



**DEPARTMENT OF WATER AND SANITATION**

**REPUBLIC OF SOUTH AFRICA**

**DUE AT 11:00 ON**

**17 OCTOBER 2025**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

**SUBMIT COMPLETED AND SIGNED BID DOCUMENTS TO:**

**POSTAL ADDRESS:**

Department Water and Sanitation  
Supply Chain Management Office  
Private Bag X2023

**STANDERTON**

2430

**OR**

**TO BE DEPOSITED IN:**

The bid box at the entrance of  
Construction East Office Building  
Grootdraai Dam

**STANDERTON**

2430

**BIDDER: (Company address and stamp)**

**COMPILED BY: CONSTRUCTION EAST**

**DEPARTMENT OF WATER AND SANITATION**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

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**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	WTE151CE	CLOSING DATE: 17 October	2025	CLOSING TIME:	11:00
DESCRIPTION	<b>SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Department Water and Sanitation Ermelo R 39 Road Grootdraai Dam Close to Standerton in Mpumalnga Province					
Construction East Office Building - The bid box at the entrance					
Grootdraai Dam, Standerton					
Mpumalanga 2430					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms. M. Neethling		CONTACT PERSON	Ms N Khanye	
TELEPHONE NUMBER	017 720 1606/06538 3901		TELEPHONE NUMBER	017 720 1646/00	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	NeethlingM@dws.gov.za		E-MAIL ADDRESS	KhanyeN@dws.gov.za	
<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 [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [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>					

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE SUBMITTED TO BID BOX OR SUBMITTED IN BID BOX BY THE STIPULATED TIME. 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, 2022, 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 WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

**SIGNATURE OF BIDDER:**.....

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

**DATE:**.....

**DEPARTMENT OF WATER AND SANITATION**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

**SECTION 1: LEGALITIES**

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2. Declaration of Interest (SBD 4)
3. Preference Points Claim in terms of the Preferential Procurement Regulation, 2022 (SBD 6.1)
4. Instructions to Suppliers: Purchases (Annexure 7)
5. General conditions of contract

**DEPARTMENT OF WATER AND SANITATION**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

**1. INSTRUCTIONS TO BIDDERS**

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1. Issuing of documents
2. Queries with respect to this bid
3. Completion of Bids
4. Submission of Bids
5. Signature on Bids
6. General Conditions of Contract
7. Bids to comply with documents
8. Telegraphic bids
9. The Department's right to decline any bid
10. Department is not liable for bidder's expenses
11. Payments made under this contract
12. Evaluation Criteria
13. Rejection of bids
14. Results of bids

## INSTRUCTIONS TO BIDDERS

### 1. ISSUING OF DOCUMENTS

- (a)
  - 1. A complete set of bid documents is issued to a list of prospective Bidders, sourced from National Treasury's Central Supplier Database.
  - 2. Bid documents for bids advertised on CIDB will be made available on written request via E-mail.
  - 3. A complete set of bid documents can be downloaded from E-Portal for the bids advertised on E-Portal
- (b) Bidders must satisfy themselves that the document is complete and conform to the index of this document. Should any figures or writing be indistinct or should any pages be missing from this document or should this document or the drawing(s) contain any obvious errors, the Bidders must immediately notify the Department in order to have any discrepancy rectified or clarified before submitting his bid. Such clarification will be valid only if made by the Department by means of formal amendment as described hereunder prior to the date of submission of bids. The Department may issue amendments to clarify or modify the Bid Documents. A copy of each amendment will be issued to each bidder and shall be acknowledged on the form issued with the amendments. No claim whatsoever will be entertained for faults in the bid price resulting from the above-mentioned discrepancies.
- (c) No alterations, omissions or additions shall be made to this document, but should it be deemed necessary to do so, the Bidder is at liberty to qualify his bid.
- (d) All Bidders shall be deemed to have waived, renounced and abandoned any conditions printed or written upon any stationery used by them for the purpose of or in connection with the submission of bids which are in conflict with the conditions laid down in this document.

