 | TAPE ADHESIVE;CLEAR;CELLULOSE;W 24MM X LG 66MM                             | CELLOTAPE clear 24mm X 66mm   | EA   | Clear  |                                       |
| 5.13    | 999977U0048557 | TAPE SELF ADHESIVE;CRYSTAL CLEAR;W 19MM X LG 5000MM                        | CELLOTAPE crystal clear 19mm*5m   | EA   | Clear  |                                       |
| 5.14    | 75101800721720 | TAPE SELF ADHESIVE;BUFF;48MM W X 50M LG                                    | BUFF TAPE   | EA   | Brown  |                                       |
| 5.15    | 999977U1105612 | SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 2000MM;DC-FIX;BOOK COVERING | DESI FIX 5m   | EA   | Clear  |                                       |
| 5.16    | 999977U0528125 | SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 3000MM;DC-FIX;BOOK COVERING |   | EA   | Clear  |                                       |
| 5.17    | 999977T8311110 | SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 5000MM;DC-FIX;BOOK COVERING |   | EA   | Clear  |                                       |
| 5.18    | 93301801269036 | SHEET,PLASTIC SELF-ADHESIVE;CLEAR;450MM W X 10M LG;DC-FIX;BOOK COVERING    |   | EA   | Clear  |                                       |
| 5.19    | 999977U1105636 | SHEET,PLASTIC SELF-ADHESIVE;CLEAR;W 450MM X LG 16M;DC-FIX;BOOK COVERING    |   | EA   | Red    |                                       |
| 5.20    | 75101800609774 | TAPE SECURE: RED: 33MM W X 35M INACTIVE NORMAL                             |   | EA   |        |                                       |
| 5.21    |                | TAPE SELLO NOTE 76X76 NEON   |   | EA   |        |                                       |
|         |                |  |   |      |        |                                       |



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|---------|----------------|--|--|------------|-----------------|---------------------------------------|
| 6       |                | <b>BOOKS, CLIPBOARDS, PAPER PADS, CARBON PAPER</b>                               | <b>Books, clipboards, paper pads, carbon paper</b> |            |                 |                                       |
| 6.1     | 999977T5923521 | BOOK HARD COVER;A-4;96-PAGES;BOTH SIDES FEINT RULED,MARGIN                       | BOOK HARD COVER A4 MEMORANDUM 96 PAGES             | EA         | Black           |                                       |
| 6.2     | 753077T0641629 | BOOK MEMORANDUM;EXERCISE;A-4;192 PAGES;BOTH SIDES FEINT RULED,MARGIN;HARD COVER  | BOOK HARD COVER MEMO A4 192 PAGES                  | EA         |                 |                                       |
| 6.3     | 753077T0641617 | BOOK MEMORANDUM;SCRIBBLING (JOTTER);BOTH SIDES FEINT RULED,MARGIN;A-4;72-PAGES   |  | EA         |                 |                                       |
| 6.4     | 999977T4950832 | BOOK HARD COVER;A-4;288-PAGES;FAINT AND MARGIN                                   |  | EA         |                 |                                       |
| 6.5     | 999977U0056566 | CLIPBOARD PVC;A-4;BLACK;SPRING CLIP;FRONT COVER                                  | CLIPBOARD, A4 PVC, with front cover                | EA         | Black/Blue /Red |                                       |
| 6.6     | 999977U1104088 | CLIPBOARD PVC;A-4;BLUE;SPRING CLIP;FRONT COVER                                   |  | EA         |                 |                                       |
| 6.7     | 999977U1104090 | CLIPBOARD PVC;A-4;RED;SPRING CLIP;FRONT COVER                                    |  | EA         |                 |                                       |
| 6.8     | 999977U1105675 | CLIPBOARD PVC;LG 380MM X W 240MM;SPRING CLIP;BLACK                               | CLIPBOARD, A4 PVC, with no front cover             | EA         | Diff. Colours   |                                       |
| 6.9     | 999977U1105687 | CLIPBOARD PVC;LG 380MM X W 240MM;SPRING CLIP;RED                                 |  | EA         |                 |                                       |
| 6.10    | 999977U1105699 | CLIPBOARD PVC;LG 380MM X W 240MM;SPRING CLIP;BLUE                                |  | EA         |                 |                                       |
| 6.11    |                | CLIPBOARD L/A BOARD CROX   |  | EA         |                 |                                       |
| 6.12    | 999977T7007317 | PAD,WRITING A-4;RULED;PUNCHED;100 SHEET  | EXAMINATION PAD A4, punched feint and margin       | EA         |                 |                                       |
| 6.13    | 75201801309943 | FLIP CHART PAD;815MM LG X 675MM W  | PAPER FLIPCHART 40 leaf, A1 bond                   | EA         |                 |                                       |
| 6.14    | 75301843106083 | MESSAGE PAD POST-IT 83/184/2;TELEPHONE MESSAGE;105MM LG X 75MM W;YELLOW;50-SHEET | Telephone message book                             | EA         |                 |                                       |
| 6.15    | 999977U1105749 | BOOK NOTE;SHORTHAND;A-5;SOFT COVER;JD145;SPIRAL BINDED;SIDE MARGIN               | Siral note book A5                                 | EA         |                 |                                       |
| 6.16    | 76101800771220 | BOOK NOTEBOOK;A-4;HARD COVER;SPIRAL WIRE BACK                                    | Spiral notebook feint& margine 100pg A4            | EA         |                 |                                       |
| 6.17    | 999977U1105764 | BOOK NOTE;SHORTHAND;A-5;SOFT COVER;JD146;SPIRAL BINDED;MIDDLE MARGIN             | Shorthand notebook                                 | EA         |                 |                                       |
| 6.18    | 75301844400707 | BOOK JD162;288-PAGES;BOTH SIDES FEINT RULED,MARGIN                               | BOOK INDEX 298 pages                               | EA         |                 |                                       |
| 6.19    | 999977U2596234 | LEATHERBOARD, A4 PAPER GREEN   |  | Pack of 50 |                 |                                       |
|         | 999977U2596208 | LEATHERBOARD, A4 PAPER BLUE  |  | Pack of 50 |                 |                                       |
|         | 999977U2596222 | LEATHERBOARD, A4 PAPER RED   |  | Pack of 50 |                 |                                       |
|         | 999977U2596196 | LEATHERBOARD, A4 PAPER WHITE   |  | Pack of 50 |                 |                                       |
|         | 999977U3451681 | LEATHERBOARD, A4 PAPER BLACK   |  | Pack of 50 |                 |                                       |



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|---------|----------------|--|--|--------|--------|---------------------------------------|
| 7       |                | PAPER FOR SPECIAL PROJECTS                                 | Paper for special projects               |        |        |                                       |
| 7.1     | 999977T4602672 | CARTON 4;BEIGE/WHITE;160G;CERTIFICATE A-4;WHITE            | CERTIFICATE Paper, A4 Zetta Ripple White | Pk 100 |        |                                       |
| 7.2     | 999977T3272743 | PAPER,PHOTOGRAPHIC GLOSS;102G;EPSON or SIMILAR A-4;WHITE   | PHOTO PAPER, Epson, A4                   | Pk 50  |        |                                       |
| 7.3     | 999977T6728999 | PAPER,PHOTOGRAPHIC A-4;WHITE SEMI GLOSS;170G;HP or SIMILAR | PHOTO PAPER, HP, 4A                      | Pk 50  |        |                                       |
| 7.4     | 75301840896628 | PAPER,CARBON TYPEWRITER;A-4;BLACK;100 SHEET;81/170266      | CARBON PAPER (PK 100) Black              | Pk 50  |        |                                       |
| 7.5     | 75301800091952 | CARTON A-4; WHITE; 160G                                    |  | PK 100 | WHITE  |                                       |
| 7.6     |                | CARTON A-4; ORANGE; 160G                                   |  | PK 100 | ORANGE |                                       |
| 7.7     |                | CARTON A-4; RED; 160G                                      |  | PK 100 | RED    |                                       |

| ITEM NR | ICN            | ITEM DESCRIPTION  |   | UNIT                 | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|---------|----------------|---|---|----------------------|---------------|---------------------------------------|
| 8       |                | LABELS  | Labels  |                      |               |                                       |
| 8.1     | 753077T0304915 | LABEL ADHESIVE;ROUND;BROWN;10MM DIA;COLOUR CODED SELF                     | LABEL STICKER ROUND COLOURED colour code labels C10, (10mm) 1 colour per bx | BX of 100 labels     |               |                                       |
| 8.2     | 753077T0304927 | LABEL ADHESIVE;ROUND;ORANGE;10MM DIA;COLOUR CODED SELF                    |   | BX of 100 labels     |               |                                       |
| 8.3     | 753077T0304939 | LABEL ADHESIVE;ROUND;YELLOW;10MM DIA;COLOUR CODED SELF                    |   | BX of 100 labels     |               |                                       |
| 8.4     | 753077T0304941 | LABEL SELF ADHESIVE;ROUND;RED;10MM DIA;COLOUR CODED                       |   | BX of 100 labels     |               |                                       |
| 8.5     | 753077T0304955 | LABEL SELF ADHESIVE;ROUND;BLUE;10MM DIA;COLOUR CODED                      |   | BX of 100 labels     |               |                                       |
| 8.6     | 753077T0304967 | LABEL ADHESIVE;ROUND;GREEN;10MM DIA;COLOUR CODED SELF                     |   | BX of 100 labels     |               |                                       |
| 8.7     | 7690AA13331273 | LABEL SELF ADHESIVE;BLACK ON RED;URGENT                                   | LABEL instruction - URGENT  | Pk of 10             |               |                                       |
| 8.8     | 999977T1940853 | LABEL ADHESIVE;CONFIDENTIAL;125/RL SELF                                   | LABEL instruction - confidential, Thank You, By hand                        | Roll of 125 stickers |               |                                       |
| 8.9     | 999977U0056655 | LABEL SELF ADHESIVE;THANK YOU;125/RL                                      |   | Roll of 125 stickers |               |                                       |
| 8.10    | 999977T4820724 | LABEL YELLOW, GREEN; BY HAND/PER HAND; 125/BX                             |   | Roll of 125 stickers |               |                                       |
| 8.11    | 999977U1105802 | LABEL SELF ADHESIVE;ADDRESS;LG 100MM X W 50MM;2-ROW;SQ CORNER (lithotech) | LABEL, address, 2 row, 105 x 44mm self-adhesive, square corners             | BX                   |               |                                       |
| 8.12    | 999977T1940903 | LABEL SELF ADHESIVE;ADDRESS;LG 70MM X W 37MM;WIZARD;EW985                 | LABEL, address, computer 3 row, 70 x 37mm self-adhesive 24 up/sheet         | BX                   |               |                                       |
| 8.13    | 999977U0050982 | LABEL SELF ADHESIVE;ASSORTED COLOUR;LG 326MM X W 69MM;LEVER ARCH FILE     | LABEL, lever arch labels, 70 x 315mm  | BX                   | Diff. Colours |                                       |
| 8.14    | 999977T1269430 | LABEL SELF ADHESIVE;ROUND;WHITE;FOR CD;120MM DIA                          | CD LABELS self-Adhesive   | BX                   |               |                                       |
| 8.15    | 753077T0644815 | LABEL ADDRESS;COMPUTER;LG 96MM X W 36MM;3-ROW;24/SHEET                    |   | 100                  |               |                                       |





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|                |                |   |  |                              |               |  |
|----------------|----------------|---|--|------------------------------|---------------|--|
| 8.16           | 753077T0641720 | LABEL STAR; RED; DIA 50MM; CERTIFICATE                                  |  | BX                           |               |  |
| 8.17           | 753077T0642138 | LABEL ADDRESS;PRINTER;2-TO-VIEW (DBL ROW);FEEDING PAPER W 233MM;5000/BX |  | BX                           |               |  |
| 8.18           | 753077T0642660 | LABEL LASER PRINTER; LG 70MM X W 36MM                                   |  | BX                           |               |  |
| 8.19           |                | LABELS C19 BLUE 250 LABELS  |  | BX                           |               |  |
| 8.20           | 753077T0642708 | LABEL ASSORTED COLOUR;DIA 19MM;COLOUR CODED                             |  | BX                           |               |  |
| 8.21           | 753077T0643027 | LABEL COMPUTER; LG 95MM X W 24MM  |  | BX                           |               |  |
| 8.22           | 753077T0881399 | LABEL SELF ADHESIVE;STAR SHAPE;RED;10MM                                 |  | BX                           |               |  |
| 8.23           | 753077T0729412 | LABEL ADHESIVE; LG 45MM X W 13MM  |  | BX                           |               |  |
| 8.24           |                | LABEL COMPUTER; 36MMX95MM 316MM WEB (EW1046)                            |  | BX                           |               |  |
| 8.25           |                | LABEL COMPUTER SELF-ADHESIVE LAB 36MMX95MM (EW1035)                     |  | BX                           |               |  |
| <b>ITEM NR</b> | <b>ICN</b>     | <b>ITEM DESCRIPTION</b>   |  | <b>UNIT</b>                  | <b>COLOUR</b> | <b>BID PRICE IN RSA CURRENCY (VAT INCL.)</b> |
| <b>9</b>       |                | <b>POST IT FLAGS</b>  | <b>Post it flags</b>                               |                              |               |  |
| 9.1            | 75101800265367 | POST-IT FLAG TAPE;PLASTIC;CLEAR;RED;LG 43,6MM X W 25,4MM                | POST IT FLAGS 25.4 x 43.6mm                        | PK of 50 sheets              | Diff. Colours |  |
| 9.2            | 75101800265532 | POST-IT FLAG TAPE;PLASTIC;CLEAR;ORANGE;LG 43,6MM XW 25,4MM              |  | PK of 50 sheets              |               |  |
| 9.3            | 75101800265569 | POST-IT FLAG TAPE;PLASTIC;CLEAR;WHITE;LG 43,6MM X W 25,4MM              |  | PK of 50 sheets              |               |  |
| 9.4            | 75101800267486 | POST-IT FLAG TAPE;PLASTIC;CLEAR;YELLOW;LG 43,6MM X W 25,4MM             |  | PK of 50                     |               |  |
| 9.5            | 75101800268096 | POST-IT FLAG TAPE;PLASTIC;CLEAR;BLUE;LG 45,6MM X W 25,4MM               |  | PK of 50                     |               |  |
| 9.6            | 75301801038595 | POST-IT FLAG TAPE;PLASTIC;CLEAR;GREEN;LG 45,6MM X W 25,4MM              |  | PK of 50                     |               |  |
| 9.7            | 73101801412877 | POST-IT FLAG TAPE;PLASTIC;CLEAR;PURPLE;LG 45,6MM X W 25,4MM             |  | PK of 50                     |               |  |
| 9.8            | 999977T8646554 | POST-IT FLAG PRINTED;LG 45,6MM X W 25,4MM;SIGN HERE                     | POST IT FLAGS 25.4 x 43.6mm with words "SIGN HERE" | PK of 50                     |               |  |
| 9.9            | 999977T6073656 | POST-IT FLAG BRIGHT COLOURS;LG 45MM X W 9,9MM;4/PK                      | POST IT FLAGS mini flags                           | pk of 4, 30 flags /dispenser | Diff. Colours |  |
| 9.10           | 999977T6073670 | POST-IT FLAG STD COLOURS;LG 43MM X W 9,9MM;4/PK                         |  | PK of 50 sheets              | Diff. Colours |  |
| 9.11           |                | FLAG; POP-UP FLAGS; 5 COLOURS, 200 FLAGS-ASSORTED                       |  | PK of 50                     |               |  |
| 9.12           | 75301800400503 | POST-IT PAD LG 127MM X W 76 MM;YELLOW                                   | POST IT NOTE PAD ±125 X 75 MM                      | 100 sh/pd                    |               |  |
| 9.13           | 75301800266167 | POST-IT PAD LG 50MM X W 38*MM   | POST IT NOTE PAD ±35 X 50 MM                       | 100 sh/pd                    |               |  |
| 9.14           | 75301800377162 | POST-IT PAD LG 105MM X W 75MM   | POST IT NOTE PAD ±75 X 105 MM                      | 100 sh/pd                    |               |  |
| 9.15           | 75301800198466 | POST-IT PAD LG W 70MM   |  | 100sh/pd                     |               |  |
| 9.16           | 751077T0267575 | POST-IT PAD SELF-ADHESIVE;LG 75MM X W 75MM                              | POST IT NOTE PADS 76x76mm                          | 100 sh/pd                    |               |  |
| 9.17           | 7530144367427  | POST-IT PAD NOTE 75MM W X 105MM LG LARGE                                | POST IT NOTE PADS 76x76mm                          | 100 sh/pd                    |               |  |
| 9.18           | 75301800377162 | POST-IT PAD SELF-ADHESIVE;LG 76*MM X W 76*MM                            | POST IT NOTE PADS 76x76mm                          | 100 sh/pd                    |               |  |
| 9.19           | 751077T0879585 | POST-IT PAD 73MM X W 73MM   | POST IT NOTE PADS                                  | 100                          |               |  |





