

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE DEVELOPMENT BANK OF SOUTHERN AFRICA LIMITED	
BID NUMBER:	RFQ023/2025
RFQ ISSUE DATE:	Monday, 12 May 2025
CLOSING DATE AND TIME:	Tuesday, 27 May 2025 at 23H55pm
RFQ VALIDITY PERIOD	90 DAYS
DESCRIPTION	Supply and Delivery of Stationery.
ELECTRONIC BID SUBMISSIONS	<ol style="list-style-type: none"> 1. Bidders are advised to request submission link and all other enquiries to LihleSCM@dbsa.org – ONLY 2. No tender submission link requests and any queries will be accepted after 16h00 on 22 May 2025. Any requests after the stipulated date and time will be disregarded. 3. Bidders will thereafter receive a OneDrive Link to upload their tender submission documents electronically. 4. Bidders who have received submission Links that have errors, will be provided with new Links for use.
TENDER TECHNICAL AND GENERAL QUERIES	E-mail address: lihlescm@dbsa.org
COMPLAINTS ABOUT THIS RFQ OR TENDER PROCESS	E-mail address: scmqueries@dbsa.org

Bidders must acknowledge receipt of this RFQ on the above contact details. NB: All enquiries regarding this RFQ must be forwarded to the stated email address above within the day after the RFQ has been issued. No enquiries from bidders will be entertained after the closing date of this RFQ and during the subsequent evaluation processes. DBSA however reserves the right to clarify any information with any bidder regarding their response to this RFQ. All responses must be submitted to the above-mentioned address at the time specified.



The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
Free Post : Free Post KZN 665 | Musgrave | 4062
SMS : 33490

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		ORIGINAL B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[AN ORIGINAL AND VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS PLEASE COMPLETE AS PER SECTION 3 OF THE TERMS AND CONDITIONS BELOW					

TERMS AND CONDITIONS FOR BIDDING

1. RFQ SUBMISSION

- a. BIDS MUST BE SUBMITTED VIA ONE DRIVE LINK. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- b. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- c. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- d. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
- e. PARTICIPATION IN THE TENDER PROCESS IS SUBJECT TO COMPLIANCE WITH THE TENDER CONDITIONS CONTAINED IN THIS RFQ DOCUMENT.
- f. THE SUCCESSFUL BIDDER MAY BE REQUIRED TO CONCLUDE A FORMAL WRITTEN CONTRACT WITH THE DBSA DEPENDING ON THE NATURE OF THE SERVICES TENDERED FOR.
- g. IF THE BIDDER'S SUBMISSION OF A QUOTATION IS SUCCESSFUL, THE DBSA SHALL APPOINT THE BIDDER TO EXECUTE OR PROVIDE THE REQUIRED SERVICES OR GOODS. WHERE NO FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE SUCCESSFUL BIDDER, THE DBSA SHALL PLACE A PURCHASE ORDER WITH THE BIDDER AND THE AFORESAID GENERAL CONDITIONS OF CONTRACT SHALL APPLY TO ANY SUBSEQUENT PURCHASE ORDER. IN THE EVENT THAT A FORMAL WRITTEN CONTRACT IS REQUIRED TO BE CONCLUDED WITH THE BIDDER, THE PARTIES SHALL EXECUTE A SERVICE CONTRACT AND THEREAFTER THE DBSA SHALL PLACE A PURCHASE ORDER.
- h. NO SERVICES MUST BE RENDERED OR GOODS DELIVERED BEFORE AN OFFICIAL DBSA APPOINTMENT LETTER HAS BEEN ISSUED, A SERVICE CONTRACT SIGNED WHERE APPLICABLE, AND A PURCHASE ORDER HAS BEEN RECEIVED BY THE SUPPLIER.
- i. LATE AND INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
- j. ANY BIDDER WHO HAS REASONS TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON ANY SPECIFIC BRAND MUST INFORM DBSA IN WRITING BEFORE THE RFQ CLOSING DATE. IT SHOULD HOWEVER, BE NOTED THAT DBSA RESERVES THE RIGHT TO ISSUE BRAND SPECIFIC SPECIFICATIONS "EQUIVALENT" / REQUIREMENTS TENDER.
- k. BIDDERS ARE REQUIRED TO COMPLETE ANNEXURE B FOR ALL PRICE QUOTATIONS EXCEEDING THE VALUE OF R30 000 (VAT INCLUDED) AND ATTACH TO THE FUNCTIONAL/TECHNICAL PROPOSAL WHERE THE TENDERING PROCESS WILL USE A ONE ENVELOPE SYSTEM.
- l. BIDDERS ARE ALSO REQUIRED TO COMPLETE AND SIGN ALL DECLARATIONS AS PART OF THE RFQ DOCUMENTATION PACK THE STANDARD BIDDING DOCUMENTS (SBD) PRESCRIBED BY THE NATIONAL TREASURY ATTACHED AS ANNEXURE C.