### 2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific administration nature should be directed to Ms M. Neethling in writing to The SCM, Demand Management Office, Department of Water and Sanitation [neethlingm@dws.gov.za](mailto:neethlingm@dws.gov.za) or telephonically on 065 538 3901

Queries of a specific technical nature should be directed to Ms Nozipho Khanye in writing to: [KhanyeN@dws.gov.za](mailto:KhanyeN@dws.gov.za), or telephonically on 017 720 1646/00

### 3. COMPLETION OF BIDS

- (a) **The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in.**
- (b) **All spaces in the bid forms and other annexures shall be completed in full.**
- (c) **Section 3 in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder.**
- (d) The bid documents shall not be separated in any way nor must any pages be detached from the original documents.

### 4. SUBMISSION OF BIDS

- a) The Bid Document shall be completed and submitted as follows:

The original Bid, together with a cover letter and supporting documents, shall be sealed in an envelope endorsed: "Original Bid: **WTE151CE: SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE.**"

and the name of the bidder shall be clearly shown.

- b) Bids sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposited in the bid box at the entrance of the Department Water and Sanitation: Construction East Office

Building, Grootdraai Dam, Standerton and not later than 11:00 on the date stipulated on the front cover of this document.

## **5. SIGNATURE ON BIDS**

The Bid, if by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.

If the bid is submitted by joint venture of more than one person and/or Companies and/or firms it shall be accompanied by the following:

- (a) The original or a notarially certified copy of the original document under which such joint venture was constituted which must define precisely inter alia the conditions under which the joint venture will function, its period of duration and the participation of the several constituent persons and/or companies and/or firms.
- (b) A certificate signed by or on behalf of each participating person and/or company and/or firm authorising the person who signed the bid to do so.

## **6. GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract (National Treasury 2010), as attached shall be regarded as an integral part of the contract documents.

## **7. BIDDERS TO COMPLY WITH DOCUMENTS**

Where applicable, Bidders must allow in their Bids for all labour, material, machinery and everything necessary for the execution and completion of the Contract in accordance with the bid documents. No alterations may be made in the Invitation to Bid, Schedule of Quantities or other documents and the bid will be deemed to comply entirely with the terms of the documents.

## **8. TELEGRAPHIC BIDS**

No bid forwarded by telegram, telex, facsimile will be considered. Only bids deposited in bid box will be acceptable on closing date before or at 11:00.

## **9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID**

The Department does not bind itself to accept the lowest or any bid.

## **10. DEPARTMENT IS NOT LIABLE FTHE OR BIDDER'S EXPENSES**

The Department will not be held liable for any expenses incurred in preparing and submitting bids.

## **11. PAYMENTS UNDER THE CONTRACT**

All payments due to the Bidder in terms of the contract will be done by means of Electronic Fund Transfer. Bid price must be firm.

## **12. EVALUATION CRITERIA**

Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2022, using 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid in terms of value will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.



The evaluation of bids will be conducted in four (4) phases as follows:

- **Phase 1: Mandatory Requirement**
- **Phase 2: Administrative Compliance**
- **Phase 3: Technical Evaluation and Specification Compliance**
- **Phase 4: Preference Points System**

#### **Phase 1: Mandatory Requirements**

- Failure to complete, sign and submit any the documents listed in table 1 below will render your bid non-responsive and will be disqualified.
- Failure to attend compulsory site briefing listed in table 1 below will render your bid non-responsive and will be disqualified.

**Table 1**

<b>No</b>	<b>Criteria</b>	<b>Yes</b>	<b>No</b>
1.	Complete, sign, and submit SBD1, SBD 3.1, SBD 4		

#### **Phase 2: Administrative Compliance**

**Table 2**

**Bidders are required to comply with the following listed below**

<b>No</b>	<b>Criteria</b>	<b>Yes</b>	<b>No</b>
1.	Complete, sign, and submit SBD 6.1 according to PPR 2022. (failure to submit, the Bidder will forfeit the preferential points to be claimed).		
2.	Companies must be registered with National Treasury's Central Supplier Database.		
3.	Companies tax compliant with SARS (to be verified through CSD and SARS).		
4.	Companies must be actively registerd with Company Intellectual Property Commission (to be verified through CSD and CIPC).		
5.	An original or Certified copy of B-BBEE Status Level Verification Certificate /Sworn affidavit. (failure to submit, the Bidder will forfeit the preferential points to be claimed)		
6.	Sign and submit Section 2 Tender data (Specification)		

### Phase 3: Technical Evaluation and Specification Compliance

#### Compliance requirements:

- Indicate by marking the relevant column to confirm specification compliance. A bidder who fails to comply with the specification requirements as described in section 2 of this document will be disqualified and not considered for further evaluation.

