

SASSA: 01-25-SCM-LP

INVITATION TO BID

SASSA:01-25-SCM-LP: TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER FOR THE SUPPLY AND DELIVERY OF STATIONERY TO THE SOUTH AFRICAN SOCIAL SECURITY AGENCY IN LIMPOPO REGION FOR A PERIOD OF 36 MONTHS.

The tender document can be downloaded from the E-Tenders (<https://www.etenders.gov.za/>) or SASSA Website (<https://www.sassa.gov.za/>)

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: SASSA Limpopo Regional Office
48 Landros Maré Street
Polokwane
0699

CLOSING DATE : 23 June 2025
TIME : 11:00am

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

CONTACT : Ms. Charlotte Putuka @ (015) 291-7429
CharlotteP@sassa.gov.za

SUPPLY CHAIN MANANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT : Ms. Minkie Nkadameng @ (015) 291-7490
MinkyN@sassa.gov.za

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South African Social Security Agency
Limpopo Region

48 Landros Mare Street • Polokwane 0699
Private Bag X9677 • Polokwane 0700
Tel: +27 15 291 7400 • Fax: +27 15 291 7996
www.sassa.gov.za

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:01-25-SCM-LP	CLOSING DATE:	23 June 2025	CLOSING TIME:	11h00
DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER FOR THE SUPPLY AND DELIVERY OF STATIONERY TO THE SOUTH AFRICAN SOCIAL SECURITY AGENCY IN LIMPOPO REGION FOR A PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SASSA, 48 LANDROS MARE STREET					
POLOKWANE, 0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Minkie Nkadameng		CONTACT PERSON	Ms. Charlotte Putuka	
TELEPHONE NUMBER	015 291-7490		TELEPHONE NUMBER	015 291-7429	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	MinkyN@sassa.gov.za		E-MAIL ADDRESS	CharlotteP@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....



SBD 3.1

sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number SASSA:01-25-SCM-LP
Closing Time 11:00	Closing date 23 June 2025

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- | | | |
|---|--|--------------------------|
| - | Required by: | |
| - | At: | |
| | | |
| - | Brand and model | |
| - | Country of origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery | |
| | | *Delivery: Firm/not firm |
| - | Delivery basis | |

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

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

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

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

[illegible]

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STANDARD BIDDING DOCUMENT (SBD) 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

STANDARD BIDDING DOCUMENT (SBD) 4

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

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

STANDARD BIDDING DOCUMENT (SBD) 4

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.**
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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

Js General Conditions of Contract (revised July 2010)



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

TERMS OF REFERENCE

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A BIDDER FOR
THE SUPPLY AND DELIVERY OF STATIONERY TO THE SOUTH
AFRICAN SOCIAL SECURITY AGENCY IN LIMPOPO REGION FOR A
PERIOD OF 36 MONTHS**

South African Social Security Agency
Limpopo Region

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SASSA News

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TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA LIMPOPO REGION FOR A PERIOD OF 36 MONTHS

ACRONYMS

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

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1. INTRODUCTION

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

2. PURPOSE

Appointment of a bidder for the supply and delivery of stationery to the South African Social Security Agency in Limpopo Region for a period of 36 months.

3. BACKGROUND

3.1 SASSA Limpopo Region has contracted a bidder to supply and deliver stationery for a period of 36 months. The process ran expeditiously and there were no shortages of stationery items in the inventory warehouse. To ensure that service delivery is not disrupted in any form, the Region deems it necessary to appoint a bidder to supply and deliver stationery for a further period of 36 months.

3.2 SASSA Limpopo Region has a centralized Sub-inventory or warehouse which is located at 48 Landro's Mare Street in Polokwane. The Regional Office is responsible for procurement, storage and distribution of various inventory items to all Districts, local offices and service points.