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|      |                |   |         |                |  |  |
|------|----------------|---|---------|----------------|--|--|
| 9.20 | 999977U0777161 | POST-IT FLAG PRINTED;SIGN,DATE;LG 45*25MM;DISPENSER,RUBBER MAGNETIC PAD | 76x76mm | sh/pd<br>pk/50 |  |  |
| 9.21 |                | POST-IT POP-UP NOTES, REFILL  |         | Each           |  |  |

| ITEM NR   | ICN            | ITEM DESCRIPTION  |   | UNIT         | COLOUR | BID PRICE IN<br>RSA CURRENCY<br>(VAT INCL.) |
|-----------|----------------|---|---|--------------|--------|---|
| <b>10</b> |                | <b>ENVELOPES</b>  | <b>Envelopes</b>  |              |        |   |
| 10.1      | 999977T5196999 | ENVELOPE MAILING;C-4;WHITE;LG 324MM X W 229;POCKET;250'S                    | ENVELOPE BROWN 324 X 229 MM                               | BX of<br>250 | White  |   |
| 10.2      |                | ENVELOPE MAILING;C-4;BROWN;LG 324MM X W 229;POCKET;250'S                    |   | BX of<br>250 | Brown  |   |
| 10.3      | 999977U1128216 | ENVELOPE MAILING;C-4;BUFF-MANILLA;LG 324MM X W 229MM;POCKET;250'S           |   | BX of<br>250 |        |   |
| 10.4      | 999977U1128242 | ENVELOPE MAILING;C-5;WHITE;W 162MM X LG 229MM;BANKER;500'S                  | Envelope, 162 x 229, white or manilla                     | BX of<br>500 | White  |   |
| 10.5      |                | ENVELOPE MAILING;C-5;BROWN;W 162MM X LG 229MM;BANKER;500'S                  |   | BX of<br>250 | Brown  |   |
| 10.6      | 999977U1128279 | ENVELOPE MAILING;C-5;BUFF-MANILLA;W 162MM X LG 229MM;BANKER;500'S           |   | BX of<br>500 |        |   |
| 10.7      | 999977U1128281 | ENVELOPE MAILING;C-5;WHITE;LG 229MM X W 162MM;POCKET;500'S                  |   | BX of<br>500 |        |   |
| 10.8      | 999977U1128267 | ENVELOPE MAILING;C-5;BUFF-MANILLA;LG 229MM X W 162MM;POCKET;500'S           |   | BX of<br>500 |        |   |
| 10.9      | 999977U1128901 | ENVELOPE MAILING;C-5;WHITE;LG 229MM X W 162MM;WINDOW;BANKER;500'S           | Envelope, window 162 x 229, white or manilla              | BX of<br>500 | White  |   |
| 10.10     |                | ENVELOPE MAILING;C-5;BROWN;LG 229MM X W 162MM;WINDOW;BANKER;500'S           |   | BX of<br>250 |        |   |
| 10.11     | 999977U1128925 | ENVELOPE MAILING;C-5;BUFF-MANILLA;LG 229MM X W 162MM ;WINDOW ;BANKER;500'S  |   | BX of<br>500 |        |   |
| 10.12     | 999977U0049104 | ENVELOPE PADDED;LG 360MM X W 270MM;NR-5;JIFFY LITE (or similar)             | Envelopes, padded, jiffy lite or similar nr 5 - 270 x 360 | BOX          |        |   |
| 10.13     | 999977U0049116 | ENVELOPE PADDED;LG 440MM X W 300MM;NR-6;JIFFY LITE (or similar)             | Envelopes, padded, jiffy lite or similar nr 6 - 300 x 400 | BOX          |        |   |
| 10.14     | 999977U0059220 | ENVELOPE MAILING;6-3/4;WHITE;W 90MM X LG 165MM;EASI SEAL;BANKER; 500's      | Envelope 90 x 165   | BOX          |        |   |
| 10.15     | 999977U0059105 | ENVELOPE MAILING;8-1/4;WHITE;W 90MM X LG 152MM;EASI SEAL;BANKER; 500's      | Envelope 90 x 152   | BOX          |        |   |
| 10.16     | 999977U1128418 | ENVELOPE MAILING;DLP;WHITE;LG 220MM X W 110MM;POCKET;500'S                  | Envelope white 220mm X 110mm                              | BOX          |        |   |
| 10.17     | 999977U1128432 | ENVELOPE MAILING;DLP;BUFF-MANILLA;LG 220MM X W 110MM;POCKET;500'S           |   | BOX          |        |   |
| 10.18     | 999977U1128519 | ENVELOPE MAILING;B-4;WHITE;LG 353MM X W 250MM;POCKET;250'S                  | Envelope white B4 353x250                                 | BOX          |        |   |
| 10.19     | 999977U1128533 | ENVELOPE MAILING;B-4;BUFF-MANILLA;LG 353MM X W 250MM;POCKET;250'S           |   | BOX          |        |   |
| 10.20     | 999977U1128545 | ENVELOPE MAILING;B-4;WHITE;LG 353MM X W 250MM;EASI SEAL;POCKET;250'S        |   | BOX          |        |   |
| 10.21     | 999977U1128558 | ENVELOPE MAILING;B-4;BUFF-MANILLA;LG 353MM X W 250MM;EASI SEAL;POCKET;250'S |   | BOX          |        |   |
| 10.22     | 999977U1128382 | ENVELOPE MAILING;DLB;WHITE;W 110MM X LG 220MM;WINDOW;BANKER; 500'S          | Envelopes 110 X 220 {window}                              | BOX          |        |   |
| 10.23     | 999977U1128394 | ENVELOPE MAILING;DLB;BUFF-MANILLA;W 110MM X LG 220MM;WINDOW; BANKER; 500'S  |   | BOX          |        |   |
| 10.24     | 999977U1128343 | ENVELOPE MAILING;DLB;WHITE;W 110MM X LG 220MM;BANKER;500'S                  | Envelopes 110 X 220 {no window}                           | BOX          |        |   |
| 10.25     | 999977U1128356 | ENVELOPE MAILING;DLB;BUFF-MANILLA;W 110MM X LG 220MM;BANKER;500'S           | Envelopes 220 x 110 no window                             | BOX          |        |   |
| 10.26     | 999977U1128444 | ENVELOPE MAILING;DLP;WHITE;LG 220MM X W 110MM;WINDOW; POCKET; 500'S         |   | BOX          |        |   |
| 10.27     | 999977U1128469 | ENVELOPE MAILING;DLP;BUFF-MANILLA;LG 220MM X W 110MM;WINDOW ;POCKET; 500'S  |   | BOX          |        |   |



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|       |                |   |                                      |           |  |  |
|-------|----------------|---|--------------------------------------|-----------|--|--|
| 10.28 | 999977U1128646 | ENVELOPE MAILING;C-3;WHITE;LG 458MM X W 324MM;POCKET;250`S                  | Envelopes C3 458X324                 | BOX       |  |  |
| 10.29 | 999977U1128659 | ENVELOPE MAILING;C-3;BUFF-MANILLA;LG 458MM X W 324MM;POCKET;250`S           |                                      | BOX       |  |  |
| 10.30 | 753077T0268730 | ENVELOPE MAILING;E-4;WHITE;LG 400MM X W 280MM;POCKET;250`S                  | E4 Envelopes                         | BOX       |  |  |
| 10.31 |                | ENVELOPE MAILING;E-4;BROWN;LG 400MM X W 280MM;POCKET;250`S                  |                                      |           |  |  |
| 10.32 | 753077T0288998 | ENVELOPE MAILING;E-4;BUFF-MANILLA;LG 400MM X W 280MM;POCKET;250`S           |                                      | BOX       |  |  |
| 10.33 | 999977U1128608 | ENVELOPE MAILING;E-6;WHITE;LG 200MM X W 140MM;POCKET;250`S                  | E6 Envelopes                         | BOX       |  |  |
| 10.34 | 999977U1128610 | ENVELOPE MAILING;E-6;BUFF-MANILLA;LG 200MM X W 140MM;250`S                  |                                      | BOX       |  |  |
| 10.35 | 999977T7669043 | ENVELOPE MAILING;C-6;WHITE;W 114MM X LG 162MM;EASI SEAL;BANKER ;500`s       | C6 Opaque seal easi - 114mm x 162mm  | BX of 500 |  |  |
| 10.36 |                | ENVELOPE MAILING;C-6;BROWN;W 114MM X LG 162MM;EASI SEAL;BANKER ;500`s       |                                      |           |  |  |
| 10.37 | 999977U1130145 | ENVELOPE MAILING;C-6;BUFF-MANILLA;LG 162MM X W 114MM;EASI SEAL;POCKET;500`s |                                      | BX of 500 |  |  |
| 10.38 | 999977U1130309 | ENVELOPE MAILING;C-5;WHITE;LG 229MM X W 162MM;EASI SEAL;POCKET;500`S        | C5P Opaque seal easi - 229mm - 162mm | BX of 500 |  |  |
| 10.39 | 999977U1130350 | ENVELOPE MAILING;C-5;WHITE;W 162MM X LG 229MM;EASI SEAL;BANKER;500`S        | C5B Opaque seal easi - 162mm x 229mm | BX of 500 |  |  |
| 10.40 |                | ENVELOPE MAILING;C-5;BROWN;W 162MM X LG 229MM;EASI SEAL;BANKER;500`S        |                                      |           |  |  |
| 10.41 | 999977U1130374 | ENVELOPE MAILING;C-4;WHITE;LG 324MM X W 229;EASI SEAL;POCKET                | C4 Opaque seal easi - 324mm x 229mm  | BX of 500 |  |  |
| 10.42 | 999977U0049155 | ENVELOPE PVC;A-4;ADJ FLAP,VELCRO CLOSURE;GUSSET EXPAND 30MM                 | Business envelopes PVC 30mm capacity | BX of 500 |  |  |
| 10.43 |                | ENVELOPE WHITE OPAQUE WINDOW FULL GUM DLB MAXI SIZE 115 X 230 CM            | Business envelopes PVC 30mm capacity | BX of 500 |  |  |
| 10.44 |                | ENVELOPE PLASTIC A4, WITH STUD-ASSORTED COLOURS                             |                                      | Each      |  |  |

| ITEM NR   | ICN            | ITEM DESCRIPTION                           |                     | UNIT   | COLOUR    | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|-----------|----------------|--|---------------------|--------|-----------|---------------------------------------|
| <b>11</b> |                | <b>CARDBOARD</b>                           | <b>Cardboard</b>    |        |           |                                       |
| 11.1      | 7510AA12798172 | CARTON A-1;WHITE;160G                      | CARDBOARD A1 160 GM | Pk 100 | WHITE     |                                       |
| 11.2      | 9310AA12788764 | CARTON A-1;PINK;160G                       | CARDBOARD A1 160 GM | Pk 100 | PINK      |                                       |
| 11.3      | 751077T0637708 | CARDBOARD A-1;WHITE;240G;25`S (100)        | CARDBOARD A1 240 GM | Pk 100 | WHITE     |                                       |
| 11.4      | 751077T0637746 | CARDBOARD A-1;YELLOW;240G;4-PLY;25`S (100) | CARDBOARD A1 240 GM | Pk 100 | YELLOW    |                                       |
| 11.5      | 751077T0637759 | CARDBOARD A-1;BLUE;240G;4-PLY;25`S         |                     | Pk 100 | BLUE      |                                       |
| 11.6      | 751077T0637761 | CARDBOARD A-1;PINK;240G;4-PLY;25`S         |                     | Pk 100 | PINK      |                                       |
| 11.7      | 999977U1101649 | CARDBOARD A-1;BUFF;240G                    |                     | Pk 100 | GREEN     |                                       |
| 11.8      | 751077T0637773 | CARDBOARD A-1;GREEN;240G;4-PLY;25`S        | CARDBOARD A2 160 GM | Pk 100 | WHITE     |                                       |
| 11.9      |                | CARDBOARD A-4 PASTEL                       |                     | Pk 100 |           |                                       |
| 11.10     | 999977T1099101 | CARTON A-2;WHITE;160G                      | CARDBOARD A2 160 GM | Pk 100 | DARK BLUE |                                       |
| 11.11     | 751077T0580047 | CARTON A-2;YELLOW;160G                     |                     | Pk 100 | PINK      |                                       |
| 11.12     | 751077T0580023 | CARTON A-2;BLUE;160G                       |                     | Pk 100 | BUFF      |                                       |
| 11.13     | 751077T0579996 | CARTON A-2;PINK;160G                       |                     | Pk 100 | BLUE      |                                       |
| 11.14     | 751077T0580009 | CARTON A-2;BUFF;160G                       |                     | Pk 100 | GREEN     |                                       |
| 11.15     | 75301800091746 | CARTON A-4;YELLOW;160G                     |                     | Pk 100 |           |                                       |



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| 11.16      | 9310AA13161637 | CARTON A-4;BLUE;160G                       |   | Pk 100 |                            |   |
|------------|----------------|--|---|--------|----------------------------|---|
| 11.17      | 751077T0267599 | CARTON A-4;PINK;160G                       |   | Pk 100 |                            |   |
| 11.18      | 999977U1101688 | CARTON A-4;BUFF;160G                       |   | Pk 100 |                            |   |
| 11.19      | 75301800091936 | CARTON A-4;GREEN;160G                      | Carton Tokai A4 160g<br>(Assorted Colours -<br>100's)       | 500/PK | Diff.<br>Colours           |   |
| ITEM<br>NR | ICN            | ITEM DESCRIPTION                           |   | UNIT   | COLOUR                     | BID PRICE IN<br>RSA CURRENCY<br>(VAT INCL.) |
| 12         |                | PHOTOCOPY PAPER                            | Photocopy paper   |        |                            |   |
| 12.1       | 75301800165023 | PAPER,OFFICE A-3;WHITE;80G                 | PAPER PHOTOCOPY<br>A3 80GM                                  | BX     | WHITE                      |   |
| 12.2       |                | PAPER,OFFICE A-3;WHITE;80G                 |   | REAM   |                            |   |
| 12.3       | 999977T4356414 | PAPER,OFFICE A-4;BRIGHT YELLOW;80G         | PAPER PHOTOCOPY<br>A4 80G                                   | RM     |                            |   |
| 12.4       | 999977T3288216 | PAPER,OFFICE A-4;BRIGHT BLUE;80G           |   | RM     |                            |   |
| 12.5       | 999977T4356438 | PAPER,OFFICE A-4;BRIGHT PINK;80G           |   | RM     |                            |   |
| 12.6       | 999977U1101714 | PAPER,OFFICE A-4;BRIGHT BUFF;80G           |   | RM     |                            |   |
| 12.7       | 999977T6674790 | PAPER,OFFICE A-4;BRIGHT GREEN;80G          |   | RM     |                            |   |
| 12.8       | 999977U1101777 | PAPER,OFFICE A-4;PASTEL YELLOW;80G         | PAPER PHOTOCOPY<br>A4 80GM                                  | RM     | Pastel Diff.<br>Colours    |   |
| 12.9       | 75301801087511 | PAPER,OFFICE A-4;PASTEL BLUE;80G           |   | RM     |                            |   |
| 12.10      | 999977T4357099 | PAPER,OFFICE A-4;PASTEL PINK;80G           |   | RM     |                            |   |
| 12.11      | 999977U1101866 | PAPER,OFFICE A-4;PASTEL BUFF;80G           |   | RM     |                            |   |
| 12.12      | 999977T5146218 | PAPER,OFFICE A-4;PASTEL GREEN;80G          |   | RM     |                            |   |
| 12.13      | 75301841131893 | PAPER,OFFICE A-4; WHITE;80G;81/170569      |   | BX     | WHITE                      |   |
| 12.14      |                | PAPER,OFFICE A-4;WHITE;80G;81/170569       |   | REAM   |                            |   |
| 12.15      | 999977U1116437 | PAPER,OFFICE A-4;BRIGHT YELLOW;80G         |   | BX     | Bright Diff.<br>Colours/PK |   |
| 12.16      | 999977U1116449 | PAPER,OFFICE A-4;BRIGHT BLUE;80G           |   | BX     |                            |   |
| 12.17      | 999977U1116464 | PAPER,OFFICE A-4;BRIGHT<br>PINK;80G;100/PK |   | BX     |                            |   |
| 12.18      | 999977U1116526 | PAPER,OFFICE A-4;BRIGHT<br>BUFF;80G;100/PK |   | BX     |                            |   |
| 12.19      | 999977U1116488 | PAPER,OFFICE A-4;BRIGHT GREEN;80G          |   | PK/100 |                            |   |
| 12.20      | 999977U1116197 | PAPER,OFFICE A-4;PASTEL YELLOW;80G         |   | PK/100 | Pastel Diff.<br>Colours    |   |
| 12.21      | 999977U1116375 | PAPER,OFFICE A-4;PASTEL BLUE;80G           |   | PK/100 |                            |   |
| 12.22      | 999977U1116387 | PAPER,OFFICE A-4;PASTEL PINK;80G           |   | PK/100 |                            |   |
| 12.23      | 999977U1116399 | PAPER,OFFICE A-4;PASTEL BUFF;80G           |   | PK/100 |                            |   |
| 12.24      | 999977U1116401 | PAPER,OFFICE A-4;PASTEL GREEN;80G          | PAPER PHOTOCOPY<br>A4 80GM, Typek or<br>Rotatrim or similar | PK/100 |                            |   |
| 12.25      | 753077T0881122 | PAPER,CARBON WRITE;W 210MM X LG<br>297MM   |   | PK     |                            |   |



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| ITEM NR   | ICN            | ITEM DESCRIPTION  |   | UNIT | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|-----------|----------------|---|---|------|---------------|---------------------------------------|
| <b>13</b> |                | <b>DIVIDER FILES</b>  | <b>Divider Files</b>  |      |               |                                       |
| 13.1      | 999977T2422487 | INDEX SHEET CARTON;10-DIVIDER                                 | DIVIDER FILE INDEX 10 TAB/SET   | SET  | Diff. Colours |                                       |
| 13.2      | 751077T0880031 | INDEX SHEET CARTON;5-DIVIDER                                  | DIVIDER FILE INDEX 5 TAB/SET  | SET  | Diff. Colours |                                       |
| 13.3      |                | INDEX SHEET CARTONS;A-4;JAN-DEC                               |   | SET  |               |                                       |
| 13.4      |                | INDEX SHEET SET;CARTONS;A-4;A-Z                               |   | SET  |               |                                       |
| 13.5      |                | INDEX SHEET SET;CARTONS;A-4;1-31                              |   | SET  |               |                                       |
| 13.6      | 751077T0880029 | INDEX SHEET PVC;10-DIVIDER                                    | divider file index oversized A4, 10 tab for use with filing pockets, polyprop | SET  | Diff. Colours |                                       |
| 13.7      | 999977T6082301 | INDEX SHEET SET;PVC;A-4;5-TO-VIEW                             | divider file index oversized A4, 5 tab for use with filing pockets, polyprop  | SET  | Diff. Colours |                                       |
| 13.8      | 999977T3623156 | INDEX SHEET SET;PVC;A-4;JAN-DEC                               | Divider file INDEX SHEET JAN-DEC SET, polyprop                                | SET  | Diff. Colours |                                       |
| 13.9      | 999977T3623143 | INDEX SHEET SET;PVC;A-4;A-Z                                   | Divider file INDEX SHEET A-Z SET, polyprop                                    | SET  | Diff. Colours |                                       |
| 13.10     | 999977T6082325 | INDEX SHEET SET;PVC;A-4;1-31                                  | Divider file INDEX SHEET DEX 1-31 Polyprop                                    | SET  | Diff. Colours |                                       |
| 13.11     |                | INDEX; PRIMELINE POP-UP FLAG INDEXER 3 COLOURS                | Divider file INDEX SHEET DEX 1-31 Polyprop                                    | SET  | Diff. Colours |                                       |
| ITEM NR   | ICN            | ITEM DESCRIPTION  |   | UNIT | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| <b>14</b> |                | <b>FILES</b>  | <b>Files</b>  |      |               |                                       |
| 14.1      | 999977U1106463 | BINDER,LOOSE LEAF PVC;A-4;40MM THK;BLACK;2D-RING              | File A4 PVC 'D' Ring binders - 40mm   | EA   |               |                                       |
| 14.2      | 999977U1106475 | BINDER,LOOSE LEAF PVC;A-4;40MM THK;BLUE;2D-RING               |   | EA   |               |                                       |
| 14.3      | 999977U1106487 | BINDER,LOOSE LEAF PVC;A-4;40MM THK;GREEN;2D-RING              |   | EA   |               |                                       |
| 14.4      | 999977U1106499 | BINDER,LOOSE LEAF PVC;A-4;40MM THK;RED;2D-RING                |   | EA   |               |                                       |
| 14.5      | 999977U1127327 | BINDER,LOOSE LEAF COMPUTER PAPER;CARDBOARD;LG 391MM X W 279MM |   |      |               |                                       |
| 14.6      | 999977U0049130 | FILE,COVER A-4;LIGHT BLUE;PVC;TRANSPARENT FRONT;SLIDE BINDING | File covers, A4 report covers Transparent for use with slide binders          | PK   | Diff. Colours |                                       |
| 14.7      | 999977U1106501 | FILE,COVER A-4;BLUE;PVC;TRANSPARENT FRONT;SLIDE BINDING       |   | PK   |               |                                       |
| 14.8      | 999977U1106513 | FILE,COVER A-4;BLACK;PVC;TRANSPARENT FRONT;SLIDE BINDING      |   | PK   |               |                                       |
| 14.9      | 999977U1106552 | FILE,COVER A-4;WHITE;PVC;TRANSPARENT FRONT;SLIDE BINDING      |   | PK   |               |                                       |
| 14.10     | 999977U1106564 | FILE,COVER A-4;GREEN;PVC;TRANSPARENT FRONT;SLIDE BINDING      |   | PK   |               |                                       |
| 14.11     | 999977U1106588 | FILE,COVER A-4;RED;PVC;TRANSPARENT FRONT;SLIDE BINDING        |   | PK   |               |                                       |
| 14.12     | 999977U1106602 | FILE,COVER A-4;PINK;PVC;TRANSPARENT FRONT;SLIDE BINDING       |   | PK   |               |                                       |
| 14.13     | 999977U1106614 | FILE,COVER A-4;GREY;PVC;TRANSPARENT FRONT;SLIDE BINDING       |   | PK   |               |                                       |
| 14.14     | 999977U1106626 | FILE,COVER A-4;YELLOW;PVC;TRANSPARENT FRONT;SLIDE BINDING     |   | PK   |               |                                       |