**Table 3**

Item No:	Quantity	Description (Spec / ToR)	Comply	
			Yes	No
1.	30 box	Arch Lever Files A4 80mm/10 – Per Box		
2.	10 ea	Office Calculators desktype (Large) - Each		
3.	2 pack	Coloured Hardboard Paper A4 160GSM Bright Board Assorted 100's – Per Pack		
4.	4 box	Clutch Pencils 0.5mm – (4*12 boxes)		
5.	6 box	Normal Pencil HB- (6*12 Boxes)		
6.	50 ea	Eraser (White) – Each		
7.	50 ea	Examination Pads-A4-80pg		
8.	70 pack	Finger Cones Green 0 – pack		
9.	60 pack	Finger Cones Red 00 – pack		
10.	15 pack	Finger Cones Blue – pack		
11.	40 ea	Glue Stick (43g) – Each (Pritt or similar)		
12.	30 ea	Hard Cover Books A4 96pg – Each		
13.	30 ea	Stapler (20 Sheets) Kangaroo or similar – Each		
14.	100 ea	Highlighters – Assorted colours		
15.	20 rolls	Clear Celotape (12mm x 33m) - rolls		
16.	6 ea	Scientific calculator - Each		
17.	10 box	Pen G-2 0.7 Pilot (or similar) Black Pen –12 Per Box		
18.	20 box	Pen G-2 0.7 Pilot (or similar) Black Pen Refill –12 Per Box		
19.	10 box	Pen G-2 0.7 Pilot (or similar) Red Pen –12 Per Box		
20.	5 box	Pen G-2 0.7 Pilot (or similar) Blue Pen -12 Per Box		
21.	10 box	Pen G-2 0.7 Pilot Blue Pen (or similar) Refill - 12 Per Box		
22.	100 ea	Ballpoint Pen Black – (BIC or similar)-Each		
23.	10 ea	Ballpoint Pen Red - (BIC or similar)-Each		
24.	50 ea	Permanent Markers Black - Each		
25.	30 pack	Rubber bands size 33 (stretchy) Per pack		
26.	40 ea	Scissors 21 cm– Each		
27.	50 box	Staples 26 / 6 – Per Box		
28.	20 ea	Staple Remover suitable to remove up to 160 staples –		
29.	100 booklet	Sticky Notes Med 76.6x100mm (100/pad) – Pads		
30.	50 each	White Board Markers Black – Each		
31.	20 packs	A4 160gsm 100 Sheets White Cardboard Paper		
32.	20 sets	Office desk trays (organisers) plastic set of 3		
33.	20 ea	A4 Clipboard-Each		
34.	10 ea	Heavy duty stapler-Each		

35.	50 box	Heavy duty staples 23/17-Boxes		
36.	50 packs	Off Site Storage boxes- 10 per pack		
37.	20 each	Prestik/Bostik or similar-Each		
38.	10 box	Fold back clips – 32mm per box		
39.	5 each	Plastic pocket files-100 pieces per pack		
40.	25 box	Fold back clips – 51 mm per box		
41.	25 ea	Date Stamps (yyyy/m/d)-each		
42.	4 box	Shredder Bags-75L		

#### Phase 4: Preference Point System

**Table 4: Specific goals for the tender and points allocation are indicated as per the table below:**

In terms of Regulation 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid the bidder will be allocated points based on the bidder's goals claimed as per table 4. Bidder's goal claimed must be supported by proof/ documentation stated as per table 4 and the special conditions of this bid where applicable:

**Table 4:**

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
<b>Women Ownership</b>	<b>5</b>	
<b>Disability Ownership</b>	<b>5</b>	
<b>Youth Ownership</b>	<b>5</b>	
<b>Location of enterprise (local equals province) Mpumalanga Province</b>	<b>2</b>	
<b>B-BBEE status level contribution from level 1 to 2 which are QSE or EME</b>	<b>3</b>	
<b>TOTAL SCORED POINTS</b>	<b>20</b>	

**Specific goals**” means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

**“Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.

**"Disability"** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
- A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication;
- A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another;
- A person who requires an artificial limb; or
- A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

**"Youth"** means, in respect of a person younger than 35 years of age.

**"Location of enterprise"** Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

**Women, disability, and youth** will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

**Table 5: Documents required for verification of Bidder's claimed points**

Documents/ information listed on the below table 5 must be submitted to support and verify points claimed as per table 4 above.