4. SCOPE OF WORK

4.1 The successful bidder must be able to:

4.1.1 Supply and deliver stationery to SASSA Limpopo as and when required and in accordance with items enlisted on the attached **Annexure A.**

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5. DELIVERABLES

- 5.1 The Agency will place orders as and when required during the contract period.
- 5.2 The bidder must deliver stationery to SASSA within fourteen (14) business days for Items 1-83 on Annexure A; and items 84-89 that requires printing works should be delivered within twenty-one (21) business days;
- 5.3 It is required from the bidder to keep stock of products and ensure that full delivery takes place according to order quantities
- 5.4 The bidder must provide their own labor for the offloading of the goods at the designated SASSA Office.
- 5.5 The bidder shall package the goods as is required to prevent their damage or deterioration during transit to the Storeroom at 48 Landro's Mare Street, Polokwane.
- 5.6 The goods should meet SABS requirements where applicable.

6. EVALUATION OF THE TENDER

The evaluation shall be conducted as follows:

- i. **Phase One** – Special Conditions
- ii. **Phase Two** – Administrative Compliance
- iii. **Phase Three** – Functionality Criteria
- iv. **Phase Four** – Price and Specific goals

6.1. Phase One – Special Condition

1. Reference letter/s for the provision of stationery exceeding the value of R200 000.00 per purchase order. A copy of the purchase order, or contract to be attached for each reference letter. The reference letter/s must indicate the name of the client, client's contact details, project description, value or amount and must be signed by a designated official who is a manager or above.
2. Bidders must bid for all items contained in Annexure A. Bids will be invalidated if some of the items have not been quoted for.

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

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6.2. Phase Two- Administrative Compliance

Proof of Registration on the Central Supplier Database (CSD) with National Treasury (CSD Registration Report)

Fully completed and signed Standard Bidding Document (SBDs) Forms (SBD 1, SBD 3.1, SBD 4 and SBD 6.1)

Where a joint venture or consortium are formed, a copy of the joint venture or consortium agreement must be attached.

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

NO	6.3 Phase Three – Functionality Criteria	Weight
1	<p>Experience</p> <p>All bidders must provide reference letters for the provision of stationery exceeding the value of R200 000.00 per order. (The reference letter/s must indicate the name of the client, client's contact details, project description, value or amount and must be signed by a designated official who is a manager or above.)</p> <ul style="list-style-type: none"> • 1 reference letter = 1 point • 2 reference letters = 2 points • 3 reference letters = 3 points • 4 reference letters = 4 points • 5 or more reference letters = 5 points 	(50)
2	<p>Bidder's Proof of capacity to deliver</p> <ul style="list-style-type: none"> ○ Stock Level (Confirmation of stock on hand) or Letter of undertaking from any retailer/s or wholesaler/s confirming stock levels. ○ The stock levels should be based on Items on Annexure A: ○ 0 to 20 items = 1 points ○ 21 to 40 items = 2 points ○ 41 to 60 items = 3 points ○ 61 to 80 items = 4 points ○ 81 or more items = 5 points <p>NB: Letters of undertaking must be accompanied by stock level from any retailer/s or wholesaler/s as per Annexure A</p>	(20)

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3	Transport Capacity to Deliver: Bidders must have the ability to transport goods safely to the designated location. Mode of transport should be a delivery vehicle, i.e. panel vans, trucks and utility cars (Sedans and hatchbacks will not be considered) Attach Proof of vehicle ownership in the name of the bidder or company director or Intent to lease (intent to lease letter signed by the bidder and the lessor) <ul style="list-style-type: none"> ○ None = 1 point ○ Leased by the bidder = 3 points ○ Owned by the bidder or company director = 5 points 	(20)
4	Proof of business address (Municipality bill, or tribal authority letter, or a letter from Ward Councillor or lease agreement signed by both the lessor and the lessee) <ul style="list-style-type: none"> ○ Business Address outside Limpopo = 1 point ○ Business Address within Limpopo = 5 points 	(10)

NB: Bidders must obtain a minimum of 70 points on functionality evaluation to qualify for further evaluation on price and specific goals.

6.4 Phase 4 - PRICE AND SPECIFIC GOALS

80/20 preference point system will be applicable in this tender.