- m. THE SUCCESSFUL BIDDER WILL BE THE BIDDER THAT SCORES THE HIGHEST NUMBER OF POINTS IN THE PRICE AND PREFERENCE EVALUATION, UNLESS THE DBSA EXERCISES ITS RIGHT TO CANCEL THE RFP, IN LINE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.
- n. ALL PRICES MUST BE QUOTED IN SOUTH AFRICAN RAND (ZAR)
- o. THE COST OF MARKETING AND ADVERTISING, AND OTHER CHARGES MUST BE INCLUDED IN THE TOTAL PRICE QUOTED, IF THESE ITEMS ARE REQUESTED AS PART OF THE DBSA COST TEMPLATE / MODEL OF THIS RFQ. BIDDERS SHOULD UNDER NO CIRCUMSTANCES INCLUDE ANY ADDITIONAL COST ELEMENTS WHICH HAVE NOT SPECIFICALLY BEEN REQUESTED FOR AS PART OF THIS RFQ. IF ADDITIONAL ITEMS ARE SUGGESTED BY ANY BIDDER, THEN THESE ITEMS MUST BE SEPARATELY SPECIFIED WITH A CLEAR MOTIVATION OF WHY THESE ADDITIONAL ITEMS MAY BE REQUIRED. IT SHOULD ALSO BE FURTHER STATED WHETHER THE WORKABILITY OF THE SOLUTION PROPOSED IS DEPENDENT ON SUCH ADDITIONAL ITEMS OR NOT.
- p. BIDDERS ARE ALSO REQUESTED TO SEPARATELY PROVIDE A DETAILED COST BREAKDOWN OF ALL ITEMS TO BE PROVIDED AS PART OF THEIR RESPONSE TO THIS RFQ, WHICH CLEARLY DEPICTS THE ITEM DESCRIPTION (BRAND NAME, PRODUCT CODE) AND ASSOCIATED QUANTITIES. FAILURE TO PROVIDE THIS INFORMATION WILL INVALIDATE THE RFQ RESPONSE ON THE BASIS OF INCOMPLETENESS. THE TOTAL COST OF THE RFQ RESPONSE BASED ON THE DBSA COST TEMPLATE / MODEL SHOULD EXACTLY MATCH THE TOTAL COST OF THE DETAILED COST BREAKDOWN. IN THE EVENT OF ANY DISCREPANCIES, THEN THE HIGHER AMOUNT OF THE 2 DOCUMENTS WILL BE USED AS BASIS FOR THE PRICE EVALUATIONS OF THIS RFQ RESPONSE.

2. TAX COMPLIANCE REQUIREMENTS

1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
5. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
6. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

8. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
9. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
10. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐

NO

11. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐

NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

4. COMPLIANCE REQUIREMENTS

1. All BIDDER MUST SUBMIT THEIR ORIGINAL AND VALID BBBEE STATUS LEVEL VERIFICATION CERTIFICATE OR ORIGINAL CERTIFIED COPY OR ORIGINAL SWORN AFFIDAVIT THEREOF, SUBSTANTIATING THEIR BBBEE STATUS.
2. THE SUBMISSION OF SUCH CERTIFICATES MUST COMPLY WITH THE REQUIREMENTS OF INSTRUCTIONS AND GUIDELINES ISSUED BY THE NATIONAL TREASURY AND MUST BE IN ACCORDANCE WITH THE APPLICABLE NOTICES PUBLISHED BY THE DEPARTMENT OF TRADE AND INDUSTRY IN THE GOVERNMENT GAZETTE.

5. PRE-QUALIFICATION CRITERIA

- a. THE FOLLOWING PRE-QUALIFYING CRITERIA WILL BE APPLIED, BIDDERS WHO DO NOT MEET ALL OF THE PRE-QUALIFYING CRITERIA WILL NOT BE EVALUATED FURTHER:

Responsiveness Criteria		Prequalifying Criteria	Applicable to this Tender (Y/N)
1	Adherence in submitting Tender as two stages folders (Folder 1 - Functionality & Folder 2 - Price proposal)	Pre-Qualifier	Y

- b. Tenderers who do not adhere to the response time indicated for clarification inquiries by the Employer will be deemed non-responsive and not be evaluated further.

Responsiveness Criteria		Clarification Time	Applicable to this Tender (Y/N)
1	Standard conditions of tender as required.	48 Hours	Y
2	Returnable documents completed and signed.	48 Hours	Y
3	Submission of Registration with National Treasury Central Supplier Database (CSD) Summary Report: - Bidder must be registered to do business with the DBSA.	48 Hours	Y
4	A Tax Pin issued by SARS.	48 Hours	Y

6. PRICE AND PREFERENCE EVALUATION

- a. THIS RFQ WILL BE EVALUATED IN TERMS OF THE 80/20 PREFERENCE POINT SYSTEM PRESCRIBED BY THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 AS AMENDED. THE ALLOCATION OF POINTS WILL BE AS FOLLOWS:

PRICE	80
Specific Goals	20
TOTAL	100 POINTS

7. REASONS FOR DISQUALIFICATION

- a. DBSA RESERVES THE RIGHT TO DISQUALIFY ANY BIDDER WHICH DOES ANY ONE OR MORE OF THE FOLLOWING:
- i. BIDDERS WHO SUBMITTED INCOMPLETE INFORMATION AND DOCUMENTATION ACCORDING TO THE REQUIREMENTS OF THIS RFQ;
 - ii. BIDDERS WHO SUBMITTED INFORMATION THAT IS FRAUDULENT, FACTUALLY UNTRUE OR INACCURATE, FOR EXAMPLE MEMBERSHIPS THAT DO NOT EXIST, BEE CREDENTIALS, EXPERIENCE, ETC.;
 - iii. BIDDERS WHO RECEIVED INFORMATION NOT AVAILABLE TO OTHER VENDORS THROUGH FRAUDULENT MEANS; AND/OR
 - iv. BIDDERS WHO DO NOT COMPLY WITH ANY OTHER *REQUIREMENTS* AS STIPULATED IN THIS RFQ DOCUMENT.
 - v. BIDDERS WHO SUBMIT RESPONSE AFTER THE STIPULATED SUBMISSION DATE AND TIME.