**Table 5**

Specific Goal	Requires Proof Documents
Women Ownership	Full CSD Report
Disability Ownership	Full CSD Report
Youth Ownership	Full CSD Report
Location of enterprise	Full CSD Report
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	Valid B-BBEE certificate/sworn affidavit Consolidated B-BBEE certificate in cases of Joint Ventures (JV) Full CSD Report for each bidder who formed a (JV)

Failure on the part of a bidder to submit proof of documentation required in terms of this tender to claim for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed and will not be allocated.

### **13. REJECTION OF BID**

Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

### **14. RESULTS OF BIDS**

Results of non-acceptance of bids will be sent to individual unsuccessful bidders in due course.

## DEPARTMENT OF WATER AND SANITATION

## INSTRUCTIONS TO BIDDERS: PURCHASES

1. The standard bidding forms should not be retyped or redrafted.
2. Should standard bid forms not be filled in by means of mechanical devices, for example typewriters, black ink must be used to fill in bids.
3. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
4. The specifications form an integral part of the bid document and bidders shall indicate in the space provided whether the items offered are to specification or not.
5. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".
6. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
7. The bid prices shall be given in the units shown and must be firm.
8. With the exception of basic prices, where required, all prices shall be quoted in South African currency.
9. Delivery basis:
  - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of bid, shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station if the goods are required elsewhere.
  - (b) Notwithstanding the provisions of paragraph 9(a), bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivered on site as specified.
10. Unless specifically provided for in the bid document, no bids transmitted by telegram, telex, facsimile, or similar apparatus shall be considered.
11. Bids received after the closing date and time are late and will as a rule not be accepted for consideration.
12. Bids will be opened in public, that is, bidders or their representatives may be present. If requested by any bidder, the names of bidders and if practical the total amount of each bid, will be read aloud.
13. The period for which offers are to remain valid and binding is indicated in the bid documents and is calculated from the closing date on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.
14. These conditions (**ANNEXURE 7**) form part of the bid and failure to comply therewith may invalidate a bid.
15. Bidders are requested to promote local content optimally. Bidders who use locally manufactured components, products, equipment and systems, must complete the Department Declaration for Annexure C (Local Production and Content)
16. After public opening of bids, information relating to the examination, clarification and evaluation of bids and recommendations concerning awards will not be disclosed to bidders or other persons not officially concerned with the process, until the successful bidder is notified of the award. The bid documentation of bidders is considered to be confidential and will under no circumstances be made available to other bidders or other persons.
17. The financial standing of bidders and their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.

18. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.
19. The Department is not obliged to accept any bid. The evaluation of a bid will be done in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act no. 5 of 2000) and its regulations.
20. After approval of the bid, both parties must sign a written contract.
21. Failure of the successful bidder to sign the Contract Form in ink may result in the invalidation of their bid.