Price and specific goal	100
Price	80
Specific goal	20

- (a) **Preference points will be awarded to a bidder for attaining the specific goal in accordance with the table below:**

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The specific goals allocated points in terms of this tender	Number of Points (80/20 system)
B-BBEE Status Level 1 – 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others	0

Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points. The highest points will be confirmed with the BBEE Certificate/Sworn Affidavit submitted by bidder

(b) Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS) or a Sworn Affidavit signed by Emerging Micro Enterprise (EME)/Qualifying Small Enterprise (QSE) representative and attested by a Commissioner of Oath.

Failure to submit a certificate from accredited verification agency, sworn affidavit or BBEE Certificate substantiating the specific goals or is a non-compliant contributor, such bidder shall claim 0 points out of the allocated maximum points for specific goals

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7. BID AWARD AND CONTRACT CONDITIONS

7.1 The following conditions apply to the contract:

- 7.1.1 The Agency reserves the right to appoint one or more bidders or not to appoint any bidder at all.
- 7.1.2 The bidder shall have to treat all available data provided by the Agency in the process as strictly confidential. Such data remains the property of the Agency.
- 7.1.3 A bidder may be required to undergo security vetting.
- 7.1.4 Bidders will be disqualified if found to have misrepresented information in their bid proposals.
- 7.1.5 The Agency will ensure that the bidder will be provided with all data required to render the services.
- 7.1.6 The bidder shall invoice the Agency in respect of goods supplied.
- 7.1.7 The agency shall pay the bidder the total amount claimed within 30 days of receipt of an eligible invoice.
- 7.1.8 The general conditions of contracts (GCC) as set out by the National Treasury will be applicable in all instances.
- 7.1.9 The bidder will be expected to enter into a service level agreement with SASSA, which will form the basis for compliance monitoring.
- 7.1.10 There will be proper compliance with delivery timelines.
- 7.1.11 There will be provision of quality products and compliance to standards

8. PRICING

- 8.1 All unit prices must be quoted in South African Currency (ZAR) and must be inclusive of all overhead costs (transport, labour, etc.)
- 8.2 Prices must be VAT inclusive only for the bidders that are registered as VAT Vendors with SARS. If you are not a registered VAT vendor, the prices should exclude the VAT amount.
- 8.3 Prices should be fixed for year 1. CPI adjustments will be effected in the 2nd and 3rd year of the contract.

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Limpopo Region

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9. SUB-CONTRACTING

- 9.1 It should be noted that the Agency expects the appointed bidder to take full responsibility and accountability to execute functions attached to the contract.
- 9.2 Under no circumstances will the Agency engage itself with sub-contractors or parties associated with the bidder, including suppliers' main suppliers or manufacturers. A bidder awarded a contract may only enter into a sub-contracting arrangement with the approval of the Agency.
- 9.3 The bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher BBBEE status level of contributor than the bidder concerned unless the bid is sub-contracted to an EME that has the capability and ability to execute the contract.

10. JOINT VENTURE AND CONSORTIUM

- 10.1 In the event of a Joint venture and Consortium:
 - 10.1.1 companies will be individually required to comply with administrative compliance requirements.
 - 10.1.2 the bidder must submit a consolidated BBBEE Status Level Contributor in the name of a Joint Venture and not for individual bidders/companies

Failure to submit a consolidated BBBEE Status Level Contributor will result in a joint venture or consortium scoring zero (0) points for B-BBEE.

11. PERIOD OF CONTRACT

The duration of the contract shall be three years (36 months).

12. BRIEFING SESSION

No briefing session will be conducted.