8. RIGHT TO CANCEL

DBSA RESERVES THE RIGHT TO CANCEL OR REJECT ANY QUOTE AND NOT TO AWARD THE RFQ TO THE LOWEST BIDDER OR AWARD PARTS OF THE RFQ TO DIFFERENT BIDDERS, OR NOT TO AWARD THE RFQ AT ALL.

9. DECLARATION BY BIDDER

I, _____ THE _____ UNDERSIGNED
(NAME).....CERTIFY THAT:

1. I HAVE READ, UNDERSTOOD AND UNCONDITIONALLY ACCEPT THE CONDITIONS OF THIS RFQ.
2. I HAVE SUPPLIED THE REQUIRED INFORMATION AND THE INFORMATION SUBMITTED AS PART OF THIS RFQ IS TRUE AND CORRECT.

.....
SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....
(PROOF OF AUTHORITY MUST BE SUBMITTED E.G. COMPANY RESOLUTION)

DATE:

Terms of Reference

Background

The DBSA wishes to outsource an efficient supplier to supply and deliver stationery for all the banks divisions.

The purpose of this process is to identify a service provider whose **core business** is to supply stationery.

1. Scope of work

Supply and delivery of stationery on an as and when required basis. This is a quantity based RFQ and specific items to be finalised with the successful service provider upon request of stationery. A Purchase Order will be issued for each request and no delivery of stationery can be undertaken without an official Purchase Order being issued by the DBSA.

All deliveries are required within seven (7) working days from issue of official Purchase Order.

Bidders are required to price for all quantities and items. A yearly 10% escalation must be applied for year 2 and year 3.

1.1 Items

The preferred bidder will provide the following items to DBSA:

STATIONERY LIST		Unit of Measure	QTY
No	Stationery Items		
1	Monami Line Ballpen	Each	544
2	Empire Paper- Rainbow	Each	240
3	Croxly Counter Book 2Q	Each	337
4	Rollerball Pilot Pen 0.7mm	Each	1342
5	Boxes	Each	106
6	STABILO BOSS HIGHLIGHTERS ASS. SET8	Each	525
7	Bostik Clear Adhesive Glue 25ml	Each	161
8	Bostik Prestik Re usable adhesive	Each	112
9	Plastic File Spike	Each	215
10	Primeline Pencil Mechanical 0.5 tip	Each	228
11	Scotch Tape Magic roll	Each	153
12	Pentel Maxiflo marker bullet tip rollerb	Each	170
13	Rexel Extract-it claw style staple remov	Each	127
14	rexel staples 26/6mm box	Each	144
15	Walton primeline rubber bands 100gNo34	Each	124
16	Tubular desk tidy plastic black	Each	214
17	Croxley wiro notebook student feint 100p	Each	358
18	pentel bl77 energel ink metal tipblue	Each	210
19	Croxley Envelope plain box	Each	235
20	Rexel standard 100 stapler half strip	Each	108
21	Stabilo 88-10 fineline assorted colour s	Each	230
22	EH0930/rb/1362	Each	200
23	100 SHT h/D Staple	Each	102
24	Stapler: ST-FSM 257	Each	106
25	Stapler: METAL BLK	Each	112
26	RUBBER ERASER ERA	Each	142
27	BOX OF 33MM GEM CLIPS	Each	218
28	SILVER 50MM GIANT CLIPS BOX	Each	213
29	SILVER 78MM GIANT CLIPS BOX	Each	207
30	STABILO BOSS HIGHLIGHTER	Each	229
31	AST PERMANENT MARKER MAR PBB2	Each	208
32	PILOT SVP- 4M FOUNTAIN VPEN BLK	Each	253

33	BOX OF BIC BU4 CLUTCH PENCIL 0.5 12B	Each	158
34	BOX OF HB BLUE PENCILS12/BOX	Each	100
35	BOX OF HAUSER BILLI TRNZ H6056T	Each	202
36	HAUSER H6202 ROLLER 0.7MM GEL PEN	Each	207
37	SILVER BULLDOG CLIP 19MM	Each	116
38	SILVER BULLDOG CLIP 22MM	Each	106
39	SILVER BULLDOG CLIP 29MM	Each	128
40	SILVER BULLDOG CLIP 40MM	Each	102
41	SILVER BULLDOG CLIP 51MM	Each	106
42	SILVER BULLDOG CLIP 63MM	Each	118
43	SILVER BULLDOG CLIP 75MM	Each	102
44	DURABLE 7717-01 TAPE DISP B	Each	104
45	SHARPNER SHA-MET1	Each	28
46	CONFIDENTIAL INSTR.LABEL BOX	Each	104
47	URENT INSTR.LABEL BOX	Each	103
48	SHARP EL-124T TWIN POWER CALCULATOR LARG	Each	35
49	100G LRG BOSTIK PRESTIK	Each	122
50	PRITT GLUE STICK 43G LRG	Each	118
51	205MM 8*O/HNDLE SCISSCOR	Each	49
52	165MM O/HNDLE SCISSCOR	Each	41
53	130MM O/HNDLE SCISSCOR	Each	38
54	Desk set solo	Each	216
55	7ml correction pen fine	Each	45
56	80 PG EXAM pad	Each	434
57	1-10 Index 150 micron	Each	228
58	A-Z PART INDEX	Each	210
59	DURACELL MN1500 AA 4'S	Each	152
60	DURACELL MN2400 AAA 4'S	Each	121
61	30 CM RULER SHATTERPROOF	Each	37
62	AST H6056-T TREND CLICK BILLI	Each	209
63	ASST POST 3850(38X50)	Each	213
64	ASST POST 75X75)	Each	212
65	ASST QUOTATION FOLDERS	Each	120
66	STAPLE REMOVER JAW TYPE	Each	113
67	STICK ON NOTES	Each	358
68	Box of pens	Each	80
69	Box of black markers	Each	20
70	100g rubber band	Each	20
71	NT cutter Knives	Each	20
72	Boxes of NT cutter blades	Each	25
73	5ltr padding compound	Each	21
74	Brother Tape labels	Each	40
75	Duracell Plus AA - Blister 6	Each	156
76	Duracell Plus AAA - Blister 4	Each	159
77	Treeline Top Spiral Short hand A5 (10)	Each	32
78	Treeline A4 80 Sheet Exam Pad (10)	Each	30
79	Treeline A5 -192 page - Manuscript (5)	Each	67
80	Treeline Fullstrip metal stapler MS510	Each	24
81	Treeline 210mm Orange Handle Scissor	Each	20
82	Treeline A4 2 Quire Counter book (5)	Each	5
83	Treeline Easi -rase Erasers Sleeve	Each	100
84	Treeline Stapler Remover	Each	8
85	Treeline 1 Hole Metal Pencil Sharpner	Each	2
86	Pentel Energel metal Black 0.7mm (12)	Each	124
87	Pentel Energel metal Blue 0.7mm (12)	Each	75