**DEPARTMENT OF WATER AND SANITATION**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

**SECTION 2:            PRICE QUOTATION DATA**

**CONTENTS**

**1.     STIPULATIONS**

## STIPULATIONS

<b>1.</b>	<b>SERVICE</b>
1.1.	<p><b>SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE</b></p> <p>All as more fully specified hereunder.</p> <p><b>Note: The Department reserves the right to purchase only one or more items as required</b></p>
<b>2.</b>	<b>SITE</b>
2.1.	<p>Department of Water and Sanitation Construction East Grootdraai Dam Near Standerton In Mpumalanga Province</p>
<b>3.</b>	<b>STANDARDS, SPECIFICATIONS AND DEFINITIONS APPLICABLE</b>
3.1.	<b>General:</b>
	<p>Arch Lever Files A4 80mm/10 – Per Box Office Calculators desktop (Large) - Each Coloured Hardboard Paper A4 160GSM Bright Board Assorted 100's – Per Pack Clutch Pencils 0.5mm – (4*12 boxes) Normal Pencil HB- (6*12 Boxes) Eraser (White) – Each Examination Pads Finger Cones Green 0 – pack Finger Cones Red 00 – pack Finger Cones Blue – pack Glue Stick (43g) – Each (Pritt or similar) Hard Cover Books A4 96pg – Each Stapler (20 Sheets) Kangaroo or similar – Each Highlighters – Assorted colours Clear Celotape (12mm x 33m) - rolls Scientific calculator - Each Pen G-2 0.7 Pilot (or similar) Black Pen –12 Per Box Pen G-2 0.7 Pilot (or similar) Black Pen Refill –12 Per Box Pen G-2 0.7 Pilot (or similar) Red Pen –12 Per Box Pen G-2 0.7 Pilot (or similar) Blue Pen -12 Per Box Pen G-2 0.7 Pilot Blue Pen (or similar) Refill - 12 Per Box Ballpoint Pen Black – (BIC or similar)-Each Ballpoint Pen Red - (BIC or similar)-Each Permanent Markers Black - Each Rubber bands size 33 (stretchy) Per pack Scissors 21 cm– Each Staples 26 / 6 – Per Box Staple Remover suitable to remove up to 160 staples – Each Sticky Notes Med 76.6x100mm (100/pad) – Pads White Board Markers Black – Each</p>



	<p>A4 160gsm 100 Sheets White Cardboard Paper</p> <p>Office desk trays (organisers) plastic set of 3</p> <p>A4 Clipboard-Each</p> <p>Heavy duty stapler-Each</p> <p>Heavy duty staples 23/17-Boxes</p> <p>Off Site Storage boxes- 10 per pack</p> <p>Prestik/Bostik or similar-Each</p> <p>Fold back clips – 32mm per box</p> <p>Plastic pocket files-100 pieces per pack</p> <p>Fold back clips – 51 mm per box</p> <p>Date Stamps (yyyy/m/d)-each</p> <p>Shredder Bags 75L -box</p>
4.	<p><b>SCOPE OF CONTRACT</b></p> <ul style="list-style-type: none"> <li>• The supply and delivery of stationery for construction East administration office - Grootdraai dam close to Standerton in Mpumalanga province.</li> <li>• Items not according to specification will not be accepted on delivery and paid for.</li> <li>• The material shall be removed and replaced by the supplier for his own account.</li> </ul>
5.	<p><b>TECHNICAL SUPPORT</b></p> <p>Should any problem be reported to the supplier concerning the product, the following response times are expected:</p> <ul style="list-style-type: none"> <li>• Within 24 hours a representative of the supplier should be on site to resolve the problem.</li> <li>• Within 24 hours there should be a solution to the problem or if not possible, replacement products should be on site within 48 hours at the supplier's expense.</li> </ul>
6.	<p><b>QUANTITIES</b></p> <ul style="list-style-type: none"> <li>• The quantity required cannot be guaranteed.</li> <li>• However, the estimated quantity is given in the SBD 3.1.</li> <li>• Orders will be placed as and when requirements become known.</li> <li>• Service will be required 7 days from the date of the official order.</li> </ul>
7.	<p><b>PAYMENT</b></p> <ul style="list-style-type: none"> <li>• Payment will be made per delivery done at the site as per price specifications.</li> <li>• The Department reserves the right to check the quantities and services at any time.</li> <li>• Payment will be made monthly on receipt of specified tax invoices.</li> <li>• Payment will not be made for consignment unless supported by delivery notes duly signed by the official checking the collection.</li> <li>• Bid price must be firm</li> <li>• Payment will be done within 30 days of receipt and approval of original invoice by depositing the payment directly into the bank account of the successful bidder.</li> <li>• No cash or cheque payment will be done.No upfront payment will be done.</li> <li>• Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.</li> </ul>
8.	<p><b>ROAD CONDITIONS AND DISTANCE</b></p> <ul style="list-style-type: none"> <li>• Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.</li> </ul>
9.	<p><b>COSTS</b></p> <ul style="list-style-type: none"> <li>• Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.</li> </ul>
10.	<p><b>PROGRAMME OF WORKS</b></p>