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13. BID SUBMISSION AND ENQUIRIES

All Bid documents must be deposited in the tender box situated at:

SASSA Limpopo Regional Office

48 Landros Mare Street, Polokwane, 0699

Coordinates: -23.911385, 29.453520

All enquiries regarding the bid may be directed to the following officials:

For technical enquiries:

Name: Charlotte Putuka

Tel: 015 291 7429

Email: CharlotteP@sassa.gov.za

For bid administration enquiries

Name: Minkie Nkadimeng

Tel: 015 291 7490

Email: MinkyN@sassa.gov.za

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Pricing Schedule – Annexure A

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1.	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2.	Hardcover Counter Books A4 – 2 Quire	Each	
3.	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4.	Ballpoint Pens – BIC Click or equivalent – black	Box of 60	
5.	Ballpoint Pens– BIC Click or equivalent– Red	Box of 60	
6.	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Box of 12	
7.	Eraser – white Rubber	Each	
8.	Adhesive multipurpose re-usable – 100g	Each	
9.	Paper slide Binders – 76mm	Each	
10.	Paper Clips – 33mm	Per 100 Pack	
11.	Paper Clips – 50mm	Per 100 Pack	
12.	Paper Clips – 78mm	Per 100 Pack	
13.	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14.	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15.	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16.	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro or equivalent	Each	
17.	Staples Standard – 56 26/6 – box of 5000	Per box	
18.	Staples Heavy duty – 66/11 – box of 5000	Box	
19.	Plastic Ruler – 30cm – Assorted colours	Each	
20.	Endorsing Ink – 25ml – Black	Each	
21.	Endorsing Ink – 25ml – Blue	Each	
22.	HardCover A4 paper – Various colours (thickness)	Each	
23.	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24.	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25.	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26.	Pen Ballpoint Black - Fine Point (transparent)	Each	
27.	"Drawing Pins ½ 12mm	Box of 100	

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28.	Flag Sign Here Repositional -	Each	
29.	File divider- A4 A-Z 16TAPS INDEX	Each	
30.	Optiplan Containers 300 Archive Box A4	Each	
31.	Spring Clip Box File- Plastic (code 3305)	Each	
32.	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33.	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34.	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35.	Blank white direct thermal eco labels - 40mmx30mm, 1000 per roll with a 40 mm core, Self-Adhesive	Each	
36.	Gluestik 100g – 22g	Each	
37.	Staple Remover Standard Size	Each	
38.	Staple Remover Giant Size	Each	
39.	Scissor –Stainless Steel Scissors 17cm Blade Office Use	Each	
40.	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
41.	Laminated Pouches A3 A3 250 Micron	Each	
42.	Laminated Pouches A4 A4 150 Micron	Each	
43.	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
44.	Quotation Folder A4- Red	Each	
45.	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
46.	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
47.	USB – 16GB	Each	
48.	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
49.	Batteries AAA Pack Of 4	Each	
50.	Batteries Loud hailer	Each	
51.	Calculator 12 Digit – 782c	Each	
52.	Punch - 2-Hole - Office Desk P240 2- Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
53.	Metal fastener	Each	
54.	Indian Tags	Each	
55.	Office Stamp pad cushion	Each	
56.	Thumb print pad (self ink)	Each	

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57.	Date stamp pad- box of 5	Each	
58.	Storage box for Maximum weight 15kg with cover	Each	
59.	Batteries AA pack of 4	Each	
60.	Punch one Hole- heavy duty	Each	
61.	Slider binder- Medium	Each	
62.	Slider binder- large	Each	
63.	Transparency sheets	Each	
64.	Giant Stapler up to 300 sheets	Each	
65.	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
66.	Clipboard- 230 x 335mm A4	Each	
67.	Gloves latex Medium	Each	
68.	Gloves latex Large	Each	
69.	Gloves Industrial medium	Each	
70.	Gloves Industrial Large	Each	
71.	Dust Mask-Nose and Mouth	20 PCs	
72.	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
73.	Erasable Marker EK70 (for notice board)	Each	
74.	Date Stamp-40 x 60mm 19/16" x2.3/8"	Each	
75.	Certifying Stamp- 37x76mm 11/2"x3"	Each	
76.	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
77.	Finger Cones	Each	
78.	Multiplug charging Points- 12-way Medium safe Multiplug 6x616A/6x5a with Cord (250v)	Each	
79.	Extension Cord 10 meters (Red cap)	Each	
80.	Tabs File Labels	Each	
81.	Book analysis – 40 Cash Columns Across 1 Pages (310 x 490 mm)	Each	
82.	Book analysis 18 Cash Columns Across 2 Pages (ANA 6018)	Each	
83.	Pen Holder 5 Cubes	Each	
84.	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
85.	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	