88	Pentel Energel metal Red 0.7mm (12)	Each	101
89	Pentel Energel metal Pink 0.7mm (12)	Each	49
90	Pentel Energel metal Violet 0.7mm (12)	Each	43
91	Colosso Highlighter Assorted pack of 10	Each	20
92	Colosso Whiteboard Marker Bullet Black	Each	81
93	Colosso Whiteboard Marker Bullet Blue	Each	74
94	Colosso Whiteboard Marker Bullet Red	Each	74
95	Colosso Whiteboard Marker Bullet Green	Each	72
96	Etreeme 250ml Whiteboard Cleaning Fluid	Each	57
97	Pentel Clutch Pencil 0.5mm	Each	2
98	A5 144 page Shorthand Note book (10)	Each	123
99	Staedler HB Traditional Pencil pack 12	Each	35
100	White Cube Refills	Each	5
101	Sticky notes neon Assorted pack (4)	Each	99
102	C4 White Pocket self seal envelopes 250	Each	110
103	DBL White Opaque self seal envelopes 500	Each	100
104	White Bubble Mailer Envelopes 240X330mm	Each	144
105	Bantex qoutation folder delux black (12)	Each	45
106	Bantex qoutation folder delux blue (12)	Each	2
107	Rubber Bands 100 gram# 69 (10)	Each	10
108	Prit Stick 43g dispenser	Each	42
109	Pentel Superb black 0.7mm (12)	Each	40
110	Lenovo Mouse - ThinkPad Laser Bluetooth	Each	20
111	Parrot Whiteboard cleaning fluid 250ml	Each	38
112	Black BIC Clic Ballpen (Each)	Each	45
113	Waltons PrimeLine Highlighter Neon Assor	Each	10
114	Duracell Battery Alkaline AA CB Penlight	Each	24
115	Red BIC Clic Ballpen (Each)	Each	44
116	Blue BIC Clic Ballpen (Each)	Each	24
117	Pritt Glue Stick Jumbo 43gr 645812 (Each	Each	34
118	Waltons Primeline Staples 6mm No26/6 W25	Each	10
119	Waltons PrimeLine Neon 5Colour Memo Cube	Each	4
120	Waltons Primeline Shatter Resistant Rule	Each	4
121	PARROT Flipchart Easel Non Magnetic 640m	Each	6
122	Pentell Black Pens	Each	92
123	192 A4 Counter book	\	134
124	A5 Manuscript Book	Each	626
125	Highlighters(set 4)	Each	14
126	Whiteboard marker(set of 4)	Each	78
127	Flipchart pad	Each	12
128	AA Duracell Battery	Each	25
129	Pastel Highlighter(set of 6)	Each	6
130	A4 Hard cover books	Each	70
131	"stick it" memo pads	Each	28
132	Set of 4 highlighters	Each	20
133	black pentell pens	Each	2
134	Company's Acts-PMFA	Each	30
135	STICK IT	Each	6
136	transecend 4 port usb 3.0 hub	Each	4
137	Targus Laser presenter remote	Each	20
138	Silver 33mm gem clips le'stat	Each	6
139	stabilo boss pastel 4/wallet high lighte	Each	8
140	Pentel bl77 m/tip retract blk bl77-A	Each	120
141	Le'stat A4 carry folder blue	Each	4
142	Le'stat A4 Carry folder green	Each	4