	<ul style="list-style-type: none"> <li>It is required for the successful bidder to start with installation and services at least 14 <b>days</b> after the official purchase order is issued as and when it is required by the end-user.</li> </ul>
<b>11.</b>	<b>BIDDER'S VEHICLES</b>
	<ul style="list-style-type: none"> <li>The Department will have the right to instruct the successful Bidder to repair or replace a vehicle which is considered unsuitable for the transporting of the material.</li> <li>Overloading of vehicles in terms of the Road Traffic Act will not be permitted.</li> </ul>
<b>12.</b>	<b>DELIVERY</b>
	<ul style="list-style-type: none"> <li>Delivery can be done during the following working hours 7h15 to 15h15 from Monday to Thursday but not on the following days or periods:</li> <li>Fridays 14h00 to Mondays 07h00</li> <li>All public holidays</li> <li>The last Thursday and Friday of the month</li> <li>The period between December and January</li> <li>The Bidder shall nominate a contact person with whom the Department will arrange and schedule collection.</li> <li>DWS will decline products that do not comply with the specification when it is collected.</li> <li>The declined material will not be accepted by the Department and the problem must be resolved within 48 hours.</li> <li>The ownership of and risk for the product purchased will pass to the Department at the point of collection i.e. where a signed acceptance take place.</li> </ul>
<b>13.</b>	<b>BID PRICE AND SUPPLY PERIODS</b>
	<ul style="list-style-type: none"> <li>All-inclusive bid prices are required, meaning VAT, delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price.</li> <li>Firm bid prices and delivery periods must be submitted.</li> <li>Adherence to bid delivery period is of utmost importance.</li> <li>"Firm" prices are deemed to be the prices which are only subject to the following statutory change. <ul style="list-style-type: none"> <li>(a)VAT,</li> <li>(b)Any levy related to customs and excise (written proof must be given)</li> </ul> </li> </ul>
<b>14.</b>	<b>SAFETY AND ENVIRONMENTAL</b>
	<ul style="list-style-type: none"> <li>Bidders are required to adhere to the Departments Safety and Environmental policies.</li> </ul>

Therewith I, \_\_\_\_\_ (Bidder's Name) declare that I have read, completed and understood the above specifications.

\_\_\_\_\_  
**BIDDER'S SIGNATURE**

**DEPARTMENT OF WATER AND SANITATION**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

**SECTION 3: SBD 3.1 – PRICING SCHEDULE**

**CONTENTS**

PREAMBLE TO THE SBD 3.1 – PRICING SCHEDULE

SBD 3.1 – PRICING SCHEDULE

## **PREAMBLE TO THE SBD 3.1 – PRICING SCHEDULE**

### **1. GENERAL**

The SBD 3.1 forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract and all other Specifications in the bid document.

### **2. QUANTITIES REFLECTED IN THE PRICING SCHEDULE**

The quantities given in the SBD 3.1 can be subject to change. **The Department reserves the right to only purchase one product per item or one item or none of the items in the pricing schedule.**

The validity of the contract will in no way be affected by differences between the quantities in the SBD 3.1 and the quantities finally certified for payment.

### **3. PRICING OF THE SCHEDULE**

The rates to be filled in the SDB 3.1 should include all costs. All rates and amounts quoted in the SBD 3.1 shall be in Rand and shall include VAT.

### **4. CORRECTION OF ENTRIES**

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initiated by the Bidder.

**PRICING SCHEDULE  
(Firm Prices)**

**WTE151CE**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE  
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

**THIS PRICING SCHEDULE MUST BE COMPLETED IN FULL**

**CLOSING TIME 11:00**

**ON:17 OCTOBER 2025**

**BID NO.: WTE151CE**

**NAME OF BIDDER: .....**

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF THE BID**

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT R c
1.	Arch Lever Files A4 80mm/10 – Per Box	40 box	R.....	R.....
2.	Office Calculators desktop (Large) - Each	15 ea	R.....	R.....
3.	Coloured Hardboard Paper A4 160GSM Bright Board Assorted 100's – Per Pack	2 pack	R.....	R.....
4.	Clutch Pencils 0.5mm – (4*12 boxes)	4 box	R.....	R.....
5.	Normal Pencil HB- (6*12 Boxes)	6 box	R.....	R.....
6.	Eraser (White) – Each	50 ea	R.....	R.....
7.	Examination Pads-A4-80pg	50 ea	R.....	R.....
8.	Finger Cones Green 0 – pack	70 pack	R.....	R.....
9.	Finger Cones Red 00 – pack	60 pack	R.....	R.....