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86.	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
87.	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
88.	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
89.	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	200 per pack	
	TOTAL BID PRICE EXCLUDING VAT		
	VAT		
	TOTAL BID PRICE		

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ITEM NO:

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

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(i) TO (vii)

[grant application form



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

Form No.: 1055551

GRANT APPLICATION RECEIPT

Social Assistance Act, 2004 (Act Number 13 of 2004)

The requirements contained below have been discussed with the applicant and he/she understand the contents thereof.


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SOUTH AFRICAN SOCIAL SECURITY AGENCY
SECTION A: APPLICANT

Surname																			Application Date	C	C	Y	Y	M	M	D	D
Name(s)																											
ID No.																			Alternative ID	7	7	7	7				
ID Type																											

SECTION B: PROCURATOR

Surname																			Application Date	C	C	Y	Y	M	M	D	D	
Name(s)																												
ID No.																												
Grant Type	OA		WV		DG		FCG		CDG		CSG		GIA															

If your grant is approved;

- You are required to inform SASSA of any change in your and / or your spouse's / the applicant's circumstances — financial and / or personal.
- You are required to report any change in your address (residential and / or postal). Failure to keep SASSA informed of changes may result in you not receiving written communication from SASSA, which may result in your grant being suspended.

	C	C	Y	Y	M	M	D	D
Signature: Applicant / Procurator	Date:							

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PRINT

	C	C	Y	Y	M	M	D	D	
Signature: Designated Officer	Date:								Name & Surname

NB: You will be informed three (3) months in advance should you need to review or complete a life certificate

Helpdesk Enquiry Number: 0800 60 10 11

In accordance with Section 18(1) of the Act, you have the right to request SASSA to reconsider its decision by reporting to the local office nearest to where you stay within 90 days from the date of receipt of this letter.

SASSA Official Stamp

STAMP OUT SOCIAL GRANT FRAUD AND CORRUPTION
CALL: 0800 601 011 OR 0800 701 701

Form No.: 1055551

GRANT APPLICATION RECEIPT

Social Assistance Act, 2004 (Act Number 13 of 2004)


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SOUTH AFRICAN SOCIAL SECURITY AGENCY

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The requirements contained below have been discussed with the applicant and he/she understand the contents thereof.

SECTION A: APPLICANT

Surname															Application Date									
Name(s)																								
ID No.															Alternative ID									
ID Type																								

SECTION B: PROCURATOR

Surname															Application Date									
Name(s)																								
ID No.																								
Grant Type															OA WV DG FCG CDG CSG GIA									

If your grant is approved:

- You are required to inform SASSA of any change in your and / or your spouse's / the applicant's circumstances — financial and / or personal.
- You are required to report any change in your address (residential and / or postal). Failure to keep SASSA informed of changes may result in you not receiving written communication from SASSA, which may result in your grant being suspended.

Signature: Applicant / Procurator															Date:									
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Signature: Designated Officer															Date:										Name & Surname									
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-------	--	--	--	--	--	--	--	--	--	----------------	--	--	--	--	--	--	--	--	--

NB: You will be informed three (3) months in advance should you need to review or complete a life certificate

Helpdesk Enquiry Number: 0800 60 10 11

In accordance with Section 18(1) of the Act, you have the right to request SASSA to reconsider its decision by reporting to the local office nearest to where you stay within 90 days from the date of receipt of this letter.

SASSA Official Stamp

STAMP OUT SOCIAL GRANT FRAUD AND CORRUPTION

CALL: 0800 601 011 OR 0800 701 701

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SOUTH AFRICAN SOCIAL SECURITY AGENCY

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1. This form must be completed in the presence of a **SASSA Official**.
2. Mark with an ☒ in the appropriate box where relevant.
3. Complete in **CAPITAL letters** and Write **inside the boxes** where applicable.
4. Y means **Yes**; and N means **No**.