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|       |                |   |    |   |              |                  |  |
|-------|----------------|---|----|---|--------------|------------------|--|
| 14.15 | 999977U1106638 | FILE,COVER<br>4;PURPLE;PVC;TRANSPARENT<br>FRONT;SLIDE BINDING                                 | A- |   | PK           |                  |  |
| 14.16 | 753077T0641466 | FILE FOLDER;HANGING;SGL<br>SUSPENSION;FOOLSCAP;1001   |    | FILE HANGING SINGLE<br>SUSPENSE, with tabs &<br>inserts               | Box of<br>25 |                  |  |
| 14.17 | 999977U1121437 | FILE FOLDER;300MM LG X 220MM W;TOKAI<br>(or similar);ULTRA LIGHT WEIGHT;105G;2-<br>FLAP;BLANK |    |   |              |                  |  |
| 14.18 | 999977U1122326 | FILE FOLDER;300MM LG X 220MM W;TOKAI<br>(or similar);MIDDLE WEIGHT;200G;2-<br>FLAP;BLANK      |    |   |              |                  |  |
| 14.19 | 999977U1106780 | BINDER,LOOSE LEAF PVC;A-4;40MM<br>THK;BLACK;2-RING;LEVER ARCH                                 |    | FILE LEVER ARCH 2<br>HOLE A4 ASSORTED<br>40 MM                        | PK/10        | Diff.<br>Colours |  |
| 14.20 | 999977U1106792 | BINDER,LOOSE LEAF PVC;A-4;40MM<br>THK;BLUE;2-RING;LEVER ARCH                                  |    |   | PK/10        |                  |  |
| 14.21 | 999977U1106804 | BINDER,LOOSE LEAF PVC;A-4;40MM<br>THK;GREEN;2-RING;LEVER ARCH                                 |    |   | PK/10        |                  |  |
| 14.22 | 999977U1106816 | BINDER,LOOSE LEAF PVC;A-4;40MM<br>THK;RED;2-RING;LEVER ARCH                                   |    |   | PK/10        |                  |  |
| 14.23 | 999977U1106905 | BINDER,LOOSE LEAF PVC;A-4;75MM<br>THK;BLACK;2-RING;LEVER ARCH                                 |    | FILE LEVER ARCH 2<br>HOLE A4 75 MM                                    | PK/10        | Diff.<br>Colours |  |
| 14.24 | 999977U1106917 | BINDER,LOOSE LEAF PVC;A-4;75MM<br>THK;BLUE;2-RING;LEVER ARCH                                  |    |   | PK/10        |                  |  |
| 14.25 | 999977U1106929 | BINDER,LOOSE LEAF PVC;A-4;75MM<br>THK;GREEN;2-RING;LEVER ARCH                                 |    |   | PK/10        |                  |  |
| 14.26 | 999977U1106931 | BINDER,LOOSE LEAF PVC;A-4;75MM<br>THK;RED;2-RING;LEVER ARCH                                   |    |   | PK/10        |                  |  |
| 14.27 | 999977U1107123 | BINDER,LOOSE LEAF PVC;A-4;32MM<br>THK;BLACK;2-RING;LEVER ARCH                                 |    | FILE LEVER ARCH 2<br>HOLE A4 32 MM                                    | PK/10        | Diff.<br>Colours |  |
| 14.28 | 999977U1107135 | BINDER,LOOSE LEAF PVC;A-4;32MM<br>THK;BLUE;2-RING;LEVER ARCH                                  |    |   | PK/10        |                  |  |
| 14.29 | 999977U1107147 | BINDER,LOOSE LEAF PVC;A-4;32MM<br>THK;GREEN;2-RING;LEVER ARCH                                 |    |   | PK/10        |                  |  |
| 14.30 | 999977U1107162 | BINDER,LOOSE LEAF PVC;A-4;32MM<br>THK;RED;2-RING;LEVER ARCH                                   |    |   | PK/10        |                  |  |
| 14.31 | 999977U1107200 | BINDER,LOOSE LEAF PVC;A-4;25MM<br>THK;BLACK;2-RING;LEVER ARCH                                 |    | FILE LEVER ARCH 2<br>HOLE A425 MM                                     | PK/10        | Diff.<br>Colours |  |
| 14.32 | 999977U1107212 | BINDER,LOOSE LEAF PVC;A-4;25MM<br>THK;BLUE;2-RING;LEVER ARCH                                  |    |   | PK/10        |                  |  |
| 14.33 | 999977U1107224 | BINDER,LOOSE LEAF PVC;A-4;25MM<br>THK;GREEN;2-RING;LEVER ARCH                                 |    |   | PK/10        |                  |  |
| 14.34 | 999977U1107236 | BINDER,LOOSE LEAF PVC;A-4;25MM<br>THK;RED;2-RING;LEVER ARCH                                   |    |   | PK/10        |                  |  |
| 14.35 | 751077T1001940 | BINDER,LOOSE LEAF ACCESSIBLE<br>FILE;ANY COLOUR   |    | FILE, ACCESSIBLE<br>FILE, 360gsm, capacity<br>of 200sh of 80gsm paper | PK           |                  |  |
| 14.36 | 999977T8617262 | BINDER,LOOSE LEAF PVC;O-RING;A-4;75MM<br>THK;ASSORTED COLOUR;CREATE-A-<br>COVER               |    |   |              |                  |  |
| 14.37 | 999977T4072334 | BINDER,LOOSE LEAF CARDBOARD;MIDDLE<br>WEIGHT;FLAP;LG 390MM X W<br>220MM;OPTIPLAN 425          |    |   |              |                  |  |
| 14.38 | 999977T4072322 | BINDER,LOOSE LEAF CARDBOARD;LIGHT<br>WEIGHT;FLAP;390MM X 220MM;OPTIPLAN<br>410                |    |   |              |                  |  |
| 14.39 | 999977T4225381 | BINDER,LOOSE LEAF CARDBOARD;LIGHT<br>WEIGHT;INCL GUSSET;290MM X<br>210MM;OPTIPLAN 415         |    |   |              |                  |  |
| 14.40 | 999977T5003886 | BINDER,LOOSE LEAF CARDBOARD;MIDDLE<br>WEIGHT;FLAP,CLIP;390MM X<br>220MM;OPTIPLAN 430          |    |   |              |                  |  |
| 14.41 | 999977T6657807 | BINDER,LOOSE LEAF CARDBOARD;MIDDLE<br>WEIGHT;FLAP;310MM X 220MM;OPTIPLAN<br>725               |    |   |              |                  |  |
| 14.42 | 999977T7528526 | BINDER,LOOSE LEAF CARDBOARD;HEAVY<br>WEIGHT;FLAP;310MM X 220MM;OPTIPLAN<br>440                |    |   |              |                  |  |
| 14.43 | 751077T0637304 | FILE FLIP;A-4;10-POUCH;PLASTIC  |    | FILE/BINDER LOOSE-<br>LEAF FLIP FILES 10                              | PK           | Diff.<br>Colours |  |
| 14.44 | 751077T0777324 | FILE FLIP;A-4;20-POUCH;PLASTIC  |    | FILE/BINDER LOOSE-<br>LEAF FLIP FILES 20                              | PK           | Diff.<br>Colours |  |
| 14.45 | 751077T0302442 | FILE FLIP;A-4;30-POUCH;PLASTIC  |    | FILE/BINDER LOOSE-<br>LEAF FLIP FILES 30                              | PK           | Diff.<br>Colours |  |



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|       |                  |   |                            |             |               |  |
|-------|------------------|---|----------------------------|-------------|---------------|--|
| 14.46 | Additional added | FILE FLIP; A4 50 POCKET KANGAROO (50 PAGES)   |                            | PK          |               |  |
| 14.47 | 999977U1109420   | FILE FOLDER;MANILLA;BUFF;LG 367MM X W 242MM;160G;FOOLSCAP                               | Folders Foolscap Manilla   | PK          | Diff. Colours |  |
| 14.48 | 999977U1109432   | FILE FOLDER;MANILLA;BLUE;LG 367MM X W 242MM;160G;FOOLSCAP                               |                            | PK          |               |  |
| 14.49 | 999977U1109444   | FILE FOLDER;MANILLA;GREEN;LG 367MM X W 242MM;160G;FOOLSCAP                              |                            | PK          |               |  |
| 14.50 | 999977U1109457   | FILE FOLDER;MANILLA;PINK;LG 367MM X W 242MM;160G;FOOLSCAP                               |                            | PK          |               |  |
| 14.51 | 999977U1109469   | FILE FOLDER;MANILLA;YELLOW;LG 367MM X W 242MM;160G;FOOLSCAP                             |                            | PK          |               |  |
| 14.52 | 999977U1107945   | BINDER,LOOSE LEAF PVC;A-4;70MM THK;BLACK;RINGBINDER                                     | PVC File black 70mm        | Box of 20   | Diff. Colours |  |
| 14.53 | 999977U1107973   | FILE FOLDER;CARTON;2-FOLD;BUFF;LG 480MM X W 350MM;160G (180GM)                          | 2 Fold Folder Blank (100)  | Box of 20   | Diff. Colours |  |
| 14.54 | 999977U1107985   | FILE FOLDER;CARTON;2-FOLD;BLUE;LG 480MM X W 350MM;160G (180GM)                          |                            | Box of 20   |               |  |
| 14.55 | 999977U1107997   | FILE FOLDER;CARTON;2-FOLD;GREEN;LG 480MM X W 350MM;160G (180GM)                         |                            | Box of 20   |               |  |
| 14.56 | 999977U1108000   | FILE FOLDER;CARTON;2-FOLD;PINK;LG 480MM X W 350MM;160G (180GM)                          |                            | Box of 20   |               |  |
| 14.57 | 999977U1108036   | FILE FOLDER;CARTON;2-FOLD;YELLOW;LG 480MM X W 350MM;160G                                |                            | Box of 20   |               |  |
| 14.58 |                  | FILE FOLDER (SPECIALIZED FILING SYSTEM) YELLOW: CARTON: 2 FOLD LONG 480MM X 350MM: 160G |                            | Box of 20   |               |  |
| 14.59 | 999977T8301576   | FILE FOLDER;A-4;LG 310MM X W 280MM;BLACK;PVC;ADAPTAFILE (TIDYfile)                      | Optiplan adaptafila black  | Box of 20   | BLACK         |  |
| 14.60 |                  | FILE; BANTEX LEVER ARCH FILE PVC 70MM 1450  |                            | Box of 20   | BLACK         |  |
| 14.61 |                  | FILE; LEVER ARCH, A4 FILE 75MM CARDBOARD  |                            | Box of 20   | Black         |  |
| 14.62 |                  | OPTIPLAN 445 FILES H/W NO FLAP CLIP A4 250G   |                            | EA          |               |  |
| 14.63 |                  | OPTIPLAN PLASTIC CONTAINER A4 325MM   |                            | EA          |               |  |
| 14.64 |                  | FILE CLIP; FOLDBACK CLIP 19MM   |                            | Box         |               |  |
| 14.65 |                  | FILE FASTENERS SDS  |                            | Box         |               |  |
| 14.66 | 75301844605638   | INDEX SHEET A-4;A-Z;VARIOUS COLOUR  | Rainbow File diviers (A-Z) | PK          | Diff. Colours |  |
| 14.67 | 999977U1127149   | PROTECTOR,DOCUMENT PLASTIC;A-4;CLEAR;L-POCKET   |                            | Set of 12   |               |  |
| 14.68 | 999977U1127152   | PROTECTOR,DOCUMENT PLASTIC;A-4;BLUE;L-POCKET  |                            | Set of 12   |               |  |
| 14.69 | 999977U1127164   | PROTECTOR,DOCUMENT PLASTIC;A-4;GREEN;L-POCKET   |                            | Set of 12   |               |  |
| 14.70 | 999977U1127176   | PROTECTOR,DOCUMENT PLASTIC;A-4;RED;L-POCKET   |                            | Set of 12   |               |  |
| 14.71 | 999977U1127188   | PROTECTOR,DOCUMENT PLASTIC;A-4;YELLOW;L-POCKET  |                            | Set of 12   |               |  |
| 14.72 |                  | FILE POCKET, 50 POCKET FLIC FILE  |                            | Each        |               |  |
| 14.73 |                  | FILE POCKET, 100 POCKET FLIC FILE   |                            | Each        |               |  |
| 14.74 |                  | Z20A TEMPORARY FILE, BROWN  |                            | Pack of 100 | BROWN         |  |
| 14.75 |                  | Z20 FILE GREEN  |                            | Pack of 100 | GREEN         |  |
| 14.76 |                  | Z20 FILE BLACK  |                            | Pack of 100 | BLACK         |  |
| 14.77 |                  | Z20 FILE BLUE   |                            | Pack of 100 | BLUE          |  |
| 14.78 |                  | Z20 FILE RED  |                            | Pack of 100 | RED           |  |
| 14.79 |                  | SALARY FILES: 370MM X 480MM (OPEN SIZE) 370 X 246 (FOLDED SIZE)                         |                            | Pack of 50  |               |  |





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| ITEM NR | ICN            | ITEM DESCRIPTION  |  | UNIT       | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|---------|----------------|---|--|------------|---------------|---------------------------------------|
| 15      |                | <b>ACCESSORIES FOR FILING</b>   | <b>Accessories for filing</b>                                  |            |               |                                       |
| 15.1    |                | FILE A4L/ARCH PP 50MM MINI BLACK                                      |  |            |               |                                       |
| 15.2    |                | FILE A4L/ARCH PP 50MM MINI BLUE                                       |  |            |               |                                       |
| 15.3    | 999977U0049243 | BOX ARCHIVE;SET;C/O 1-BOX,5-FILING BOXES;W 386MM X DP 309MM X H 290MM | Boxes archive consisting of 1 x archive box and 5 filing boxes | SET        |               |                                       |
| 15.4    | 999977U0057265 | BOX FILING;BOARD CONTAINER;A-4 (TidyFile)                             | Containers board for retrieval file - (A4)                     | EA         |               |                                       |
| 15.5    | 752077T0640716 | BOX FILING;HARD PLASTIC CONTAINER;A-4                                 | containers plastic for retrieval file - (A4)                   | EA         |               |                                       |
| 15.6    | 999977T9768111 | CLIP FILE;PLASTIC;SELF ADHESIVE;A-4 RETRIEVAL FILE;SNAP CLIP          | Plastic snap clip for retrieval file                           | EA         |               |                                       |
| 15.7    | 753077T0644359 | FILE FOLDER;A-4;YELLOW;PVC (Quote Folder Black80mm)                   | Secretarial Folders, plastic                                   | PK of 10   | YELLOW        |                                       |
| 15.8    | 75301802590937 | FILE FOLDER;A-4;BLUE;PLASTIC (Quote Folder Blue 80mm)                 |  | PK of 10   | BLUE          |                                       |
| 15.9    | 999977U0049609 | BINDING ELEMENT SLIDE;A-4;3MM W;BLUE (Slide Binders)                  | binders, slide binders, 3mm for use with A4 Report covers      | Box of 100 | Diff. Colours |                                       |
| 15.10   | 999977U0049611 | BINDING ELEMENT SLIDE;A-4;3MM W;WHITE(Slide Binders)                  |  | Box of 100 |               |                                       |
| 15.11   | 999977U0049623 | BINDING ELEMENT SLIDE;A-4;3MM W;RED(Slide Binders)                    |  | Box of 100 |               |                                       |
| 15.12   | 999977U0049635 | BINDING ELEMENT SLIDE;A-4;3MM W;BLACK(Slide Binders)                  |  | Box of 100 |               |                                       |
| 15.13   | 999977U0049650 | BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);BLUE(Slide Binders)       | Binders, slide binders, 6mm for use with A4 Report covers      | Box of 100 | BLUE          |                                       |
| 15.14   | 999977U0049662 | BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);WHITE(Slide Binders)      |  | Box of 100 | WHITE         |                                       |
| 15.15   | 999977U0049674 | BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);RED(Slide Binders)        |  | Box of 100 | RED           |                                       |
| 15.16   | 999977U0049686 | BINDING ELEMENT SLIDE;A-4;6MM W (25 SHEETS);BLACK(Slide Binders)      |  | Box of 100 | BLACK         |                                       |
| 15.17   |                | BINDING ELEMENT SLIDE;A-4;8MM W (45 SHEETS);BLACK(Slide Binders)      |  | Box of 100 |               |                                       |
| 15.18   |                | BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS);BLACK                    |  | Box of 100 |               |                                       |
| 15.19   |                | BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS); WHITE                   |  | Box of 100 |               |                                       |
| 15.20   |                | BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS);RED                      |  | Box of 100 |               |                                       |
| 15.21   |                | BINDING ELEMENT SLIDE;A-4;10MM W (65 SHEETS);BLUE                     |  | Box of 100 |               |                                       |
| 15.22   |                | BINDING ELEMENT SLIDE;A-4;15MM W (135 SHEETS);BLACK                   |  | Box of 100 |               |                                       |
| 15.23   |                | BINDING ELEMENT 6MM BLUE  |  | Box of 100 |               |                                       |
| 15.24   |                | BINDING ELEMENT 6MM WHITE   |  | Box of 100 |               |                                       |
| 15.25   |                | BINDING ELEMENT 6MM RED   |  | Box of 100 |               |                                       |
| 15.26   |                | BINDING ELEMENT 6MM BLACK   |  | Box of 100 |               |                                       |
| 15.27   |                | BINDING ELEMENT 10MM BLACK  |  | Box of 100 |               |                                       |
| 15.28   |                | BINDING ELEMENT 10MM WHITE  |  | Box of 100 |               |                                       |
| 15.29   |                | BINDING ELEMENT 10MM RED  |  | Box of 100 |               |                                       |
| 15.30   |                | BINDING ELEMENT 12MM BLUE   |  | Box of 100 |               |                                       |