10.	Finger Cones Blue – pack	15 pack	R.....	R.....
11.	Glue Stick (43g) – Each (Pritt or similar)	40 ea	R.....	R.....
12.	Hard Cover Books A4 96pg – Each	30 ea	R.....	R.....
13.	Stapler (20 Sheets) Kangeroo or similar – Each	30 ea	R.....	R.....
14.	Highlighters – Assorted colours	100 ea	R.....	R.....
15.	Clear Celotape (12mm x 33m) - rolls	20 rolls	R.....	R.....
16.	Scientific calculator - Each	6 ea	R.....	R.....
17.	Pen G-2 0.7 Pilot (or similar) Black Pen –12 Per Box	10 box	R.....	R.....
18.	Pen G-2 0.7 Pilot (or similar) Black Pen Refill –12 Per Box	20 box	R.....	R.....
19.	Pen G-2 0.7 Pilot (or similar) Red Pen –12 Per Box	10 box	R.....	R.....
20.	Pen G-2 0.7 Pilot (or similar) Blue Pen -12 Per Box	5 box	R.....	R.....
21.	Pen G-2 0.7 Pilot Blue Pen (or similar) Refill -12 Per Box	10 box	R.....	R.....
22.	Ballpoint Pen Black – (BIC or similar)- Each	100 ea	R.....	R.....
23.	Ballpoint Pen Red - (BIC or similar)- Each	10 ea	R.....	R.....

24.	Permanent Markers Black - Each	50 ea	R.....	R.....
25.	Rubber bands size 33 (stretchy) Per pack	30 pack	R.....	R.....
26.	Scissors 21 cm– Each	40 ea	R.....	R.....
27.	Staples 26 / 6 – Per Box	50 box	R.....	R.....
28.	Staple Remover suitable to remove up to 160 pages – Each	20 each	R.....	R.....
29.	Sticky Notes Med 76.6x100mm (100/pad) – Pads	100 booklet	R.....	R.....
30.	White Board Markers Black – Each	50 each	R.....	R.....
31.	A4 160gsm 100 Sheets White Cardboard Paper	20 packs	R.....	R.....
32.	Office desk trays (organisers) plastic set of 3	20 sets	R.....	R.....
33.	A4 Clipboard-Each	20 ea	R.....	R.....
34.	Heavy duty stapler up to 160 pages- Each	10 ea	R.....	R.....
35.	Heavy duty staples 23/17-Boxes	50 box	R.....	R.....
36.	Off Site Storage boxes- 10 per pack	50 packs	R.....	R.....
36.	Prestik/Bostik or similar-Each	20 each	R.....	R.....

38.	Fold back clips – 32mm per box	10 box	R.....	R.....
39.	Plastic pocket files-100 pieces per pack	5 ea	R.....	R.....
40.	Fold back clips – 51 mm per box	25 box	R.....	R.....
41.	Date Stamps (yyyy/m/d)-each	25 ea	R.....	R.....
42.	Shredder Bags-75L	4 box	R.....	R.....
SUB-TOTAL (EXCL. VAT)				R.....
				R.....
				R.....
TOTAL (INCL. VAT)				R.....

- Delivery basis.  
(See note hereunder)
- 
- Period required for delivery after receipt of order:

**Grootdraai dam close to Standerton in  
Mpumalanga Province**

**14 days after receipt of Purchase Order as  
per request by end-user**

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**NOTE:** Failure to complete all the relevant information in SBD 3.1 will render your quotation as non-responsive.

Any enquiries regarding quotation procedures may be directed to the –

Department Water and Sanitation  
Construction East  
Supply Chain Management  
Private Bag x2023  
Standerton

Administrative information: Mr. M Neethling : [Neethlingm@dws.gov.za](mailto:Neethlingm@dws.gov.za)

**Or**

For technical or site information - Ms N Khanye : [KhanyeN@dws.gov.za](mailto:KhanyeN@dws.gov.za)