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY					
	FORM COMPLETION	FORM CAPTURING	QUALITY CONTROL	SYSTEM VERIFICATION	
	Form Completed by:	Form Captured by:	Form Quality Controlled by:	Verified on the System by:	2 nd Level verified on System by:
Name					
Username					
User ID					
Signature					
Date					

[illegible]

Identification Type	ID Book	Temporary ID	Alternative ID	Refugee ID	Gender	Male	Female	
Refugee Expiry Date				Temporary ID Expiry Date				
Identity Number					Title	Mr.	Mrs	Miss
Alternative ID Number					Affidavit Attached?	Y	N	
Receipt from Home Affairs available?	Y	N	Date on Receipt					
Surname								
Full Names								
Initials				Date of Birth				
Applicant's Cell Number				Alt no				
Correspondence Language				Residence Code				

Application Date																	
Residential Address																	
								Postal Code									
Postal Address																	
													Postal Code				

Is Application lodged by a person in a state institution?			
Yes		No	
Proof of discharge to be provided before payment can be effected.			
Citizenship			
SA Citizen		Permanent Resident	Refugee
Recipient			
Personal (Self)	Procurator		Institution

Spousal Relationship Status	Married	Never Married	Divorced	Widow / Widower	Desertion			
ID Number of Spouse								
Spouse Date of Birth	C	C	Y	Y	M	M	D	D

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SECTION B: PAYMENT DETAILS

Method of Payment	Post Office	ACS	Cash	Pay-point Code
Pay-point Name				Post Office Code
Bank Payment Method (ACB)				
Bank Name	Name of Account Holder			
Account Type	Cheque	Savings	Transmission	Branch Code
Account Number				

SECTION C: FINANCIAL DETAILS

		Applicant	Spouse/s	Dependent Child				
ASSETS	(For grants for Older Persons, War Veterans & Disabled only)							
Property								
(Occupied)	Municipal Value							
(Not Occupied)	Municipal Value							
	Outstanding Bond							
Cash/Investments	Cash/Investments/Bonds or Loans							
	Outstanding debts in favour of applicant &/or spouse							
	Shares, share capital or interest in assets							
	Endowment policies after maturity date							
	Cash in hand							
	Property rights							
	Lump sum invested with aim of procuring Annuity							
Assets donated:								
Date of donation:	C	C	Y	Y	M	M	D	D
INCOME	(Taken into account for all Grant Types except Foster Child)							
	Compensation in cash or kind							
	Profits, withdrawals or benefits from farm or business							
	Income from Trust/ Inheritance							
	Income from property rights							
	Pension or Annuity							
	Ex-Gratia payments received							
	Rental Income							
	Maintenance received							
	Interest, Dividends							
	Other (Specify):							
	Income from SA or International Organisation							
Income donated:								
Date of donation:	C	C	Y	Y	M	M	D	D
PERMISSIBLE DEDUCTIONS	Medical Aid							
	Pension/ provident fund or retirement annuity contribution							
	Tax							
	UIF							

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SECTION D: GRANT SPECIFIC REQUIREMENTS

1. Disability Grant										2. War Veterans Grant										3. Grant in Aid									
Disability Assessment Results:										Force Number (complete below)										Date of Application									
Recommended By Medical Officer										Name of War										Approved									
Permanent?										2 nd World War										Korean war									
Temporary?										Disability Assessment Remarks:										Not Approved									
Select Temporary Period in months (X relevant box)																				Maintained in an institution subsidized by the State?									
6 7 8 9 10 11 12																				Yes No									
Is Review recommended by Medical Officer?																													
Indicate Review Period in Months																													