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|       |                |   |                      |            |    |                  |  |
|-------|----------------|---|----------------------|------------|----|------------------|--|
| 15.31 |                | BINDING ELEMENT 12MM BLACK  |                      | Box<br>100 | of |                  |  |
| 15.32 |                | BINDING ELEMENT 12MM WHITE  |                      | Box<br>100 | of |                  |  |
| 15.33 |                | BINDING ELEMENT 12MM RED  |                      | Box<br>100 | of |                  |  |
| 15.34 |                | BINDING ELEMENT 12MM BLUE   |                      | Box<br>100 | of |                  |  |
| 15.35 |                | BINDING ELEMENT 14MM BLACK  |                      | Box<br>100 | of |                  |  |
| 15.36 |                | BINDING ELEMENT 14MM WHITE  |                      | Box<br>100 | of |                  |  |
| 15.37 |                | BINDING ELEMENT 14MM RED  |                      | Box<br>100 | of |                  |  |
| 15.38 |                | BINDING ELEMENT 14MM BLUE   |                      | Box<br>100 | of |                  |  |
| 15.39 |                | BINDING ELEMENT 16MM BLACK  |                      |            |    |                  |  |
| 15.40 |                | BINDING ELEMENT 16MM WHITE  |                      |            |    |                  |  |
| 15.41 |                | BINDING ELEMENT 16MM RED  |                      |            |    |                  |  |
| 15.42 |                | BINDING ELEMENT 16MM BLUE   |                      |            |    |                  |  |
| 15.43 |                | BINDING ELEMENT 19MM BLACK  |                      |            |    |                  |  |
| 15.44 |                | BINDING ELEMENT 19MM WHITE  |                      |            |    |                  |  |
| 15.45 |                | BINDING ELEMENT 19MM BLUE   |                      |            |    |                  |  |
| 15.46 |                | BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.47 |                | BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.48 |                | BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS);RED                 |                      | Box<br>100 | of |                  |  |
| 15.49 |                | BINDING ELEMENT SLIDE;A-4;22MM W (200 SHEETS);BLUE                |                      | Box<br>100 | of |                  |  |
| 15.50 |                | BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.51 |                | BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.52 |                | BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS);RED                 |                      | Box<br>100 | of |                  |  |
| 15.53 |                | BINDING ELEMENT SLIDE;A-4;25MM W (235 SHEETS);BLUE                |                      | Box<br>100 | of |                  |  |
| 15.54 |                | BINDING ELEMENT SLIDE;A-4;28MM W (260 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.55 |                | BINDING ELEMENT SLIDE;A-4;28MM W (260 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.56 |                | BINDING ELEMENT SLIDE;A-4;32MM W (310 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.57 |                | BINDING ELEMENT SLIDE;A-4;32MM W (310 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.58 |                | BINDING ELEMENT SLIDE;A-4;38MM W (370 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.59 |                | BINDING ELEMENT SLIDE;A-4;38MM W (370 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.60 |                | BINDING ELEMENT SLIDE;A-4;45MM W (435 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.61 |                | BINDING ELEMENT SLIDE;A-4;45MM W (435 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.62 |                | BINDING ELEMENT SLIDE;A-4;51MM W (490 SHEETS);BLACK               |                      | Box<br>100 | of |                  |  |
| 15.63 |                | BINDING ELEMENT SLIDE;A-4;51MM W (490 SHEETS); WHITE              |                      | Box<br>100 | of |                  |  |
| 15.64 | 999977U1109519 | PIN,PAPER SPIKE;FILING;PLASTIC BASE;DIA 40MM;ASSORTED COLOUR BASE | File spike, metal    | EA         |    | Diff.<br>Colours |  |
| 15.65 | 761077T0881996 | BOOK INDEX;A-4;192 PAGES;JD7567;BOTH SIDES FEINT RULED,MARGIN     | Book Index 192 pages | EA         |    |                  |  |





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| ITEM NR | ICN            | ITEM DESCRIPTION  |   | UNIT      | COLOUR         | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|---------|----------------|---|---|-----------|----------------|---------------------------------------|
| 16      |                | FILING ACCESSORIES AND POUCHES  | Filing accessories and pouches  |           |                |                                       |
| 16.1    | 75101840373247 | RING,REINFORCEMENT EYELET;14MM SELF ADHESIVE;PLASTIC COATED ON TOP  | EYELET REINFORCEMENT 14 MM Self adhesive rings                        | EA        | clear or white |                                       |
| 16.2    | 75101840886766 | FASTENER,PAPER BRASS;SPLINTSHANK;LG 31MM;100/BX   | FASTERNER, FILE, 2 piece metal fastener with sliding clips            | EA        |                |                                       |
| 16.3    |                | FASTENER: FILE SDS (Steel) box/50   |   | EA        |                |                                       |
| 16.4    | 93301801226531 | SHEET,PLASTIC FROSTED;A-4;CLEAR;180MICRON   | FROSTED SHEET A4, 180 micron  | Pk of 100 | Clear          |                                       |
| 16.5    | 75101802598897 | SHEET,PLASTIC FROSTED;A-4;BLUE;180MICRON  |   | Pk of 100 | Blue           |                                       |
| 16.6    | 75101843111741 | SHEET,PLASTIC FROSTED;A-4;GREEN;180MICRON   |   | Pk of 100 | Green          |                                       |
| 16.7    | 93301843334022 | SHEET,PLASTIC FROSTED;A-4;YELLOW;180MICRON  |   | Pk of 100 | Yellow         |                                       |
| 16.8    | 93301843334059 | SHEET,PLASTIC FROSTED;A-4;ORANGE;180MICRON  |   | Pk of 100 | Orange         |                                       |
| 16.9    | 75201843111677 | FILE WORK ORGANIZER;KWIKSORT;930MM LG X 130MM W;A-Z;1-31;MONTHS OF THE YEAR;DAYS OF THE WEEK (Concertina File Brd 20) | KWIK SORT, by date, number, alphabet, day or month, cardboard         | EA        |                |                                       |
| 16.10   | 999977T3353404 | POUCH,LAMINATING A-3;250MICRON  | LAMINATING POUCHES, A3 250 mic, GBS or similar                        | Pk of 100 |                |                                       |
| 16.11   | 999977T3353392 | POUCH,LAMINATING A-4;250MICRON  | LAMINATING POUCHES, A4 250 mic, GBS or similar                        | Pk of 100 |                |                                       |
| 16.12   | 7530AA12600565 | POCKET FILING RING BINDER;A-4;OPEN TOP PLASTIC;PRE-PUNCHED  | POCKET PLASTIC A4 JACKET FOR RING BINDER to fit 2 and 4-hole punching | Pk of 100 |                |                                       |
| 16.13   |                | FOLDERS CARRY FOLDERS A3  | POCKET PLASTIC A4 JACKET FOR RING BINDER to fit 2 and 4-hole punching | Pk of 5   | Blue           |                                       |
| 16.14   |                | FOLDERS CARRY FOLDERS A3  |   | PK of 5   | White          |                                       |
| 16.15   | 999977T4556155 | CASE,CARRYING CANVAS;LG 400MM X W 300MM X H 300MM;1-POCKET,ZIP CLOSURE;2-PLASTIC FILE HOLDERS;OPTIPLAN                |   | EA        |                |                                       |
| 16.16   |                | POUCH, SIZE 13CM LENGTH X 9CM CLEAR PVC   |   |           |                |                                       |
| 16.17   |                | POUCH; 8.5CM X 9.5CM; CLEAR PVC   |   |           |                |                                       |
| 16.18   |                | POUCH; 145MM X 95MM; CLEAR PVC  |   |           |                |                                       |
| 16.19   |                | POUCH; 90CM X 105CM   |   |           |                |                                       |
| 16.20   |                | POUCH; 145MM X 95MM; WITH SHOE LACE; LANYARD WITH CLIP  |   |           |                |                                       |
| 17      |                | PACKAGING CARTONS   | Packaging Cartons   |           |                |                                       |
| 17.1    | 999977U0051108 | BOX STORAGE;COLLAPSABLE   | packaging cartons,  | EA        |                |                                       |



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|         |                | CARDBOARD;W 300MM X DP 229MM X H 305MM   | single wall, 305 x 229 x 305mm                    |      |        |                                       |
|---------|----------------|--|---|------|--------|---------------------------------------|
| 17.2    | 81151840419261 | BOX STORAGE;COLLAPSABLE CARDBOARD;W 450MM X DP 305MM X H 305MM   | packaging cartons, single wall, 457 x 305 x 305mm | EA   |        |                                       |
| 17.3    | 81151800583536 | BOX STORAGE;COLLAPSABLE;CARDBOARD;W 610MM X DP 457MM X H 305MM (580L)  | packaging cartons, single wall, 457 x 305 x 610mm | EA   |        |                                       |
| 17.4    | 999977U1127012 | BOX STORAGE;CARDBOARD;LEVER ARCH FILE;6-DIV;LARGE;INCL LID;MULTI STORE;STO 159946 (460L)   |   | EA   |        |                                       |
| 17.5    |                | BOX STORAGE;610MM X DP 457MM X H 350MM: COLLAPSABLE: CARDBOARD;CARDBOARD;LEVER ARCH FILE;6-DIV;LARGE;INCL LID;MULTI STORE;STO 159946 |   | EA   |        |                                       |
| 17.6    |                | BOX STORAGE: LID A3  |   | EA   |        |                                       |
| 17.7    | 999977T3489731 | BOX STACKABLE; W 265MM X DP 117MM X H 370MM;STACK A-DRAWER LARGE   |   | EA   |        |                                       |
| 17.8    | 752077T0640704 | BOX FILING;FOLIO;GREY CONTAINER  |   | EA   |        |                                       |
| 17.9    | 999977U1119926 | BOX STACKABLE;W 265MM X DP 120MM X H 370MM;STACKADRAWER LARGE  |   | EA   |        |                                       |
| 17.10   | 999977T1485616 | FILE BOX;CARDBOARD;FOOLSCAP JUMBO;ARCHIVE;375MM W;180MM DP;275MM H   |   | EA   |        |                                       |
| 17.11   | 999977T2599774 | BOX STORAGE;COLLAPSABLE CARDBOARD;LONG SIDE OPEN;LG 390MM X W 290MM X H 105MM  |   | each |        |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION   |   | UNIT | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 18      |                | PUNCHES  | Punches   |      |        |                                       |
| 18.1    | 999977T8617476 | PUNCH,PAPER 2-HOLE;MEDIUM DUTY;15-SHEET;INCL PAPER SIZE GUIDE  | PUNCH 2 HOLE, ±12 sheets, with paper size guide   | EA   |        |                                       |
| 18.2    | 999977T8617538 | PUNCH,PAPER 2-HOLE;MEDIUM DUTY;60-SHEET;INCL PAPER SIZE GUIDE  | PUNCH 2 HOLE, ±63sheets, with paper size guide    | EA   |        |                                       |
| 18.3    | 999977T8665933 | PUNCH,PAPER 2-HOLE;HEAVY DUTY;160-SHEET;INCL PAPER SIZE GUIDE (190pg)  | punch heavy duty, 2-hole, 160sheets               | EA   |        |                                       |
| 18.4    | 75201840356115 | PUNCH,PAPER 1-HOLE   | Punch, 1-hole                                     | EA   |        |                                       |
| 18.5    | 75201801031222 | PUNCH PAPER 2-HOLE   | ELTRON WHITE 100 sheets A4 - 160g                 | EA   |        |                                       |
| 18.6    | 999977T8610331 | BLADE,PUNCH SIZE HD1320/2320; KANGARO 2-HOLE (CAPACITY 320 SHEETS)   |   | EA   |        |                                       |
| 18.7    |                | BLADE, PUNCH SIZE HD2300X ULTRA HEAVY DUTY (INDUSTRIAL)  |   | EA   |        |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION   |   | UNIT | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 19      |                | STAPLERS, STAPELS AND REMOVERS   | Staplers, stapels and removers                    |      |        |                                       |
| 19.1    | 75201802655239 | STAPLER PAPER FASTENING;26/6;INDUSTRIAL;LONG ARM;REXEL (or similar)  | STAPLER long arm , REXEL or similar               | EA   |        |                                       |
| 19.2    | 752077T0681383 | STAPLER PAPER FASTENING;26/6;RAPID 17 (or similar)   | STAPLER OFFICE STANDARD 26/6, Kangaro or similar  | EA   |        |                                       |
| 19.3    | 999977T4314023 | REMOVER,STAPLE HEAVY DUTY  | STAPLER REMOVER,                                  | EA   |        |                                       |



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|         |                |  | heavy duty, Rexel, Kangaro or similar              |       |        |                                       |
|---------|----------------|--|--|-------|--------|---------------------------------------|
| 19.4    | 75101840899459 | REMOVER,STAPLE;PLASTIC,STL   | STAPLER REMOVER, normal, Rexel, Kangaro or similar | EA    |        |                                       |
| 19.5    |                | REMOVER, STAPLE; 9/10  |  | EA    |        |                                       |
| 19.6    |                | REMOVER, STAPLE; 9/12  |  | EA    |        |                                       |
| 19.7    |                | REMOVER, STAPLE; 9/14  |  | EA    |        |                                       |
| 19.8    | 75201800803231 | STAPLER PAPER FASTENING;HEAVY DUTY                                 | STAPLER, heavy duty, Kangaro or similar            | EA    |        |                                       |
| 19.9    | 999977U0049801 | STAPLER PAPER FASTENING;MEDIUM DUTY;26/6;26/8;40-SHEET;PLIERS TYPE | STAPLER, plier stapler (26/6)                      | EA    |        |                                       |
| 19.10   | 999977U0052175 | STAPLES PAPER FASTENING;HEAVY DUTY;23/8;REXEL(or similar)          | STAPLES 23/10, rexel or similar                    | BX    |        |                                       |
| 19.11   |                | STAPLES PAPER FASTENING;HEAVY DUTY;23/10;REXEL(or similar)         |  | BX    |        |                                       |
| 19.12   |                | STAPLES PAPER FASTENING;HEAVY DUTY;23/13;REXEL(or similar)         |  | BX    |        |                                       |
| 19.13   | 751077T0364556 | STAPLES PAPER FASTENING;23/24;REXEL or similar                     |  | 1,000 |        |                                       |
| 19.14   | 75101843332434 | STAPLES PAPER FASTENING;13MM W;23/15                               |  | 1,000 |        |                                       |
| 19.15   | 999977T7593078 | STAPLES PAPER FASTENING;HEAVY DUTY;23/17;REXEL or similar          |  | 1,000 |        |                                       |
| 19.16   | 75101800775496 | STAPLES PAPER FASTENING;REGULAR;6MM W;26/6                         | STAPLES 26/6 MM, Kangaro or similar                | BX    |        |                                       |
| 19.17   | 75101801037860 | STAPLES PAPER FASTENING;GIANT;11MM W;66/11;REXEL (or similar)      | STAPLES 66/11 MM, rexel or similar                 | BX    |        |                                       |
| 19.18   | 75101800375218 | STAPLES PAPER FASTENING;66/14;REXEL (or similar)                   | STAPLES 66/14 MM, rexel or similar                 | BX    |        |                                       |
| 19.19   | 751077T0777767 | STAPLES PAPER FASTENING;66/8;REXEL (or similar)                    | STAPLES 66/8 MM, rexel or similar                  | BX    |        |                                       |
| 19.20   | 531577T0691004 | STAPLES PAPER FASTENING;HEAVY DUTY;9/12                            | STAPLES 9/12MM, rexel or similar                   | EA    |        |                                       |
| 19.21   | 751077T0302378 | STAPLES PAPER FASTENING;HEAVY DUTY;24/8;RAPID (or similar)         | STAPLES 24/8                                       | EA    |        |                                       |
| 19.22   | 999977U0052187 | STAPLES PAPER FASTENING;HEAVY DUTY;23/13;REXEL (or similar)        | STAPLES 23/13                                      | BX    |        |                                       |
| 19.23   |                | STAPLES REXEL;26/6 (or similar)                                    | STAPLES 23/13                                      | BX    |        |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION   |  | UNIT  | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 20      |                | STAMPS & INK   | Stamps & Ink                                       |       |        |                                       |
| 20.1    | 75101802790879 | INK,PAD;BLACK;30ML   | INK ENDORSING , 30ml                               | EA    | BLACK  |                                       |
| 20.2    | 999977T2019293 | INK,PAD;RED;30ML   |  | EA    | RED    |                                       |
| 20.3    | 999977T1296541 | INK,PAD;VIOLET;30ML  |  | EA    | VIOLET |                                       |
| 20.4    | 999977U0675886 | INK,PAD;BLUE;30ML  | DATE STAMP ONE LINE                                | EA    | BLUE   |                                       |
| 20.5    |                | INK, PHOSPHORIC INK 100ML (VOTING INK)                             |  | EA    |        |                                       |
| 20.6    | 752077T0268437 | STAMP,RUBBER DATE;1-LINE   | STAMP - cancelled self-inking                      | EA    |        |                                       |
| 20.7    | 752077T0268437 | STAMP,RUBBER DATE;1-LINE (SELF INKING)                             |  | EA    |        |                                       |
| 20.8    | 75201844351272 | STAMP,RUBBER FIXED;CANCELLED                                       | STAMP - received (space for date)self-inking       | EA    |        |                                       |
| 20.9    | 999977T5894744 | STAMP,RUBBER SELF INKING;MINI DATER;RECEIVED;COLOR S160/L          | STAMP - urgent self-inking                         | EA    |        |                                       |
| 20.10   | 999977U1109572 | STAMP,RUBBER SELF INKING;URGENT;LG 38MM X W 14MM;COLOR PRINTER 20  | STAMP DATE 1 LINE, self-inking                     | EA    |        |                                       |
| 20.11   |                | STAMP, RUBBER SELF INKING; NAME OF OFFICIAL AND RANK               |  | EA    |        |                                       |