143	Le'stat A4 Carry folder yellow	Each	8
144	Le'stat A4 Carry folder purple	Each	4
145	Lestat quotation folder green	Each	4
146	Lestat quotation folder blue qf-A4	Each	10
147	Fellowes screen clean wipe 100crc99703	Each	120
148	Exam pad 80pg punched lestat	Each	11
149	Pencils	Each	10
150	highlighter set	Each	12
151	prestik	Each	8
152	econo w/b eraser white board markers	Each	5
153	duracell AA battery	Each	26
154	clear business envelope	Each	42
155	correction pen	Each	6
156	A4 punched exam pad	Each	10
157	A4 NOTE BOOK	Each	4
158	W/BOARD	Each	6
159	ECONO ERASER	Each	8
160	HB LEADS 0.5MM	Each	34
161	FINELINER 4/SET	Each	6
162	STAEDTLER 432 COLOUR PENS 10'S	Each	10
163	DURACELL AAA BATTERIES LOOSE	Each	5
164	A4 SOFT TOUCH 2024 PINK diary	Each	2
165	A4 SOFT TOUCH 2024 LIME diary	Each	2
166	Transcend 4 port USB 3.0 HUB	Each	22
167	Le'STAT CARRY FOLDER BLUE	Each	80
168	Le'STAT CARRY FOLDER GREEN	Each	60
169	Le'STAT CARRY FOLDER WHITE	Each	80
170	FELLOWE SCREEN CLEAN WIPES 100 CRC99703	Each	7
171	BIC Cristal Ballpen	Each	44
172	Desktop Calculator	Each	2
173	Metal Sharpener	Each	27
174	Desk tidy plastic	Each	12
175	Resistant ruler	Each	12
176	Whiteboard Marker	Each	2
177	Scissors	Each	4
178	Whiteborad eraser	Each	3
179	Self adhesive sheets	Each	4
180	Small apaper clip	Each	6
181	Staples	Each	6
182	Mouse pad	Each	100
183	Punched exam pad	Each	110
184	Counter Book 2 quire	Each	40
185	Counter Book 3 quire	Each	40
186	Stapple remover	Each	6
187	Pencil Leads	Each	40
188	BIC Crystal pen black box /60	Each	2
189	Pilot BLN VBG5 Vball Grip blk	Each	65
190	Pilot BLN VBG5 V-ball Grip Red	Each	30
191	Pilot BLN VBG5 Vball Grip BLU	Each	51
192	Pentel ZL31W fine 12ml correction hilite	Each	5
193	A5 Diary 2025	Each	47
194	USB flash drive 32G	Each	8
195	Dessk Calendar	Each	6
196	Rotring Tikky 0.5mm Clutch Pencils	Each	30
197	Rotring Tikky 0.5mm Clutch Pencil Leads	Each	2
198	Deli HB Graphite Pencil with Eraser	Each	20
199	BIC BU4 CLUTCH PENCIL Leads 0.5 12B	Each	2

200	Post it notes Canary Yellow Range B 75mm x 130mm yellow	Each	3
201	Treeline Manuscript Book A5	Each	20
202	Laptop Stand	Each	10
203	Liquid GelInk pens Xblacks	Each	5
204	Small paper clips	Each	1
205	Nerdy Admin – Mobile Magnetic Whiteboard and Bulletin Board 120cm x 90cm	Each	1
206	Post-it notes 4x4 inch (101mm x 101mm)	Each	6
207	Post-it notes 4x6 inch (101 mm x 152 mm)	Each	6
208	Primeline Notes Flag Self Adhesive Neon 5 Piece 50mmx14mm 40437	Each	6
209	3M Post-It Ultra Full Adhesive Notes Memo Cube only Repositionable 73mm x 73mm 654-5UC	Each	4
210	Waltons PrimeLine Stainless Steel 21.6cm Rubber Grip Scissor	Each	32
211	Waltons Primeline Whiteboard Marker Bullet Point Carded Set of 4	Each	3
212	Maxiflo Whiteboard markers (set of 4)	Each	3
213	Paperclips (boxes)	Each	2
214	Concertina PVC File 13 pocket	Each	1
215	Poly Propelene carryfolder with press stud - Pastel Blue	Each	10
216	Poly Propelene carryfolder with press stud - Pastel Green	Each	10
217	Plastic Sleeves (box)	Each	3
218	Note books	Each	2
219	Energizer Maxi Charger with 4 x AA Batteries	Each	2
220	Mouse pad with wrist support	Each	5
221	10 Tab File Dividers Bright	Each	20
222	5 Tab File Dividers Bright	Each	10
223	Treeline A4 Lever Arch Presentation File (pack of 10)	Each	10
224	100pk Evidence Bags, 12"x16" Transparent, Tamper Resistant Closure with Serial Number	Each	1

NB: The above quantities may change from year to year.

2. Duration of the Contract

36 Months

ELIGIBILITY CRITERIA

ELIGIBILITY CRITERIA	PRE-QUALIFIER	APPLICABLE TO THIS TENDER Y/N	COMPLY OR NOT COMPLY (YES/NO)
<ul style="list-style-type: none">• Provide company profile indicating five (5) or more years' experience in supplying and delivering of stationery.	Pre-Qualifier	Y	
<ul style="list-style-type: none">• Provide five contactable letters in supplying and delivering stationery. N/B: Appointment/reference letters must be on a referral letter head with contactable personnel's email address, contactable phone number, signed, dated, and must indicate information below.• Project start date, end date and project amount	Pre-Qualifier	Y	

3. Payment

3.1 Payment to the service provider will be made within 30 days from receipt of original a valid invoice.

3.2 No upfront payment will be made to the service provider.

Mandatory Requirements

- a) Provide company profile indicating five (5) or more years' experience in supplying of Stationery.
- b) Provide five contactable, signed and dated appointment letters/reference letter in supplying of Stationery (appointment letters must be from the client indicating letter head date, contactable personnel email address and telephone number)

N/B: There will be reference checks.