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| 20.12     |                | STAMP, RUBBER SELF INKING; DATE   |  | EA       |               |                                       |
|-----------|----------------|---|--|----------|---------------|---------------------------------------|
| 20.13     |                | STAMP, RUBBER SELF INKING; RECEIPT  |  | EA       |               |                                       |
| 20.14     |                | STAMP, RUBBER SELF INKING; RECEIVED AND DATE  |  | EA       |               |                                       |
| 20.15     |                | STAMP, RUBBER SELF INKING; DATE AND SPECIFIC NAME OF DEPARTMENT   |  | EA       |               |                                       |
| 20.15     |                | STAMP, RUBBER SELF INKING; CERTIFYING   |  | EA       |               |                                       |
| 20.17     |                | STAMP, RUBBER SELF INKING; CERTIFIED A TRUE COPY OF THE ORIGINAL ON WHICH NO VISIBLE ALTERATION WAS MADE BY AN UNAUTHORIZED PERSON                  |  | EA       |               |                                       |
| 20.18     |                | STAMP, RUBBER SELF INKING FOR COMMISSIONER OF OATH: NAME, FREE STATE PROVINCIAL GOVERNMENT, PHYSICAL ADDRESS, DESIGNATION, REPUBLIC OF SOUTH AFRICA |  |          |               |                                       |
| 20.19     |                | STAMP, RUBBER SELF INKING; COPY   |  | EA       |               |                                       |
| 20.20     |                | STAMP PAD SHINY PRINTER (S8243) E53 singles   |  | EA       | BLACK         |                                       |
| 20.21     |                | STAMP PAD SHINY PRINTER (S824) E53 Singles  |  | EA       | BLACK         |                                       |
| 20.22     |                | STAMP PAD-TRODAT PRINTY 4727/4927   |  | EA       | BLACK         |                                       |
| 20.23     |                | DATER; P54  |  | EA       |               |                                       |
| 20.24     |                | DATER; COLOP PRINTER 55 DATER   |  | EA       |               |                                       |
| 20.25     | 999977U1411470 | DATER, COLOP PRINTER 860 DATER  |  | EA       |               |                                       |
| 20.26     |                | DATER; PRINTER 60 DATER, TRODAT L60 STAMP WITHOUT RUBBER  |  | EA       |               |                                       |
| 20.27     | 75101840887085 | INKING PAD LG 110MM X W 65MM  |  | EA       |               |                                       |
| 20.28     | 75101840887097 | INKING PAD LG 147MM X W 107MM   | STAMP PAD COTTON 142 X 107 MM plastic        | EA       |               |                                       |
| 20.29     |                | INKING PAD LG 90X160  |  | EA       |               |                                       |
| 20.30     | 999977U0051159 | INKING PAD SELF INKING; LG 40MM X W 30MM; COLOP PRINTER 53  | STAMP classic line - 45 x 30mm, self inking  | EA       |               |                                       |
| 20.31     | 999977U1411370 | INK PAD FOR STAMP, COLOP PRINTER 10   |  | EA       |               |                                       |
| 20.32     | 999977U3402930 | INK PAD FOR STAMP, COLOP PRINTER C30  |  | EA       |               |                                       |
| 20.33     | 751077T0340721 | INK PAD FOR STAMP, TRODAT PRINTY 4911   |  | EA       |               |                                       |
| 20.34     | 999977U3548094 | INK PAD FOR STAMP, SHINY S300 - 7   |  | EA       |               |                                       |
| 20.35     | 999977U1411394 | INK PAD FOR STAMP, SHINY S1822 - 7  |  | EA       |               |                                       |
| ITEM NR   | ICN            | ITEM DESCRIPTION  |  | UNIT     | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| <b>21</b> |                | <b>LETTER TRAYS</b>   | <b>Letter trays</b>                          |          |               |                                       |
| 21.1      | 999977U1108683 | TRAY, DESK LETTER; PLASTIC; LG 370MM X W 270MM; 2/SET   | LETTER TRAY PLASTIC                          | SET of 2 | Diff. Colours |                                       |
| 21.2      | 534077T0264717 | RISERS LETTER TRAY; PLASTIC; BLACK; 100MM LG  | LETTER TRAYS RISERS FOR plastic letter trays | SET of 4 | BLACK         |                                       |
| 21.3      | 999977T3897512 | TRAY, DESK LETTER; STEEL; LG 390MM X W 330MM X DP 65MM; SGL (3 Tier)  | Letter trays steel, single                   | EA       |               |                                       |
| 21.4      | 999977T4440347 | TRAY, DESK LETTER; WOOD; LG 390MM X W 290MM X DP 75MM   | Letter tray wood, single                     | EA       |               |                                       |



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|-----------|----------------|---|--|-----------|---------------|---------------------------------------|
| <b>22</b> |                | <b>RULERS, SCISSORS &amp; SHARPENERS</b>                            | <b>Rulers, scissors &amp; sharpeners</b> |           |               |                                       |
| 22.1      | 75101841768312 | RULER PLASTIC;300MM LG  | RULER PLASTIC 30CM                       | EA        |               |                                       |
| 22.2      | 511077T0803460 | SCISSORS LG 160MM   | SCISSORS ±150 - 160 MM, Donau or similar | EA        |               |                                       |
| 22.3      | 999977T8611979 | SCISSORS S/S;SOFT GRIP;LG 210MM                                     | SCISSORS 210 MM Donau or similar         | EA        |               |                                       |
| 22.4      | 75201800574044 | SHARPENER,PENCIL DESK TOP CLAMP;6-HOLE;STL ,PLASTIC                 | SHARPENER PENCIL DESK, with desk clamp   | EA        |               |                                       |
| 22.5      | 752077T0985919 | SHARPENER,PENCIL HAND;SGL HOLE;METAL                                | SHARPENER PENCIL ONE HOLE, metal         | EA        |               |                                       |
| 22.6      |                | SCISSORS DELUXE, SABRE 210MM, BLISTER                               |  | EA        |               |                                       |
| ITEM NR   | ICN            | ITEM DESCRIPTION  |  | UNIT      | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| <b>23</b> |                | <b>FINGER CONES</b>   | <b>Finger Cones</b>                      |           |               |                                       |
| 23.1      | 999977U0773301 | FINGER PAD RUBBER;SIZE-00;LG 25MM;ANY COLOUR;ROUGHENED SURFACE;CONE | FINGER CONES, size 00                    | PK of 10  | Diff. Colours |                                       |
| 23.2      | 999977T9922447 | FINGER PAD RUBBER;SIZE-0;LG 25MM;ANY COLOUR;ROUGHENED SURFACE;CONE  | FINGER CONES, size 0                     | PK of 10  | Diff. Colours |                                       |
| 23.3      | 83151800711768 | FINGER PAD RUBBER;SIZE-1;LG 25MM;ANY COLOUR;ROUGHENED SURFACE ;CONE | FINGER CONES, size 1                     | PK of 10  | Diff. Colours |                                       |
| 23.4      | 75101802080923 | FINGER PAD RUBBER;SIZE-2;LG 25MM;ANY COLOUR;ROUGHENED SURFACE;CONE  | FINGER CONES, size 2                     | PK of 10  | Diff. Colours |                                       |
| ITEM NR   | ICN            | ITEM DESCRIPTION  |  | UNIT      | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| <b>24</b> |                | <b>ACCESSORIES</b>  | <b>Accessories</b>                       |           |               |                                       |
| 24.1      | 999977T3230808 | CARD IDENTIFICATION;PLASTIC;LG 90MM X W 55MM;INCL CLIP              | Badges, conference badges ±90mm x 55mm   | BOX of 50 |               |                                       |
| 24.2      | 999977U1109634 | BASKET,WASTEPAPER PLASTIC;16L;BLACK                                 | BASKET WASTE PAPER PLASTIC               | EA        | Diff. Colours |                                       |
| 24.3      | 999977U1109659 | BASKET,WASTEPAPER PLASTIC;16L;BLUE                                  |  | EA        |               |                                       |
| 24.4      | 999977U1109661 | BASKET,WASTEPAPER PLASTIC;9L;BLACK                                  |  | EA        |               |                                       |
| 24.5      | 999977U1109685 | BASKET,WASTEPAPER PLASTIC;9L;GREY                                   |  | EA        |               |                                       |
| 24.6      | 999977U1109661 | BASKET,WASTEPAPER PLASTIC;16L;BLACK                                 |  | EA        |               |                                       |
| 24.7      |                | BASKET,WASTEPAPER WOOD;16L  |  | EA        |               |                                       |
| 24.8      |                | BASKET,WASTEPAPER STEEL;16L   |  | EA        |               |                                       |
| 24.9      |                | PEN SORTER PLASTIC  |  | EA        |               |                                       |
| 24.10     |                | PEN SORTER WOOD   |  | EA        |               |                                       |
| 24.11     |                | PEN SORTER STEEL  |  | EA        |               |                                       |



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| 24.12     | 990577T0782449 | TAG KEY;RING;PLASTIC;YELLOW   | KEY RINGS, plastic with removable label   | EA   | YELLOW        |                                       |
|-----------|----------------|---|---|------|---------------|---------------------------------------|
| 24.13     | 990577T0782452 | TAG KEY;RING;PLASTIC;RED  |   | EA   | RED           |                                       |
| 24.14     | 990577T0782464 | TAG KEY;RING;PLASTIC;BLUE   |   | EA   | BLUE          |                                       |
| 24.15     | 990577T0782476 | TAG KEY;RING;PLASTIC;GREEN  |   | EA   | GREEN         |                                       |
| 24.16     | 93301801269036 | SHEET, PLASTIC SELF-ADHESIVE, CLEAR; 450MM W X 16M LG, DC FIX BOOK COVERING |   | ROLL |               |                                       |
| 24.17     | 75101843117415 | SHEET, PLASTIC SELF-ADHESIVE, CLEAR; 450MM W X 16M LG, DC FIX BOOK COVERING |   | ROLL |               |                                       |
| 24.18     | 999977U0890362 | COPYHOLDER PLASTIC;KELLY REST MAGIC CURVE;ADJ;10192                         |   |      |               |                                       |
| 24.19     | 79301800582849 | CLOTH,CLEANING WET WIPE;STATIC FREE;COMPUTER                                |   | pack |               |                                       |
| ITEM NR   | ICN            | ITEM DESCRIPTION  |   | UNIT | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| <b>25</b> |                | <b>MARKERS &amp; HIGHLIGHTERS</b>   | <b>Markers &amp; Highlighters</b>   |      |               |                                       |
| 25.1      | 75201800190203 | MARKER HIGHLIGHTER;BLUE;CHISEL TIP;FLUORESCENT                              | HIGHLIGHTER, 1-5mm chisel tip writing length of up to 630mtrs, 1 hour cap off time penflex or similar | EA   | Diff. Colours |                                       |
| 25.2      | 75201800190191 | MARKER HIGHLIGHTER;GREEN;CHISEL TIP;FLUORESCENT                             |   | EA   |               |                                       |
| 25.3      | 7520AA13674712 | MARKER HIGHLIGHTER;ORANGE;CHISEL TIP;FLUORESCENT                            |   | EA   |               |                                       |
| 25.4      | 75201800959092 | MARKER HIGHLIGHTER;PURPLE;CHISEL TIP;FLUORESCENT                            |   | EA   |               |                                       |
| 25.5      | 75201801749845 | MARKER HIGHLIGHTER;RED;CHISEL TIP;FLUORESCENT                               |   | EA   |               |                                       |
| 25.6      | 75201800190215 | MARKER HIGHLIGHTER;YELLOW;CHISEL TIP;FLUORESCENT                            |   | EA   |               |                                       |
| 25.7      | 75201800399827 | MARKER HIGHLIGHTER;PINK;CHISEL TIP;FLUORESCENT                              |   | EA   |               |                                       |
| 25.8      | 75201800821708 | MARKER BLACK;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100                | MARKER ARTLINE 100  | EA   | Diff. Colours |                                       |
| 25.9      | 752077T0743221 | MARKER BLUE;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100                 |   | EA   |               |                                       |
| 25.10     | 752077T0993257 | MARKER RED;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100                  |   | EA   |               |                                       |
| 25.11     | 999977U1110030 | MARKER GREEN;LARGE CHISEL TIP;7.5-12MM;PERMANENT;ARTLINE 100                |   | EA   |               |                                       |
| 25.12     | 7510AA12841639 | MARKER BLACK;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70                          | MARKER ARTLINE 70   | EA   | Diff. Colours |                                       |
| 25.13     | 75201843333537 | MARKER BLUE;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70                           |   | EA   |               |                                       |
| 25.14     | 75201843333525 | MARKER RED;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70                            |   | EA   |               |                                       |
| 25.15     | 75101802813715 | MARKER GREEN;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70                          |   | EA   |               |                                       |
| 25.16     | 75201843106273 | MARKER BLACK;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP        | MARKER ARTLINE 700  | EA   | Diff. Colours |                                       |
| 25.17     | 75201843352285 | MARKER BLUE;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP         |   | EA   |               |                                       |
| 25.18     | 75201843333234 | MARKER RED;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP          |   | EA   |               |                                       |
| 25.19     | 999977T1996609 | MARKER GREEN;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;POCKET CLIP        |   | EA   |               |                                       |
| 25.20     | 75201800397734 | MARKER BLACK;MEDIUM CHISEL TIP;2-   | MARKER ARTLINE 90   | EA   | Diff.         |                                       |





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|       |                |  |   |         |               |  |
|-------|----------------|--|---|---------|---------------|--|
|       |                | 5MM;PERMANENT;ARTLINE-90   |   |         | Colours       |  |
| 25.21 | 75201840378438 | MARKER BLUE;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90                               |   | EA      |               |  |
| 25.22 | 75201840378390 | MARKER RED;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90                                |   | EA      |               |  |
| 25.23 | 75101801468750 | MARKER GREEN;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-90                              |   | EA      |               |  |
| 25.24 | 75201800780864 | MARKER BLACK;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD                                 | MARKER WHITEBOARD                                     | EA      | Diff. Colours |  |
| 25.25 | 75201800322154 | MARKER BLUE;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD                                  |   | EA      |               |  |
| 25.26 | 75201801681194 | MARKER RED;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD                                   |   | EA      |               |  |
| 25.27 | 75201800961045 | MARKER GREEN;MEDIUM BULLET TIP;2MM;DRY WIPE;WHITEBOARD                                 |   | EA      |               |  |
| 25.28 | 75201843305123 | MARKER 6-ASSORTED COLOUR;MEDIUM BULLET TIP;2MM;DRY WIPE; WHITEBOARD                    | MARKER WHITEBOARD SET OF 6 COLOURS                    | PK of 6 | Diff. Colours |  |
| 25.29 | 75201801038001 | MARKER BLACK;BULLET TIP;2MM;PERMANENT  | Marker, permanent, 2mm bullet tip                     | EA      | BLACK         |  |
| 25.30 | 752077T0640211 | MARKER GREEN;MEDIUM TIP;NON PERMANENT;OHP  | OHP markers non-perm                                  | EA      | GREEN         |  |
| 25.31 | 75201800039089 | MARKER BLACK;FELT TIP;PERMANENT;OHP  | OHP markers perm                                      | EA      | BLACK         |  |
| 25.32 | 999977T7404155 | MARKER BLACK;BULLET TIP;0.4-1MM;PERMANENT;ARTLINE DUAL-NIB CDR/DVD                     | Markers,CD/DVD, permanent extra fine point            | EA      | Black or Red  |  |
| 25.33 | 999977T1299624 | MARKER BLACK;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 750;LAUNDRY                       | LAUNDRY Market Permanent                              | Box     | Black         |  |
| 25.34 | 75201800611311 | MARKER 6-ASSORTED COLOURS;MEDIUM BULLET TIP;1.5 -3MM;DRY WIPE;WHITEBOARD;TZ1;10-SET/BX | MARKER 6 Assorted Colours; Medium Bullet Tip; 1-5     | EA      | Diff. Colours |  |
| 25.35 | 75201801421736 | MARKER BLACK;SUPER FINE BULLET TIP;0.4MM;PERMANENT;ARTLINE 725                         | MARKER BLACK; Super Fine Bullet Tip; 0.4mm Permanent  | EA      | Black         |  |
| 25.36 | 7510AA12841639 | MARKER BLACK;BULLET TIP;1.5MM;PERMANENT;ARTLINE-70                                     | MARKER BLACK; Bullet Tip 105mm Permanent Artline 70   | EA      | Black         |  |
| 25.37 | 75201800611311 | MARKER 6-ASSORTED COLOURS;MEDIUM BULLET TIP;1.5 -3MM;DRY WIPE;WHITEBOARD;TZ1;10-SET/BX | MARKER 6 Assorted Colours; Medium Bullet Tip; 1-5     | EA      | Diff. Colours |  |
| 25.38 | 75201843106273 | MARKER BLACK;FINE BULLET TIP;0.7MM;PERMANENT;ARTLINE 700;W/POCKET CLIP                 | MARKER BLACK; Fine Bulet Tip; 0.7mm Permanent Artline | EA      | Black         |  |
| 25.39 | 75101800129419 | MARKER BLACK;MEDIUM CHISEL TIP;2-5MM;PERMANENT;ARTLINE-30                              | MARKER BLACK; Medium Chisel Tip; 2-5MM Permanent Art  | EA      | Black         |  |
| 25.40 | 75201801421736 | MARKER BLACK;SUPER FINE BULLET TIP;0.4MM;PERMANENT;ARTLINE 725                         | MARKER BLACK; Super Fine Bullet Tip; 0.4mm Permanent  | EA      | Black         |  |
| 25.41 |                | MARKER BLACK, PERMANENTCHISEL POINT ARTLINE EK90                                       |   | EA      | Black         |  |
| 25.42 | 75201800190203 | MARKER HIGHLIGHTER;BLUE;CHISEL TIP;FLUORESCENT (or similar)                            | MARKER HIGHLIGHTER; Blue, Chisel Tip Fluorescent      | EA      | Blue          |  |
| 25.43 | 75201800190191 | MARKER HIGHLIGHTER;GREEN;CHISEL TIP;FLUORESCENT (or similar)                           | MARKER HIGHLIGHTER; Green, Chisel Tip Fuorescent      | EA      | Green         |  |
| 25.44 | 7520AA13674712 | MARKER HIGHLIGHTER;ORANGE;CHISEL TIP;FLUORESCENT (or similar)                          | MARKER HIGHLIGHTER; Orange; Chisel Tip Fluorescent    | EA      | Orange        |  |
| 25.45 | 75201800959092 | MARKER HIGHLIGHTER;PURPLE;CHISEL TIP;FLUORESCENT (or similar)                          | MARKER HIGHLIGHTER; Purple; Chisel Tip Fluorescent    | EA      | Purple        |  |
| 25.46 | 75201801749845 | MARKER HIGHLIGHTER;RED;CHISEL TIP;FLUORESCENT (or similar)                             | MARKER HIGHLIGHTER; Red; Chisel Tip Fluorescent       | EA      | Red           |  |
| 25.47 | 75201800190215 | MARKER HIGHLIGHTER;YELLOW;CHISEL TIP;FLUORESCENT (or similar)                          | MARKER HIGHLIGHTER; Yellow; Chisel Tip Fluorescent    | EA      | Yellow        |  |
| 25.48 | 75201800399827 | MARKER HIGHLIGHTER;PINK;CHISEL TIP;FLUORESCENT (or similar)                            | MARKER HIGHLIGHTER; Pink Chisel Tip Fluorescent       | EA      | Pink          |  |



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| ITEM NR   | ICN            | ITEM DESCRIPTION  |   | UNIT   | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|-----------|----------------|---|---|--------|--------|---------------------------------------|
| <b>26</b> |                | <b>WRITING MATERIAL: PENS</b>                                     | <b>Writing material: Pens</b>                             |        |        |                                       |
| 26.1      | 75201801010230 | PEN BALL-POINT; FINE; BLACK                                       | PEN BALL POINT FINE, Bic or similar                       | BOX/12 | BLACK  |                                       |
| 26.2      | 752077T0640996 | PEN BALL-POINT; FINE; RED; BIC                                    |   | BOX/12 | RED    |                                       |
| 26.3      | 75201800092433 | PEN BALL-POINT; FINE; GREEN                                       |   | BOX/12 | GREEN  |                                       |
| 26.4      | 75201800901835 | PEN BALL-POINT; FINE; BLUE  |   | BOX/12 | BLUE   |                                       |
| 26.5      | 999977U1110915 | PEN BALL-POINT; MEDIUM; GREEN; BIC CLIC                           | PEN BALL POINT MED, Bic or similar                        | BOX/12 | GREEN  |                                       |
| 26.6      | 999977U1110927 | PEN BALL-POINT; MEDIUM; BLACK; BIC CLIC                           |   | BOX/12 | BLACK  |                                       |
| 26.7      | 999977U1110939 | PEN BALL-POINT; MEDIUM; RED; BIC CLIC                             |   | BOX/12 | RED    |                                       |
| 26.8      | 999977U1110941 | PEN BALL-POINT; MEDIUM; BLUE; BIC CLIC                            |   | BOX/12 | BLUE   |                                       |
| 26.9      | 999977U1110979 | PEN BALL-POINT; MEDIUM; PURPLE; BIC                               | PEN BALL POINT MED, Bic or similar                        | BOX/12 | PURPLE |                                       |
| 26.10     | 752077T0304028 | PEN BALL-POINT; FINE; BLUE; PILOT; BPS                            | PEN PILOT BPS Fine, supergrip, Pilot, Pentel or similar   | BOX/12 | BLUE   |                                       |
| 26.11     | 999977T1948761 | PEN BALL-POINT; MEDIUM; BLACK; PILOT BPS                          | PEN PILOT BPS MEDIUM, supergrip, Pilot, Pentel or similar | BOX/12 | BLACK  |                                       |
| 26.12     | 999977T2101398 | PEN BALL-POINT; MEDIUM; RED; PILOT BPS                            |   | BOX/12 | RED    |                                       |
| 26.13     | 999977T3660709 | PEN BALL-POINT; MEDIUM; PINK; PILOT BPS                           |   | BOX/12 | PINK   |                                       |
| 26.14     | 999977T4537662 | HOLDER PENCIL; CUBE; BLACK STL; W 100MM X H 70MM                  | PEN/PENCIL CUP, SQUARE, METAL                             | BOX/12 | BLACK  |                                       |
| 26.15     | 999977T6523753 | PEN ROLLER BALL; 0.7MM; RED; GEL; PENTEL ENERGEL                  | PEN, rollerball energel Pentel or similar, 0.7mm          | BOX/12 | RED    |                                       |
| 26.16     | 999977T6523777 | PEN ROLLER BALL; 0.7MM; BLUE; GEL; PENTEL ENERGEL                 |   | BOX/12 | BLUE   |                                       |
| 26.17     | 999977T7436001 | PEN ROLLER BALL; 0.7MM; BLACK; GEL; PENTEL ENERGEL                |   | BOX/12 | BLACK  |                                       |
| 26.18     | 999977T7436013 | PEN ROLLER BALL; 0.7MM; GREEN; GEL; PENTEL ENERGEL                |   | BOX/12 | GREEN  |                                       |
| 26.19     | 999977U0049980 | PEN ROLLER BALL; METAL TIP; 0.5; BLACK; LIQUID INK; PILOT; BLVB-5 | pen, rollerball, BL-VB5 pilot or similar                  | BOX/12 | BLACK  |                                       |
| 26.20     | 999977U0049992 | PEN BALLPOINT; BLACK; OIL BASED INK; SUPER GRIP; PILOT; BPGP-10RM | PEN Pilot BP GP10RM supergrip or similar                  | BOX/12 | BLACK  |                                       |
| 26.21     | 999977U1111107 | PEN ROLLER BALL; 0.5MM; EXTRA FINE; RED; GEL; PILOT G-2           | PEN Pilot G2 Gel ink, or similar                          | BOX/12 | RED    |                                       |
| 26.22     | 999977U1111133 | PEN ROLLER BALL; 0.5MM; EXTRA FINE; BLACK; GEL; PILOT G-2         |   | BOX/12 | BLACK  |                                       |
| 26.23     | 999977U1111145 | PEN ROLLER BALL; 0.5MM; EXTRA FINE; BLUE; GEL; PILOT G-2          |   | BOX/12 | BLUE   |                                       |
| 26.24     | 999977U1111160 | PEN ROLLER BALL; 0.5MM; EXTRA FINE; PURPLE; GEL; PILOT G-2        |   | BOX/12 | PURPLE |                                       |
| 26.25     | 75201800717886 | PEN BALL-POINT; FINE; RED; MICRO; UNIBALL; UB120                  | PEN, Uniball eye micro, waterproof, fadeproof, or similar | BOX/12 | RED    |                                       |
| 26.26     | 75201800864379 | PEN BALL-POINT; FINE; BLUE; MICRO; UNIBALL; UB120                 | PEN, Uniball eye micro, waterproof, fadeproof, or similar | BOX/12 | BLUE   |                                       |
| 26.27     | 75201800864379 | PEN BALL-POINT; FINE; BLUE; MICRO; UNIBALL; UB120                 |   | EA/12  | BLUE   |                                       |
| 26.28     |                | PEN UNIBALL REFILL FORUM 153 SIGN                                 |   | EA/12  |        |                                       |
| 26.29     | 999977T9415288 | PEN ROLLER BALL; BROAD; RED; UN SIGNO UM153                       | PEN, Uniball Signo Broad, waterproof UM-153, or similar   | BOX/12 | RED    |                                       |





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| 26.30   | 75201800320655 | PEN ROLLER BALL;FINELINER;RED                                      | PEN FINE LINER                         | BOX/12 | RED    |                                       |
|---------|----------------|--|--|--------|--------|---------------------------------------|
| 26.31   | 75201844370017 | PEN ROLLER BALL;FINELINER;BLACK;PILOT                              | PEN FINE LINER                         | BOX/12 | BLACK  |                                       |
| 26.32   | 999977T8336277 | REFILL,PEN ROLLER BALL;0.7MM;FINE;BLACK;GEL;PILOT G-2;RETRACTABLE  | PILOT G-2 black refill 0.7             | BOX/12 | Black  |                                       |
| 26.33   | 999977U1111451 | PEN ROLLER BALL;0.7MM;FINE;BLACK;GEL;PILOT G-2                     | PILOT G-2 red pen 0.7                  | BOX/12 | Black  |                                       |
| 26.34   | 999977U1111475 | REFILL,PEN ROLLER BALL;0.7MM;FINE;RED;GEL;PILOT G-2;RETRACTABLE    | PILOT G-2 red refills 0.7              | BOX/12 | Red    |                                       |
| 26.35   | 999977T1630540 | PEN BALL-POINT;MAXI MEDIUM POINT;BLACK;CRYSTAL                     | CRYSTAL ball MonAmi black pens         | BOX/12 | Black  |                                       |
| 26.36   | 999977U1111513 | PEN ROLLER BALL;0.7MM;FINE;BLACK;GEL;PILOT G-2                     | PILOT G2 0.5 Gel Ink                   | BOX/12 | Black  |                                       |
| 26.37   | 75201800662980 | PEN BALL-POINT;FINE;BLACK;PENTEL SUPERB;BK 77-C                    | PENTEL fine black pen                  | BOX/12 | Black  |                                       |
| 26.38   | 75201800744538 | PEN BALL-POINT;BLACK   | PEN DISA black                         | BOX/12 | Black  |                                       |
| 21.39   | 999977T8647339 | PEN ROLLER BALL;0.8MM;RED;GEL;GRIP;HYBRID                          | HYBRID GEL grip K118 red               | BOX/12 | Red    |                                       |
| 26.40   | 999977T4064251 | PEN BALL-POINT;RED;CRYSTAL   | DISA CRYSTEL ballpen red               | BOX/12 | Red    |                                       |
| 26.41   | 999977U1116996 | PEN ROLLER BALL;0.7MM;FINE;PURPLE;GEL;PILOT G-2                    |  | BOX/12 | Purple |                                       |
| 26.42   | 999977U1117023 | REFILL,PEN ROLLER BALL;0.7MM;FINE;PURPLE;GEL;PILOT G-2;RETRACTABLE |  | BOX/12 | Purple |                                       |
| 26.43   | 999977T3139870 | REFILL,PEN BALL-POINT;BROAD;BLACK;UNIBALL                          |  | BOX/12 | Black  |                                       |
| 26.44   | 999977T9958215 | REFILL,PEN BALL-POINT;BROAD;RED;UNIBALL                            |  | BOX/12 | Red    |                                       |
| 26.45   | 999977U0527135 | PEN ROLLER BALL;MEDIUM;BLACK;BIC CRYSTAL                           |  | BOX/12 | Black  |                                       |
| 26.46   | 999977U1117201 | PEN ROLLER BALL;MEDIUM;BLUE;BIC CRYSTAL                            |  | BOX/12 | Blue   |                                       |
| 26.47   | 999977U1117237 | PEN ROLLER BALL;MEDIUM;RED;BIC CRYSTAL                             |  | BOX/12 | Red    |                                       |
| 26.48   | 999977U0515825 | PEN ROLLER BALL;0.5MM TIP;BLACK;UNIBALL EYE MICRO;UB150            |  | BOX/12 | Black  |                                       |
| 26.49   | 752077T0288732 | PEN BALL-POINT;FINE;BLUE;BIG GRIPPER (BOX/12)                      |  | EA     | Blue   |                                       |
| 26.50   | 752077T0288769 | PEN BALL-POINT;FINE;RED;BIG GRIPPER(BOX/12)                        |  | EA     | Red    |                                       |
| 26.51   | 752077T0288757 | PEN BALL-POINT;FINE;BLACK;BIG GRIPPER(BOX/12)                      |  | EA     | Black  |                                       |
| 26.52   |                | PEN ARTLINE; EK200 WRITING; BLACK                                  |  | EA     | Black  |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION   |  | UNIT   | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 27      |                | WRITING MATERIAL: PENCILS  | Writing material: Pencils              |        |        |                                       |
| 27.1    | 75101840887200 | PENCIL BLACK;2H  | PENCIL 2H                              | BOX/12 | Black  |                                       |
| 27.2    | 75101840887123 | PENCIL BLACK;3H  | PENCIL 3H                              | BOX/12 | Black  |                                       |
| 27.3    | 999977U1111816 | PENCIL, COLOURED 12/PK; WATER COLOUR                               | PENCIL COLOURED SET OF 12, watercolour | BOX/12 |        |                                       |
| 27.4    | 999977U0057354 | PENCIL, COLOURED 3.3MM LEAD; ACQUARELLE ECO PENCIL; 12/SET         | PENCIL COLOURED SET OF 12, hexagonal   | BOX/12 |        |                                       |
| 27.5    | 7510AA12629871 | PENCIL HB; 81/106637   | PENCIL HB                              | BOX/12 |        |                                       |
| 27.6    | 75101800569691 | LEAD, PENCIL HB; 0.5MM   | PENCIL LEAD 5MM HB                     | TUB    |        |                                       |
| 27.7    | 75101843084146 | LEAD, PENCIL HB, 0.7MM   | PENCIL LEAD 7MM                        | TUB    |        |                                       |
| 27.8    | 75101843341698 |  | PENCIL LEAD 9mm                        | TUB    |        |                                       |



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|         |                | LEAD,PENCIL HB;0.9MM   |   |                     |        |                                       |
|---------|----------------|--|---|---------------------|--------|---------------------------------------|
| 27.9    | 6675LA05686163 | PENCIL CLUTCH;0.5MM  | PENCIL MECHANICAL CLUTCH .5MM, Techniclick or similar | EA                  |        |                                       |
| 27.10   | 752077T0304269 | PENCIL CLUTCH;0.7MM  | PENCIL MECHANICAL CLUTCH .7MM, Techniclick or similar | EA                  |        |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION   |   | UNIT                | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 28      |                | CORRECTION   | Chalk & correction                                    |                     |        |                                       |
| 28.1    | 75101801138522 | CORRECTION PEN 12ML;WHITE  | CORRECTION PEN, 18ml, PENTAL or similar               | EA                  | White  |                                       |
| 28.2    | 999977U1129562 | CORRECTION TAPE LG 5M X W 5MM  |   | EA                  |        |                                       |
| 28.3    |                | CORRECTION TAPE 5M X W 5MM, mouse (PENTEL)   |   |                     |        |                                       |
| 28.4    | 999977U1129600 | CORRECTION TAPE WHITE;LG 5M X W 8MM;SELF-ADHESIVE                                      |   | EA                  |        |                                       |
| 28.5    |                | CORRECTION TAPE WHITE;LG 5M X W 8MM;MICROTAPE  |   |                     |        |                                       |
| 28.6    | 75101800262550 | CORRECTION TAPE 4MM X 6MM, (PILOT)   |   | EA                  |        |                                       |
| 28.7    | 75101802625655 | ERASER PENCIL;45MM LG X 19MM W X 5MM THK   | ERASER RUBBER WHITE PENCIL, plastic±43 x 19 x 13mm    | EA                  |        |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION   |   | UNIT                | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 29      |                | PRINTING PAPER   | Printing paper  |                     |        |                                       |
| 29.1    | 75301800008526 | PAPER,COMPUTER CONTINUOUS;FLAT FOLD;279,4MM X 241MM (Topform)                          | PAPER COMPUTER BLUE EYELINE SINGLE SHEET A3           | BOX OF 2000 SHEET S |        |                                       |
| 29.2    | 75301801136290 | PAPER,COMPUTER CONTINUOUS;3-FOLD;BLUE,WHITE;A-3 (3-part)                               | PAPER COMPUTER BLUE EYELINE THREE PART A3             | BOX OF 1000 SHEET S |        |                                       |
| 29.3    | 75301800133254 | PAPER,COMPUTER PERFORATED;SGL;A-4;LG 305MM X W 240MM                                   | PAPER COMPUTER CONTINUOUS PLAIN A4                    | BOX OF 2000 SHEET S |        |                                       |
| 29.4    | 75101800029886 | PAPER,COMPUTER CONTINUOUS;SGL SHEET;PL 280MM X 240MM;PERFORATED                        | One patcounsol paper 2000 sheets 280mmx240mm          | BOX OF 2000 SHEET S |        |                                       |
| 29.5    | 753077T0935332 | PAPER,COMPUTER CONTINUOUS FLAT FOLD;2-PART;LG 280MM X W 240MM;BLANK;CONSOLE;D2/30010/A |   | BOX                 |        |                                       |
| 29.6    |                | PAPER,COMPUTER CONTINUOUS FLAT FOLD;1-PART;LG 280MM X W 240MM;BLANK;CONSOLE;D2/30010/A |   | BOX                 |        |                                       |
| 29.7    | 999977T4884627 | PAPER,COMPUTER CONTINUOUS FLAT FOLD;280MM X 240MM;4-PART;CONSOLE                       |   | BOX                 |        |                                       |