4. Reservations

The DBSA expressly reserves the following rights:

- To waive any or all irregularities in the proposals submitted.
- To negotiate price with the preferred service provider.
- To retain the right not to select any Service Provider

Annexure A

Pricing Schedule

STATIONERY LIST		QTY	UNIT PRICE (INCL. VAT) FOR YEAR ONE	TOTAL PRICE	Year 2 with a 10% escalation	Year 3 with a 10% escalation
No	Stationery Items					
1	Monami Line Ballpen	544				
2	Empire Paper- Rainbow	240				
3	Croxly Counter Book 2Q	337				
4	Rollerball Pilot Pen 0.7mm	1342				
5	Boxes	106				
6	STABILO BOSS HIGHLIGHTERS ASS. SET8	525				
7	Bostik Clear Adhesive Glue 25ml	161				
8	Bostik Prestik Re usable adhesive	112				
9	Plastic File Spike	215				
10	Primeline Pencil Mechanical 0.5 tip	228				
11	Scotch Tape Magic roll	153				
12	Pentel Maxiflo marker bullet tip rollerb	170				
13	Rexel Extract-it claw style staple remov	127				
14	rexel staples 26/6mm box	144				
15	Walton primeline rubber bands 100gNo34	124				
16	Tubular desk tidy plastic black	214				
17	Croxley wiro notebook student feint 100p	358				

18	pentel bl77 energel ink metal tipblue	210				
19	Croxley Envelope plain box	235				
20	Rexel standard 100 stapler half strip	108				
21	Stabilo 88-10 fineline assorted colour s	230				
22	EH0930/rb/1362	200				
23	100 SHT h/D Staple	102				
24	Stapler: ST-FSM 257	106				
25	Stapler: METAL BLK	112				
26	RUBBER ERASER ERA	142				
27	BOX OF 33MM GEM CLIPS	218				
28	SILVER 50MM GIANT CLIPS BOX	213				
29	SILVER 78MM GIANT CLIPS BOX	207				
30	STABILO BOSS HIGHLIGHTER	229				
31	AST PERMANENT MARKER MAR PBB2	208				
32	PILOT SVP- 4M FOUNTAIN VPEN BLK	253				
33	BOX OF BIC BU4 CLUTCH PENCIL 0.5 12B	158				
34	BOX OF HB BLUE PENCILS12/BOX	100				
35	BOX OF HAUSER BILLI TRNZ H6056T	202				
36	HAUSER H6202 ROLLER 0.7MM GEL PEN	207				
37	SILVER BULLDOG CLIP 19MM	116				
38	SILVER BULLDOG CLIP 22MM	106				

39	SILVER BULLDOG CLIP 29MM	128				
40	SILVER BULLDOG CLIP 40MM	102				
41	SILVER BULLDOG CLIP 51MM	106				
42	SILVER BULLDOG CLIP 63MM	118				
43	SILVER BULLDOG CLIP 75MM	102				
44	DURABLE 7717-01 TAPE DISP B	104				
45	SHARPNER SHA-MET1	28				
46	CONFIDENTIAL INSTR.LABEL BOX	104				
47	URENT INSTR.LABEL BOX	103				
48	SHARP EL-124T TWIN POWER CALCULATOR LARG	35				
49	100G LRG BOSTIK PRESTIK	122				
50	PRITT GLUE STICK 43G LRG	118				
51	205MM 8*O/HNDLE SCISSCOR	49				
52	165MM O/HNDLE SCISSCOR	41				
53	130MM O/HNDLE SCISSCOR	38				
54	Desk set solo	216				
55	7ml correction pen fine	45				
56	80 PG EXAM pad	434				
57	1-10 Index 150 micron	228				
58	A-Z PART INDEX	210				
59	DURACELL MN1500 AA 4'S	152				

60	DURACELL MN2400 AAA 4'S	121				
61	30 CM RULER SHATTERPROOF	37				
62	AST H6056-T TREND CLICK BILLI	209				
63	ASST POST 3850(38X50)	213				
64	ASST POST 75X75)	212				
65	ASST QUOTATION FOLDERS	120				
66	STAPLE REMOVER JAW TYPE	113				
67	STICK ON NOTES	358				
68	Box of pens	80				
69	Box of black markers	20				
70	100g rubber band	20				
71	NT cutter Knives	20				
72	Boxes of NT cutter blades	25				
73	5ltr padding compound	21				
74	Brother Tape labels	40				
75	Duracell Plus AA - Blister 6	156				
76	Duracell Plus AAA - Blister 4	159				
77	Treeline Top Spiral Short hand A5 (10)	32				
78	Treeline A4 80 Sheet Exam Pad (10)	30				
79	Treeline A5 -192 page - Manuscript (5)	67				
80	Treeline Fullstrip metal stapler MS510	24				
81	Treeline 210mm Orange Handle Scissor	20				
82	Treeline A4 2 Quire Counter book (5)	5				

83	Treeline Easi -rase Eraser Sleeve	100				
84	Treeline Stapler Remover	8				
85	Treeline 1 Hole Metal Pencil Sharpner	2				
86	Pentel Energel metal Black 0.7mm (12)	124				
87	Pentel Energel metal Blue 0.7mm (12)	75				
88	Pentel Energel metal Red 0.7mm (12)	101				
89	Pentel Energel metal Pink 0.7mm (12)	49				
90	Pentel Energel metal Violet 0.7mm (12)	43				
91	Colosso Highlighter Assorted pack of 10	20				
92	Colosso Whiteboard Marker Bullet Black	81				
93	Colosso Whiteboard Marker Bullet Blue	74				
94	Colosso Whiteboard Marker Bullet Red	74				
95	Colosso Whiteboard Marker Bullet Green	72				
96	Etreeme 250ml Whiteboard Cleaning Fluid	57				
97	Pentel Clutch Pencil 0.5mm	2				
98	A5 144 page Shorthand Note book (10)	123				
99	Staedler HB Traditional Pencil pack 12	35				
100	White Cube Refills	5				
101	Sticky notes neon Assorted pack (4)	99				