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| ITEM NR | ICN            | ITEM DESCRIPTION  |  | UNIT      | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
|---------|----------------|---|--|-----------|--------|---------------------------------------|
| 30      |                | <b>CALCULATORS &amp; BATERIES</b>                             | <b>Calculators &amp; bateries</b>            |           |        |                                       |
| 30.1    | 613577T0265532 | BATTERY,NON RECHARGEABLE 1,5V;AA-SIZE (PK/4)                  | BATTERIES aa                                 | pk of 4   |        |                                       |
| 30.2    | 61351802594758 | BATTERY,NON RECHARGEABLE GEN PURPOSE;SIZE AAA;ANY BRAND(PK/4) | BATTERIES aaa                                | pk of 4   |        |                                       |
| 30.3    | 999977T4601340 | CALCULATOR 12-DIGIT;SHARP EL782C and/or Similar               | CALCULATORE 12 digit, Sharp EL782 or similar | EA        |        |                                       |
| 30.4    | 999977T4547028 | CALCULATOR SHARP EL531;SCIENTIFIC and/or Similar              | calculator, scientific EL-531 or similar     | EA        |        |                                       |
| 30.5    | 999977T4063273 | CALCULATOR POCKET;BATTERY OPERATED;16-DIGIT;DT160             |  | EA        |        |                                       |
| 30.6    | 6135AA15960127 | BATTERY,NON RECHARGEABLE 9VOLT;ANY BRAND;GEN PURPOSE          | 9V Bateriaes                                 | EA        |        |                                       |
| 30.7    |                | BATTERY, RECHARGEABLE 1.5V; AA-SIZE (PK/4)                    |  | PK OF 4   |        |                                       |
| 30.8    |                | BATTERY, RECHARGEABLE GEN PURPOSE, SIZE AAA; ANY BRAND (PK/4) |  | PK OF 4   |        |                                       |
| 30.9    |                | BATTERY; RECHARGEABLE 9V; ANY BRAND; GEN PURPOSE              |  | EA        |        |                                       |
| 30.10   |                | BATTERY; RECHARGEABLE PLUS POWER C & D                        |  | PK OF 2   |        |                                       |
| 30.11   |                | BATTERY; R14P C 1.5 NON RECHARGEABLE                          |  | PK OF 2   |        |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION  |  | UNIT      | COLOUR | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 31      |                | <b>CD'S &amp; DVD'S</b>                                       | <b>CD's &amp; DVD's</b>                      |           |        |                                       |
| 31.1    | 999977T3586221 | COMPACT DISC (CD) WRITEABLE;700MB;DYSAN                       | CD-R, 52 x 700mb, verbatim or similar        | box of 10 |        |                                       |
| 31.2    | 999977T2893562 | COMPACT DISC (CD) RE-WRITEABLE;700MB;VERBATIM                 | CD-RW, 32 x 700mb, verbatim or similar       | box of 10 |        |                                       |
| 31.3    |                | HOLDER,CD/DVD 52 X12 CAKE BOX                                 | CD-spring rack, 20 cd's                      | EA        |        |                                       |
| 31.4    |                | HOLDER,CD 52 X 25 CAKE BOX                                    |  | EA        |        |                                       |
| 31.5    |                | HOLDER, CD 10 PACK CLEAR SLIM CASE                            |  | EA        |        |                                       |
| 31.6    |                | HOLDER,DVD 16 X 50 CAKE BOX (BOX STORAGE & MULTI-MEDIA CLEAR) |  | EA        |        |                                       |
| 31.7    |                | HOLDER,DVD 16 X 10 PACK SLIM CASE COLOUR)                     |  | EA        |        |                                       |
| 31.8    | 999977T8613349 | COMPACT DISC (CD) DVD;WRITEABLE;PLUS;4.7GB                    | DVD+R, 16 x 4.7GB                            | box of 10 |        |                                       |
| 31.9    | 999977T8613337 | COMPACT DISC (CD) DVD;RE-WRITEABLE;PLUS;4.7GB                 | DVD+RW, 4x 4.7GB                             | box of 10 |        |                                       |
| 31.10   | 999977T8613352 | COMPACT DISC (CD) DVD;WRITEABLE;MINUS;4.7GB                   | DVD-R, 16 x 4.7GB                            | box of 10 |        |                                       |
| 31.11   | 999977T8613313 | COMPACT DISC (CD) DVD;RE-WRITEABLE;MINUS;4.7GB                | DVD-RW, 4x 4.7GB                             | box of 10 |        |                                       |
| 31.12   | 999977T6449502 | COMPACT DISC (CD) DVD;WRITEABLE;4.7GB;VERBATIM and/or Similar | DVD WRITEABLE                                | box of 10 |        |                                       |
| 31.13   | 999977T5819953 | FLASH DRIVES (MEMORY STICK) 4GB (Ultima)                      | MEMORY STICKS 2GB                            | EA        |        |                                       |
| 31.14   |                | FLASH DRIVES (MEMORY STICK) 8GB (Verbatim)                    |  | EA        |        |                                       |
| 31.15   |                | FLASH DRIVES (MEMORY STICK) 16GB                              |  | EA        |        |                                       |



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|         |                | (VERBATIM)  |  |                  |               |                                       |
|---------|----------------|---|--|------------------|---------------|---------------------------------------|
| 31.16   |                | FLASH DRIVES (MEMORY STICK) 32GB (VERBATIM)                         |  | EA               |               |                                       |
| 31.17   |                | FLASH DRIVES (MEMORY STICK) 64GB (STORE & GO)                       |  | EA               |               |                                       |
| ITEM NR | ICN            | ITEM DESCRIPTION  |  | UNIT             | COLOUR        | BID PRICE IN RSA CURRENCY (VAT INCL.) |
| 32      |                | GENERAL   | General                                |                  |               |                                       |
| 32.1    | 999977T4637512 | PAPER,OFFICE MEMO CUBE;REFILL;ASSORTED COLOURS;90MM X 90MM          | PAPER FOR NOTE HOLDER, 80gsm (90x90mm) | PK of 100 sheets | Diff. Colours |                                       |
| 32.2    | 999977T3897310 | HOLDER PAPER;NOTES;STL;W 105MM X H 105MM                            | HOLDER NOTE, STEEL                     | EA               |               |                                       |
| 32.3    | 75201801005089 | HOLDER PAPER,NOTE;PLASTIC   | HOLDER NOTE PAPER PLASTIC              | EA               |               |                                       |
| 32.4    | 999977U1114851 | LETTER OPENER STL BLADE;PLASTIC HANDLE;LG 225MM                     | LETTER OPENER PLASTIC                  | EA               |               |                                       |
| 32.5    | 75301800305072 | TRANSPARENCY WRITE-ON;CLEAR   | TRANSPARENCIES CLEAR WRITE ON          | PK of 100        |               |                                       |
| 32.6    | 753077T0641757 | TRANSPARENCY A-4;HEAT RESISTANT;COPIER LASER PRINTER;CLEAR ON WHITE | TRANSPARENCIES HEAT RESISTANT          | PK of 100        |               |                                       |
| 32.7    | 75101800516474 | HOLDER TIDY;TUBE;PEN  | HOLDER TIDY; Tube; pen                 | EA               |               |                                       |
| 32.8    | 999977T1948328 | IMAGING UNIT NEFAX 415 SERIES (DRUM UNIT BROTHER)                   | IMAGING UNIT NEFAX 415 series          | EA               |               |                                       |
| 32.9    | 75201801309943 | FLIP CHART PAD 815MM LG 675MM W                                     |  | EA               |               |                                       |
| 32.10   | 53151800581900 | PIN OFFICE;26MM;25G/PK  | Office Pins                            | TUB              |               |                                       |
| 32.11   | 36101803105311 | GUILLOTINE,PAPER;HAND-LEVER;STL                                     |  | EA               |               |                                       |
| 32.12   |                | CRAYONS RETRACTABLE WAX 12 MON-AMI (12 PER PACK)                    |  | PK               |               |                                       |
| 32.13   |                | ROLL POLY PLASTIC 3M*450MM 100 MIC 3METER                           |  | EA               |               |                                       |
| 32.14   |                | ROLL BOOK COVER B/KRAFT 2.0M*480MM                                  |  | EA               |               |                                       |
| 32.15   |                | A6 NOTEBOOK 96 PAGES LINED  |  | EA               |               |                                       |
| 32.16   |                | BLANK ID CARDS GLOSSY PRINTABLE 55mm x 33mm                         |  | EA               |               |                                       |
| 32.17   |                | PLASTIC CARD HOLDER   |  | EA               |               |                                       |
| 32.18   |                | JD 1216 STORAGE BOX   |  | EA               |               |                                       |



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SBD 3.2

## PRICE ADJUSTMENTS

### A NON-FIRM PRICES SUBJECT TO ESCALATION

- IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
- IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

|               |   |  |
|---------------|---|--|
| Pa            | = | The new escalated price to be calculated.  |
| (1-V)Pt       | = | 85% of the original bid price. <b>Note that Pt must always be the original bid price and not an escalated price.</b>                             |
| D1, D2..      | = | Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%. |
| R1t, R2t..... | = | Index figure obtained from new index (depends on the number of factors used).  |
| R1o, R2o      | = | Index figure at time of bidding.   |
| VPt           | = | 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.                       |

- The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....  
 Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

- FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

| FACTOR<br>(D1, D2 etc. e.g. Labour, transport etc.) | P<br>PERCENTAGE OF BID PRICE |
|---|------------------------------|
|   |                              |
|   |                              |
|   |                              |
|   |                              |
|   |                              |
|   |                              |
|   |                              |



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## B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

- Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|--|
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |
|                                      |         |       |          | ZAR= |                                 |  |

- Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE |
|--|---|---|---|
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |

**SBD 4****BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

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

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**

<sup>1</sup>

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



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2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.  
<sup>2</sup>  
However, communication between partners in a joint venture or consortium 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.

<sup>2</sup>

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





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

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

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

|           |                |
|-----------|----------------|
| .....     | .....          |
| Signature | Date           |
| .....     | .....          |
| Position  | Name of bidder |



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## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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    |



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- 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:

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



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### 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:

80/20

or

90/10

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

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.



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

| The specific goals allocated points in terms of this tender   | Maximum points | Documentary proof to be attached.                 | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|----------------|---|--|
| Contracting with persons or categories of persons historically disadvantaged on the basis of race (black people) ownership of 51% or more                           | 5              | BBBEE certificate (certified) or sworn affidavit. |  |
| Contracting with persons or categories of persons historically disadvantaged on the basis of gender (women) ownership of 51% or more                                | 5              | BBBEE certificate (certified) or sworn affidavit. |  |
| Contracting with persons or categories of persons historically disadvantaged on the basis of gender (youth) ownership of 51% or more                                | 5              | BBBEE certificate (certified) or sworn affidavit. |  |
| Contracting with persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities) ownership of 51% or more | 5              | BBBEE certificate (certified) or sworn affidavit  |  |
| <b>TOTAL</b>  | <b>20</b>      |   |  |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

| Tick                     | Type                                   |
|--------------------------|--|
| <input type="checkbox"/> | Partnership/Joint Venture / Consortium |
| <input type="checkbox"/> | One-person business/sole propriety     |
| <input type="checkbox"/> | Close corporation                      |
| <input type="checkbox"/> | Public Company                         |
| <input type="checkbox"/> | Personal Liability Company             |
| <input type="checkbox"/> | (Pty) Limited                          |
| <input type="checkbox"/> | Non-Profit Company                     |
| <input type="checkbox"/> | State Owned Company                    |



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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:** .....

.....

.....

.....



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

# SECTION 2





APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

## SPECIAL CONDITIONS

### 1. Legislative and Regulatory Framework

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

### 2. Status of Request for Proposal

- 2.1 The Free Agriculture, Rural Development and Environmental Affairs is hereby inviting potential bidders for supply and delivery of Office Stationery for a period of three (3) year.
- 2.2 This Request for Bid is an invitation for Bidders to submit a proposal for the provision of the services as set out in the special conditions contained herein.
- 2.2.1 No binding contract or other understanding for the supply of the services exist between the Free Agriculture, Rural Development and Environmental Affairs and any Bidder unless and until the Free State Agriculture, Rural Development and Environmental Affairs has executed a formal written contract with the successful Bidder/s.

### 3. Submission of Bids

- 3.1 Bidders must submit the bid in one (1) original hard copy format (paper documents), clearly marked as **DARD/RFB 09/2024/2025** to address indicated on the SBD1 by the closing date and time of the bid.
- 3.2 In the event that a hard copy of the bid document is not received on or before the closing date and time, the bid will be invalidated.

### 4. Objective

- 4.1 The objective of the bid is to appoint service provider/s in line with government's objectives that:
- Supply and delivery of Office Stationery products that are consistent and reliable to department;
  - Ensure that quality service and goods are rendered in line with the Service Level Agreement;
  - Improve spend visibility through detailed management reporting;



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- Operate within the service level agreement to assist with the improvement of supply and deliver of Office Stationery in order to minimise fruitless and wasteful expenditure; and
- To leverage spend and achieve cost savings.

## 5. Scope of Work

5.1 The supply and delivery of Office Stationery will include but will not be limited to the following:

### 5.1.1 General

5.1.1.1 The contracted services will be provided to all the districts on behalf of the Free State Rural Development and Environmental Affairs.

## 6. Requirements of the Bid

6.1 Supply and deliver the required Office Stationery according to the attached stationery list at district offices of the department;

6.2 Supply and deliver office stationery that is SANS approved.

## 7. Service Area

7.1 The requirement for the stationery will be for the following Departmental Districts. **NB: Bidders are not allowed to bid for more than one (01) District. Therefore, Potential Bidders must submit bidding documents for ONLY one district, failure which will lead to disqualification**

| NO. | DEPARTMENTAL DISTRICT       | MARK WITH X |
|-----|-----------------------------|-------------|
| 1.  | Xhariep District            |             |
| 2.  | Mangaung District           |             |
| 3.  | Lejweleputswa District      |             |
| 4.  | Thabo-Mofutsanyana District |             |
| 5.  | Fezile-Dabi District        |             |

## 8. Acceptance of Bids

- a) A service provider is allowed to choose one District and no fronting allowed.
- b) If a tenderer selects a District the tenderer has to supply all information as requested for that particular District and complete the pricing schedule in full. If the tenderer does not comply with this requirement the bid for the particular District will be disqualified.



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- (c) Each District will be evaluated separately.
- (d) The FSDARDEA reserves the right to appoint more than one (1) service provider per District for the supply of different commodities.

## 9. Obligations of the Bidder

- The supplier to deliver the office stationery upon receiving of an official order within 7 days.
- The supplier shall submit its account directly after the delivery of the stationery.
- Claims for payments shall be submitted on official invoices.

## 10. Delivery Adherence

- 10.1 All deliveries should be arranged with the FSDARDEA nominated official in advance.
- 10.2 All deliveries or dispatches of goods must be accompanied by a delivery note stating the official order number against which the delivery has been effected together with a confirmation of delivery document as supplied by the Department.
- 10.3 The instructions regarding the supply, dispatch and submission of invoices must be strictly adhered to.
- 10.4 All invoices must be delivered to the District coordinator as soon as possible to enable payment to be done within 30 days by FSDARDEA. Bidders are requested to take note of section 16.3 of the General Conditions of Contract regarding payments made within 30 days on deliveries.
- 10.5 All invoices should include the amount awarded to the service provider.
- 10.6 Deliveries not complying with the specification will not be accepted and the service provider will return such items at his/her own expense.
- 10.7 Bidders are requested to take note of section 22.1 of the General Conditions of Contract regarding late delivery penalties.
- 10.8 Also refer to the different Districts for District specific delivery adherences.
- 10.9 Deliveries should be done where as directed by the FSDARDEA.
- 10.10 Delivery of the complete list of stationery items ordered is to be delivered within 30 working days of the date of appointment.
- 10.11 Deliveries should be done from Monday to Friday between 8 am and 4 pm or else as arranged with the Departmental Coordinator for the District.



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## 11. Maintaining District Stationery Items

11.1.1 The service provider shall be responsible for any loss or damage to the stationery and equipment caused by the negligence of the service provider and its employees.

11.1.2 Replacement will be at the discretion of the district involved.

11.1.3 The service provider shall notify the district involved at the earliest opportunity of any breakdown.

## 12. Costing

12.1 Prices must be inclusive of all costs i.e. VAT, delivery/transportation and other factors that will influence the price of the service provider.

12.2 All items should be priced (refer to SBD 3.1). Failure to price all items may invalidate the bid.

## 11. Declaration

11.1 Where a Shareholder/Member/Individual/Director has an interest in any other company that is participating in this bid, they must disclose taking into consideration the provisions of SBD4 and failure to do so will result in disqualification.

11.2 List of Shareholding/membership/directorship by Name of business, Position occupied and percentage of shareholding in the business

| NAME OF BUSINESS | POSITION OCCUPIED<br>IN THE BUSINESS | %<br>OF<br>SHAREHOLDING<br>IN THE<br>BUSINESS | INDICATE BY TICKING X<br>NEXT TO THE BUSINESS<br>YOU ARE REPRESENTING<br>IN THIS BID. |
|------------------|--------------------------------------|---|---|
|                  |                                      |   |   |
|                  |                                      |   |   |
|                  |                                      |   |   |
|                  |                                      |   |   |



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## 12. Period of Contract

The travel agency contract will be running for a period of three (3) years from the date of approval of the contract.

## 13. Price Adjustments

- 13.1 No price adjustments will be allowed during the 1st year of the contract period, it will only be considered on the anniversary of the contract using Consumer Price Index (CPI) read with SBD 3.2 (Price Adjustments).

## 14. Submission of Bid Document/s

Completed bid documents should be sealed, clearly marked **DARD/RFB 09/2024/2025** and deposited in the bid box at the address stated in the invitation on or before 11:00 on **Tuesday the 04 March 2025** which is accessible Monday to Friday at Admin Building on the Ground Floor.

- 14.1 Proof of the following documentation will be required:

**Mandatory requirements** (failure to comply with these requirements shall disqualify the bid)

- Tax Compliance Status Pin;
- Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).

### Non-mandatory requirements

- Certified company registration certificates.
- Certified ID copy(s) of director(s);
- CSD Registration Report.

- 14.2 Bidders are to ensure that all pages of the document are attached.

## 15. Opening of the Bid Box

Bid documents will be opened publicly immediately on closing date and time stipulated. No faxed and e-mailed bids will be accepted. Bids delivered after the above-mentioned stipulated time and date will not be considered.



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## 16. Compilation of Documents

All documents should be completed with black ink on the date and time of submission.

## 17. Evaluation Process

### 17.1 The evaluation process comprises the following phases:

| Phase I   | Phase II   | Phase III   | Phase IV  |
|---|--|---|---|
| <b>Administration and Mandatory bid requirements</b>  | <b>Functionality</b>                             | <b>Price and B-BBEE</b>   | <b>Recommendation and Appointment</b>                     |
| Compliance with administration and mandatory bid requirements <ul style="list-style-type: none"><li>○ Tax Compliance Status Pin;</li><li>○ Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).</li></ul> | Bids will be evaluated in terms of functionality | Bids evaluated in terms of the 80/20 preference system subject to the lowest bid received | Recommendation and appointment to the relevant Department |

### 17.2 Phase I: Mandatory Requirements

During this phase Bidders' response will be evaluated based on the mandatory requirements indicated in this bid document. This phase is not scored and Bidders who do not submit acceptable tenders by failing to comply with all the mandatory criteria and conditions will be disqualified.

#### 7.2.1 Tax Compliance Status Pin;

#### 7.2.2 Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).

### 17.3 Registration on Central Supplier Database (CSD)

The Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.



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Are you a registered supplier on the Government's Central Supplier Database (CSD)? (Yes/No)

Complete your registered CSD vendor number on the checklist.

Provide a copy of the CSD Registration 'Summary Report'.

#### 17.4 Tax Compliance

Bidders must ensure that their tax information on Central Supplier Database (CSD) is in good standing.

Bidder(s) must be compliant when submitting a bid to the Free State Provincial Government and remain compliant for the entire contract terms with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No.58 of 1962) and Value Added Tax Act 1991 (Act No.89 of 1991).

It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations at the point of awarding.

The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

#### 17.5 Consortia/Joint Ventures/Sub-contractors

Where Consortia/Joint Ventures/Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

In bids where consortia/joint ventures / sub-contractors are involved, each party must submit a separate tcs certificate/pin/csd number.

#### 17.6 Other non-mandatory

All other non-mandatory compliance matters are verified and captured.