102	C4 White Pocket self seal envelopes 250	110				
103	DBL White Opaque self seal envelopes 500	100				
104	White Bubble Mailer Envelopes 240X330mm	144				
105	Bantex qoutation folder delux black (12)	45				
106	Bantex qoutation folder delux blue (12)	2				
107	Rubber Bands 100 gram# 69 (10)	10				
108	Prit Stick 43g dispenser	42				
109	Pentel Superb black 0.7mm (12)	40				
110	Lenovo Mouse - ThinkPad Laser Bluetooth	20				
111	Parrot Whiteboard cleaning fluid 250ml	38				
112	Black BIC Clic Ballpen (Each)	45				
113	Waltons PrimeLine Highlighter Neon Assor	10				
114	Duracell Battery Alkaline AA CB Penlight	24				
115	Red BIC Clic Ballpen (Each)	44				
116	Blue BIC Clic Ballpen (Each)	24				
117	Pritt Glue Stick Jumbo 43gr 645812 (Each)	34				
118	Waltons Primeline Staples 6mm No26/6 W25	10				
119	Waltons PrimeLine Neon 5Colour Memo Cube	4				
120	Waltons Primeline Shatter Resistant Rule	4				

121	PARROT Flipchart Easel Non Magnetic 640m	6				
122	Pentell Black Pens	92				
123	192 A4 Counter book	134				
124	A5 Manuscript Book	626				
125	Highlighters(set 4)	14				
126	Whiteboard marker(set of 4)	78				
127	Flipchart pad	12				
128	AA Duracell Battery	25				
129	Pastel Highlighter(set of 6)	6				
130	A4 Hard cover books	70				
131	"stick it" memo pads	28				
132	Set of 4 highlighters	20				
133	black pentell pens	2				
134	Company's Acts-PMFA	30				
135	STICK IT	6				
136	transecend 4 port usb 3.0 hub	4				
137	Targus Laser presenter remote	20				
138	Silver 33mm gem clips le'stat	6				
139	stabilo boss pastel 4/wallet high lighte	8				
140	Pentel bl77 m/tip retract blk bl77-A	120				
141	Le'stat A4 carry folder blue	4				
142	Le'stat A4 Carry folder green	4				
143	Le'stat A4 Carry folder yellow	8				
144	Le'stat A4 Carry folder purple	4				
145	Lestat quotation folder green	4				

146	Lestat quotation folder blue qf-A4	10				
147	Fellowes screen clean wipe 100crc99703	120				
148	Exam pad 80pg punched lestat	11				
149	Pencils	10				
150	highlighter set	12				
151	prestik	8				
152	econo w/b eraser white board markers	5				
153	duracell AA battery	26				
154	clear business envelope	42				
155	correction pen	6				
156	A4 punched exam pad	10				
157	A4 NOTE BOOK	4				
158	W/BOARD	6				
159	ECONO ERASER	8				
160	HB LEADS 0.5MM	34				
161	FINELINER 4/SET	6				
162	STAEDTLER 432 COLOUR PENS 10'S	10				
163	DURACELL AAA BATTERIES LOOSE	5				
164	A4 SOFT TOUCH 2024 PINK diary	2				
165	A4 SOFT TOUCH 2024 LIME diary	2				
166	Transcend 4 port USB 3.0 HUB	22				
167	Le'STAT CARRY FOLDER BLUE	80				
168	Le'STAT CARRY FOLDER GREEN	60				
169	Le'STAT CARRY FOLDER WHITE	80				

170	FELLOWE SCREEN CLEAN WIPES 100 CRC99703	7				
171	BIC Cristal Ballpen	44				
172	Desktop Calculator	2				
173	Metal Sharpener	27				
174	Desk tidy plastic	12				
175	Resistant ruler	12				
176	Whiteboard Marker	2				
177	Scissors	4				
178	Whiteborad eraser	3				
179	Self adhesive sheets	4				
180	Small apaper clip	6				
181	Staples	6				
182	Mouse pad	100				
183	Punched exam pad	110				
184	Counter Book 2 quire	40				
185	Counter Book 3 quire	40				
186	Stapple remover	6				
187	Pencil Leads	40				
188	BIC Crystal pen black box /60	2				
189	Pilot BLN VBG5 Vball Grip blk	65				
190	Pilot BLN VBG5 V-ball Grip Red	30				
191	Pilot BLN VBG5 Vball Grip BLU	51				
192	Pentel ZL31W fine 12ml correction hilite	5				
193	A5 Diary 2025	47				
194	USB flash drive 32G	8				
195	Dessk Calendar	6				
196	Rotring Tikky 0.5mm Clutch Pencils	30				

197	Rotring Tikky 0.5mm Clutch Pencil Leads	2				
198	Deli HB Graphite Pencil with Eraser	20				
199	BIC BU4 CLUTCH PENCIL Leads 0.5 12B	2				
200	Post it notes Canary Yellow Range B 75mm x 130mm yellow	3				
201	Treeline Manuscript Book A5	20				
202	Laptop Stand	10				
203	Liquid Gellnk pens Xblacks	5				
204	Small paper clips	1				
205	Nerdy Admin – Mobile Magnetic Whiteboard and Bulletin Board 120cm x 90cm	1				
206	Post-it notes 4x4 inch (101mm x 101mm)	6				
207	Post-it notes 4x6 inch (101 mm x 152 mm)	6				
208	Primeline Notes Flag Self Adhesive Neon 5 Piece 50mmx14mm 40437	6				
209	3M Post-It Ultra Full Adhesive Notes Memo Cube only Repositionable 73mm x 73mm 654-5UC	4				
210	Waltons PrimeLine Stainless Steel 21.6cm Rubber Grip Scissor	32				
211	Waltons Primeline Whiteboard Marker Bullet Point Carded Set of 4	3				