### 18. PHASE II: Functionality

#### 18.1 *Phase II: Functionality Evaluation as per the Terms of Reference*

Functionality will be evaluated on the basis of the responses on the Functionality Questionnaire and supporting documentation supplied by the Bidders as follows:

#### 18.2 Rating

Prospective bidders will be rated on each functionality criterion in accordance with the following matrix.





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**Table 2: Functionality schedule**

| CRITERIA                           | GUIDELINE FOR EVALUATION CRITERIA APPLICATION   | MEANS OF VERIFICATION   | POINTS |           |
|------------------------------------|---|---|--------|-----------|
| <b>PERFORMANCE CAPACITY</b>        | Bidders to provide proof of relevant experience for rendering stationery.   | Specify when, where, and for which institutions the service was rendered in the last 5 years. Provide proof of contractual agreements or appointment letters or purchase order together with reference letters or invoice which must include the following information:   |        |           |
|                                    | 0 appointment letters   | <ul style="list-style-type: none"> <li>contactable reference</li> <li>date of appointment</li> <li>must on the company letter head.</li> <li>duration of contract and value of the travel contract</li> <li>Letter should be signed by an authorised representative of the company</li> </ul>   | 0      |           |
|                                    | 1 to 5 Appointment letters and reference letters  |   | 5      |           |
|                                    | 6 to 10 Appointment letters and reference letters   |   | 10     | <b>20</b> |
|                                    | >10 Appointment letters and reference letters   |   | 20     |           |
|                                    |   | <p><b>Note. Appointment or reference letters</b></p> <p>a) <i>not confirming to the above requirements will not be considered.</i></p> <p>b) <i>No contactable references are included will also not be considered.</i></p> <p>c) <i>Each appointment letter or purchase order must be accompanied by a corresponding reference letter</i></p>  |        |           |
| <b>PROJECT IMPLEMENTATION PLAN</b> | Timelines from order to delivery. Attach a proposal with indicated delivery timeframes as per the scope of work.  | Nothing provided  | 0      | <b>10</b> |
|                                    |   | Poor: Above 7 weeks   | 3      |           |
|                                    |   | Good: Above 5 weeks to 6 weeks  | 5      |           |
|                                    |   | Excellent: less than 4 weeks  | 10     |           |
| <b>FINANCIAL CAPACITY</b>          | Proof of credit facility or access to finances to facilitate execution of the project within the time period.<br><b>- Banking Code letters will not be acceptable as a credit/funding letter or agreement</b> | Attach proof of financial capacity:   |        |           |
|                                    | < R 50 000  | <ul style="list-style-type: none"> <li>Bank Statement not older than Three Months</li> <li>Credit letter or commitment letter from a registered service provider and/or a credit agreement or equivalent and the letter must be signed by authorised representative and should include contactable reference</li> <li>Amount that the supplier qualifies for,</li> <li>Signed or stamped by the institution.</li> <li>FSP number for the credit provider will be verified for existence.</li> <li>The letter must indicate that the service provider will be funded.</li> </ul> | 0      | <b>30</b> |
|                                    | R 50 000 – R 100 000  |   | 10     |           |
|                                    | R 100 001 – R 150 000   |   | 20     |           |
|                                    | > R 150 000   |   | 30     |           |
|                                    |   | <p><b>Note. Credit Letters from the bank</b></p> <p>a) <i>printed from electronic banking system without signatures are acceptable but should have an authorised bank stamp.</i></p> <p>b) <i>No contactable references are included will also not be considered.</i></p> <p>c) <i>Not confirming to the above requirements will not be considered.</i></p>   |        |           |



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|                        |  |  |     |    |
|------------------------|--|--|-----|----|
| CAPACITY<br>(VEHICLES) | Letter of intent to lease (Lessor's letter of intent or MOU and registration certificate) or own vehicles. |  |     | 20 |
|                        | • Vehicles in the company's name (registration certificate)  | One to two vehicles in the company's name (registration certificate)/Lessor's name including registration  | 5   |    |
|                        | • Vehicles in the Lessors name including registration.   | More than two to four vehicles in the company's name (registration certificate) /Vehicles in the Lessors name including registration   | 10  |    |
|                        | • Panel Vans or bakkie with lockable canopies.   | More than four to five vehicles in the company's name (registration certificate) /Vehicles in the Lessors name including registration.   | 20  |    |
| LOCALITY               | Bidder to provide proof of proximity of the service provider to the service centre:                        | Proof of residence or valid leasing agreement together with proof of rental payments (i.e. Invoice or statement from the lessor not older than 3 months) or Proof of municipality accounts in the bidders' name (company name / Director of the company) not older than (3) three months or Municipality Clearance Certificate |     | 20 |
|                        | Outside Free State   |  | 0   |    |
|                        | In the Free State area   |  | 10  |    |
|                        | Within the Free State and the relevant district  |  | 20  |    |
| TOTAL                  |  |  | 100 |    |

- 18.3.1 Bids will be evaluated in terms of the new **Preferential Procurement Regulation, 2022** and the bid evaluation criteria stipulated in this section.
- 18.3.2 Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 18.3.4 Functionality scores per criterion will be added. Only Bidders that have met or exceeded the minimum threshold of **70 Points** for Functionality will be evaluated and scored in terms of the pricing and specific goals as indicated in the Special Conditions of Contract.
- 18.3.5 The Department reserves the right to determine the number of Companies to be appointed to provide the services.

#### 18.4 Phase III: Preference Point System

##### Pricing

Pricing schedule (Bidders are required to complete the pricing schedule in full on all items indicated).



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18.4.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022:

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

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

Where

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

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

18.4.2 A maximum of 20 points may be allocated to a Bidder for attaining the specific goals as claimed in SBD 6.1.

The specific goals for this project are given in Table 1 of SBD 6.1

| The specific goals allocated points in terms of this tender   | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Documentary proof to be attached.                 |
|---|---|---|
| Contracting with persons or categories of persons historically disadvantaged on the basis of race (black people) ownership of 51% or more                           | 5   | BBBEE certificate (certified) or sworn affidavit. |
| Contracting with persons or categories of persons historically disadvantaged on the basis of gender (women) ownership of 51% or more                                | 5   | BBBEE certificate (certified) or sworn affidavit. |
| Contracting with persons or categories of persons historically disadvantaged on the basis of gender (youth) ownership of 51% or more                                | 5   | BBBEE certificate (certified) or sworn affidavit. |
| Contracting with persons or categories of persons historically disadvantaged on the basis of disability (persons living with disabilities) ownership of 51% or more | 5   | BBBEE certificate (certified) or sworn affidavit  |

18.4.3 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:

- Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
- Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.

18.4.4 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.

Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.



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- 18.4.5 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points under the particular specific goals.
- 18.4.6 Failure on the part of the Bidder to comply with paragraphs 0 to 0 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0) under the relevant specific goals.
- 18.4.7 The State may, before a bid is adjudicated or at any time, require a Bidder to substantiate claims it has made with regard to preference.
- 18.4.8 The points scored will be rounded off to the nearest 2 decimals.
- 18.4.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 18.4.10 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.
- 18.4.11 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## 19. Overall Criteria

| CRITERIA           | MAXIMUM POINTS |
|--------------------|----------------|
| Price              | 80             |
| Specific goals     | 20             |
| <b>Grand Total</b> | <b>100</b>     |

## 20. Adjudication of the Bids

- 20.1 The adjudication of bids will be conducted in accordance with PPPFA (80/20) and the Preferential Procurement Regulation, 2022, on Price and Specific goals.
- 20.2 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to HOD: Agriculture, Rural Development and Environmental Affairs.



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## **21. Award of Contract**

- 21.1 The number/allocation of service providers will be determined by the Accounting Officer. Free State Department of Agriculture, Rural Development and Environmental Affairs reserves its right at its sole discretion to appoint more than one bidder to implement this project.
- 21.2 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee and make a recommendation to the HOD: Department of Agriculture, Rural Development and Environmental Affairs.
- 21.3 The bidders are to submit a single bid which will separately respond to Free State Free State Agriculture, Rural Development and Environmental.
- 21.4 Appointed service provider (s) will be allocated institutions in accordance with the proximity of the service provider to the institutions, thus preference will be given to a service provider situated in the particular district as the service point, unless there are no successful service provider in that district
- 21.5 The outcome of the bid will be published in the Provincial Tender Bulletin, e-Tender Portal and the Free State Agriculture, Rural Development and Environmental Affairs website.

## **22. Late Bids**

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

## **23. Counter Conditions**

- 23.1 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders will result in the disqualification of such bids.

## **24. Fronting**

- 24.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.



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24.2 The Free State Department of Agriculture, Rural Development and Environmental Affairs, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the Department may have against the Bidder / contractor concerned.

## **25. Supplier Due Diligence**

25.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs reserves the right to conduct supplier due diligence during evaluation, prior to final award or at any time during the contract period. This may include site visits.

25.2 Bidders must submit additional information when so requested.

## **26. Verification of Bidders**

26.1 During the Bid Evaluation and Adjudication process, the status of the supplier must be verified. Should a default be detected, the procedure for the restriction of the supplier as stated in SCM Practice Note No. 5/2006 will be followed.

## **27. Presentation**

27.1 The Department may require presentations/interviews from the short-listed Bidders as part of the bid process.

## **28. Communication and Confidentiality**

28.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs may communicate with Bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.

28.2 All communication between the Bidder and the Free State Department of Agriculture, Rural Development and Environmental Affairs must be done in writing.





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28.2.1 Whilst all due care has been taken in connection with the preparation of this bid, the Department makes no representations or warranties that the content of this bid or any information communicated to or provided to Bidders during the bidding process is, or will be, accurate, current or complete. The Department, and its offers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

28.3 If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the Bidder must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).

28.4 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

28.5 All persons (including Bidders) obtaining or receiving this bid and any other information in connection with this Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

## **29. Financial Management**

29.1 The Company/ies must implement the rates negotiated by the Department of Agriculture, Rural Development and Environmental Affairs with successful bidders where applicable.

29.2 The Company/ies will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to the Free State Department of Agriculture, Rural Development and Environmental Affairs for payment within the agreed time period.

29.3 The Company/ies are responsible for the consolidation of invoices and supporting documentation to be provided to the Free State Department of Agriculture, Rural Development and Environmental Affairs's Financial Department on the agreed time period (e.g. weekly).

29.4 The Free State Department of Agriculture, Rural Development and Environmental Affairs will settle the service providers' accounts within the agreed payment terms.





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### 30. Negotiations

- 30.1 The Free State Department of Agriculture, Rural Development and Environmental Affairs reserves the right to negotiate with the shortlisted Bidder/s a flat rate prior to awarding of the bid and with the successful Bidder/s for more cost-effective rates post awarding of the bid based on market conditions.

### 31 Confidentiality

- 31.1 Information relating to the evaluation of proposals and recommendations concerning award shall not be disclosed to the bidder who submitted the proposals or to other persons not officially concerned with the process, until the successful bidder has been notified that he/she has been awarded the contract.
- 31.2 No material or information derived from the procurement and provision of the services under the contract may be used for any purposes other than those of Free State Department of Agriculture, Rural Development and Environmental Affairs, except where authorized in writing to do so. All material, documents and broadcasting information will remain the property of the Free State Department of Agriculture, Rural Development and Environmental Affairs.
- 31.3 The Free State Department of Agriculture, Rural Development and Environmental Affairs agrees to keep the details of the bidder's proposal strictly confidential, including but not limited to any financial information provided, and will not disclose the content thereof to any third party, except as required and/or authorized by law after awarding of the bid.

### 32 Agreements

- 32.1 A Service Level Agreement shall be entered into with the Department of Agriculture, Rural Development and Environmental Affairs to clarify specific operational provisions. The Service Level Agreement will be subject to the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC) and the bid documents.
- 32.2 Should funds no longer be available to pay for the execution of the responsibilities of Bid **Free State Agriculture, Rural Development and Environmental Affairs**, the Department may terminate the Agreement in its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure, provided that the successful bidder shall thereupon



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be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

### **33 Settlement of Disputes**

- 33.1 Notwithstanding clauses 27 of the GCC, mediation proceedings will not be applicable to this contract.

### **34 Officials Prohibited from Submitting Bids**

- 34.1 In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Department of Agriculture, Rural Development and Environmental Affairs or a provincial public entity may not have business interest in any entity conducting business with the Department of Agriculture, Rural Development and Environmental Affairs.
- 34.2 According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.
- 34.3 The **Department of Agriculture, Rural Development and Environmental Affairs** may not award any tender or enter into any contract with an employee in the employment of the State.
- 34.4 All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

### **35 Joint Venture Agreements**

- 35.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a JV agreement should be submitted together with the bid. Kindly complete attached **Annexure A** and register on the CSD as a Joint Venture.
- 35.1 Individual Entity/ies must be registered on the CSD and after closing and before awarding, register a Joint Venture or a Consortium on the CSD. It will also be expected that a joint venture/consortium should open a joint bank account (proof of the bank account should be submitted after awarding) within 30 days after the awarding of the contract.



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### **36 ACCEPTANCE OF THE TERMS OF REFERENCE AND GENERAL CONDITIONS OF CONTRACT**

36.1 Failure to accept the Terms of Reference and the General Conditions of Contract or any part thereof, will result in the bid not being considered. Bidders may not amend any of the Special Conditions or include their own conditions, as such amendments or inclusions will result in disqualification of the bid

#### **36.2 THE BIDDER MUST COMPLETE THE FOLLOWING**

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of the company, hereby certifies that I take note and accept the above-mentioned Special Conditions of the Contract.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**CAPACITY**

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

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

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



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# SECTION 3



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

# - GOVERNMENT PROCUREMENT

## GENERAL CONDITIONS OF CONTRACT

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### - 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*

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| <b>1. Definitions</b> | <p>1. The following terms shall be interpreted as indicated:</p> <p>1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.</p> <p>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.</p> <p>1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.</p> <p>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.</p> <p>1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.</p> <p>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.</p> <p>1.7 "Day" means calendar day.</p> <p>1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.</p> <p>1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.</p> <p>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.</p> <p>1.11 "Dumping" occurs when a private enterprise abroad market its goods</p> |
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|      | <p>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.</p>   |
| 1.12 | <p>"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.</p>   |
| 1.13 | <p>"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.</p>  |
| 1.14 | <p>"GCC" means the General Conditions of Contract.</p>   |
| 1.15 | <p>"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.</p>  |
| 1.16 | <p>"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 sub bidders) 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.</p> |
| 1.17 | <p>"Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.</p>  |
| 1.18 | <p>"Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p>   |
| 1.19 | <p>"Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p>  |
| 1.20 | <p>"Project site," where applicable, means the place indicated in bidding</p>  |



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|   | <p>documents.</p> <p>1.21 "Purchaser" means the organization purchasing the goods.</p> <p>1.22 "Republic" means the Republic of South Africa.</p> <p>1.23 "SCC" means the Special Conditions of Contract.</p> <p>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.</p> <p>1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p> |
| <b>2. Application</b>   | <p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>   |
| <b>3. General</b>   | <p>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.</p> <p>3.2 With certain exceptions, invitations to bid are only published in the Government Bid Bulletin. The Government Bid Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>  |
| <b>4. Standards</b>   | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>  |
| <b>5 Use of contract documents and information; inspection.</b> | <p>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</p>   |



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|   | <p>confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>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.</p> <p>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.</p> <p>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.</p>   |
| <b>6. Patent rights</b>                   | <p>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.</p>   |
| <b>7. Performance security</b>            | <p>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.</p> <p>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.</p> <p>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:</p> <p>(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</p> <p>(b) a cashier's or certified cheque</p> <p>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.</p> |
| <b>8. Inspections, tests and analyses</b> | <p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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 bidder shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p>   |



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|                   | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| <b>9. Packing</b> | <p>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.</p> <p>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</p>   |



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|                                   |      | requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.  |
| <b>10. Delivery and documents</b> | 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.   |
| <b>11. Insurance</b>              | 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.   |
| <b>12. Transportation</b>         | 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.   |
| <b>13. Incidental services</b>    | 13.1 | The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:<br><br>(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;<br>(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;<br>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;<br>(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<br>(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.  |
| <b>14. Spare parts</b>            | 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:<br><br>(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<br>(b) in the event of termination of production of the spare parts:<br>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and<br>(ii) following such termination, furnishing at no cost to the  |





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|                     |      | purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.   |
| <b>15. Warranty</b> | 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.   |
| <b>16. Payment</b>  | 16.1 | The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.  |
|                     | 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.   |
|                     | 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.   |
|                     | 16.4 | Payment will be made in Rand unless otherwise stipulated in SCC.  |
| <b>17. Prices</b>   | 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.  |





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| <b>18. Contract amendments</b>                  | 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.  |
| <b>19. Assignment</b>                           | 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.  |
| <b>20. Subcontracts</b>                         | 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.  |
| <b>21. Delays in the supplier's performance</b> | 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.  |
|   | 21.2 | If at any time during performance of the contract, the supplier or its subbidder(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. |
|   | 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.  |
|   | 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 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.   |



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| <b>22. Penalties</b>   | <b>22.1</b> 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.   |
| <b>23. Termination for default</b>                           | <p><b>23.1</b> 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:</p> <ul style="list-style-type: none"><li>(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;</li><li>(b) if the Supplier fails to perform any other obligation(s) under the contract; or</li><li>(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.</li></ul> <p><b>23.2</b> 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.</p> |
| <b>24. Anti-dumping and countervailing duties and rights</b> | <b>24.1</b> 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 bidder to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the bidder 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   |
| <b>25. Force Majeure</b>                                     | <b>25.1</b> 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.   |



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|                                       | 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. |
| <b>26. Termination for insolvency</b> | 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.                                 |
| <b>27. Settlement of Disputes</b>     | 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,<br><br>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and<br><br>(b) the purchaser shall pay the supplier any monies due the supplier.  |



APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS

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| <b>28. Limitation of liability</b>                           | 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 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. |
| <b>29. Governing language</b>                                | 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.   |
| <b>30. Applicable law</b>                                    | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.  |
| <b>31. Notices</b>   | 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.   |
| <b>32. Taxes and duties</b>                                  | 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.  |
| <b>33. National Industrial Participation (NIP) Programme</b> | 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.  |



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| <b>34. Prohibition of Restrictive practices</b> | 34.1 | In terms of Section 4 (1) (b) (iii) of the Competition Act No.89 of 1998,asamended,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 relationshipand 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 publicsector for a period not exceeding ten (10) years and/or claim damages from the bidder(s) or contractor(s) concerned. |



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## ANNEXURE A

### **DARD/RFB 09/2024/2025: APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE STATIONERY FOR THE FREE STATE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS FOR A PERIOD OF (03) THREE YEARS**

#### **IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN:**

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

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

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

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

#### **SIGNED ON BEHALF OF BIDDER**

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