212	Maxiflo Whiteboard markers (set of 4)	3				
213	Paperclips (boxes)	2				
214	Concertina PVC File 13 pocket	1				
215	Poly Propelene carryfolder with press stud - Pastel Blue	10				
216	Poly Propelene carryfolder with press stud - Pastel Green	10				
217	Plastic Sleeves (box)	3				
218	Note books	2				
219	Energizer Maxi Charger with 4 x AA Batteries	2				
220	Mouse pad with wrist support	5				
221	10 Tab File Dividers Bright	20				
222	5 Tab File Dividers Bright	10				
223	Treeline A4 Lever Arch Presentation File (pack of 10)	10				
224	100pk Evidence Bags, 12"x16" Transparent, Tamper Resistant Closure with Serial Number	1				
SUB TOTAL INCLUDING VAT						
OVERALL TATAL INCLUDING VAT						

BIDDER'S DISCLOSURE

a. 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.

b. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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**
- 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

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

enterprise whether they are bidding for this contract? **YES/NO**

- If so, furnish particulars:

.....
.....

- **DECLARATION**

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

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

•

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

• **GENERAL CONDITIONS**

- The following preference point systems are applicable to all bids:
 - 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).
- - a) The value of this bid is estimated **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
 - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
- Points for this bid shall be awarded for:
 - i. Price; and
 - ii. B-BBEE Status Level of Contributor.
- The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

- Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

- **DEFINITIONS**

- **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- **“prices”** includes all applicable taxes less all unconditional discounts;
- **“proof of B-BBEE status level of contributor”** means:
 - B-BBEE Status level certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;
- **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- **POINTS AWARDED FOR PRICE**

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

- **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

- In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- **BID DECLARATION**

- Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

- **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

- B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

- **SUB-CONTRACTING**

- Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- If yes, indicate:

- i. What percentage of the contract will be subcontracted.....%
- ii. The name of the sub-contractor.....
- iii. The B-BBEE status level of the sub-contractor.....
- iv. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v. Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

• **DECLARATION WITH REGARD TO COMPANY/FIRM**

- Name of company/firm:.....
- VAT registration number:.....
- Company registration number:.....
- TYPE OF COMPANY/ FIRM
 - ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

○ COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

○ Total number of years the company/firm has been in business:.....

○ I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

1.1. disqualify the person from the bidding process;

1.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

1.3. 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;

1.4. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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

1.5. forward the matter for criminal prosecution.

WITNESSES

-
-

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

• **CONTRACT FORM - PURCHASE OF GOODS/WORKS**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

• **PART 1 (TO BE FILLED IN BY THE BIDDER)**

- I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

- The following documents shall be deemed to form and be read and construed as part of this agreement:

- Bidding documents, viz

1. Invitation to bid;
2. Tax clearance certificate;
3. Pricing schedule(s);
4. Technical Specification(s);
5. Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
6. Declaration of interest;
7. Declaration of bidder's past SCM practices;
8. Certificate of Independent Bid Determination
9. Special Conditions of Contract;
 - General Conditions of Contract; and
 - Other (specify)

- I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

- I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

- I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

1
WITNESSES

a)

DATE

SBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

• **PART 2 (TO BE FILLED IN BY THE PURCHASER)**

- a) I in my capacity
as
accept your bid under reference number dated for the
supply of goods/works indicated hereunder and/or further specified in the annexure(s).
- b) An official order indicating delivery instructions is forthcoming.
- c) I undertake to make payment for the goods/works delivered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the
delivery note.

NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)		DELIVER Y PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTIO N AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES
•
•

WITNESSES
•
•

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? e Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE
AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregards the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
 - This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - To give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- I have read and I understand the contents of this Certificate;
- I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- Without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:

- prices;
 - geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
- In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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 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.

- 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Annexure G

Bidders are required to include, as Annexure G to their Bids, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation

Where Applicable, Bidders are required to include, as Annexure H to their Bids, supporting documents to their responses to the Pre- Qualifying Criteria.

Where the supporting document is the profile of a member of the Bidder's proposed team, this should be indicated.

TAX COMPLIANT STATUS AND CSD REGISTRATION REQUIREMENTS

ALL PROSPECTIVE BIDDERS MUST HAVE A TAX COMPLIANT STATUS EITHER ON THE CENTRAL SUPPLIER DATABASE (CSD) OF THE NATIONAL TREASURY OR SARS E-FILING PRIOR TO APPOINTMENT/AWARD OF THE BID.

REGISTRATION ON THE CSD SITE OF THE NATIONAL TREASURY IS A COMPULSORY REQUIREMENT FOR A BIDDER TO BE APPOINTED, TO CONDUCT BUSINESS WITH THE DBSA. THE ONUS IS ON THE SUCCESSFUL BIDDER TO REGISTER ON THE CSD SITE AND PROVIDE PROOF OF SUCH REGISTRATION PRIOR TO APPOINTMENT/AWARD OF THE BID.

CSD Registration Number:	
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The Development Bank of Southern Africa has a Zero Tolerance on Fraud and Corruption.
Report any incidents of Fraud and Corruption to Whistle Blowers on any of the following:

TollFree : 0800 20 49 33
Email : dbsa@whistleblowing.co.za
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