4. Child Support Grant (1)															Child Support Grant (2)														
Is the Child a SA Citizen															Y N														
Child's ID No.																													
Alternative ID No.																													
Home Affairs receipt attached															Y N Receipt Date														
Surname																													
Name(s)																													
Date of Birth															Gender M F														
Applicant's relationship to child															Parent Primary care giver														
Previous Beneficiary ID No.																													
Are you formally or informally employed to care for the child?															Y N Y N														
Is the child resident with you?															Y N Y N														
Proof of school attendance attached															Y N Y N														
Name of School																													
Address of School																													
If proof of school attendance is not provided, letter issued to primary care giver?															Y N Y N														

5. Foster Child Grant (1)															Foster Child Grant (2)														
Is the Child a SA Citizen															Y N														
Child's ID No.																													
Alternative ID No.																													
Home Affairs receipt attached															Y N Receipt Date														
Surname																													
Name(s)																													
Date of Birth															Gender M F														
Live with applicant?															Y N School going? Y N														
Grant Continuance approval															Y N School going? Y N														
Court order No.																													
Court order date																													
Application date of Child																													
Review date of Child																													
Court order extension date																													
Court order expiry date																													
Date of transfer																													
Is Foster Parent related to child?															Y N If so, what relationship														
Previous Beneficiary ID number															Primary Care Giver Sibling Blood Relative														

6. Care Dependency Grant (1)															6. Care Dependency Grant (2)																				
Is the Child a SA Citizen															Y	N	Is the Child a SA Citizen															Y	N		
Child's ID No.															Child's ID No.																				
Alternative ID No.															Alternative ID No.																				
Home Affairs receipt attached															Y	N	Home Affairs receipt attached															Y	N		
Receipt Date															Receipt Date																				
Surname															Surname																				
Name(s)															Name(s)																				
Date of Birth															Date of Birth																				
Gender															M	F	Gender															M	F		
Live with applicant?															Y	N	Live with applicant?															Y	N		
School going?															Y	N	School going?															Y	N		
Assessment Date															Assessment Date																				
Assessment date of child															Assessment date of child																				
Child's status refused															Refused by Medical Officer	Y	N	Child's status refused															Refused by Medical Officer	Y	N
Relationship of Applicant to child?															Parent	Foster Parent	Primary Care Giver	Relationship of Applicant to child?															Parent	Foster Parent	Primary Care Giver
Spouse relationship to child?															Parent	Foster Parent	Primary Care Giver	Spouse relationship to child?															Parent	Foster Parent	Primary Care Giver
Previous Beneficiary ID number															Previous Beneficiary ID number																				

SECTION E: PROCURATOR INFORMATION

Procurator ID Number															Title					Mr.	Ms.	Miss		
Surname																								
Name															Initials									
Postal Address																								
															Postal Code									
Residential Address																								
															Postal Code									
Cell Number															Alt. Number									
Date of Appointment															Date of Birth									
Reason					Inability for Personal Receipt					Misspending of Grant					Type of Application					Procurator				
Declaration										Note: Procurators are restricted to collecting for a maximum of five (5) beneficiaries														
I declare that:																								
<ul style="list-style-type: none"> I am permanently resident in RSA. I am not un-rehabilitated insolvent. I am willing to be appointed as the Procurator. I am not owed money by Applicant. I will hand over the social assistance to the Applicant. I will inform SASSA of any changes in the Applicant's circumstances. I will inform SASSA if the Applicant leaves the country. The address provided is a valid and complete address at which post can be delivered. I undertake to inform SASSA if there is any change in my or the Applicant's address. 																								
I know and understand the contents of this declaration, and confirm that the contents are true and correct.																								
<div style="border: 1px solid black; padding: 5px; width: 100%;"> Signature of Procurator </div> <div style="border: 1px solid black; padding: 5px; width: 100%;"> Date </div>															<div style="border: 1px solid black; padding: 5px; width: 100%;"> Signature of Designated Officer </div> <div style="border: 1px solid black; padding: 5px; width: 100%;"> Date </div>									

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DECLARATION BY APPLICANT (AFFIDAVIT)

I, the undersigned, hereby apply/ apply on behalf of the Applicant, for the grant as indicated on the application form and declare that:

- Particulars furnished on this form including financial details/ annexures are to the best of my knowledge and believe true and correct;
- I am aware that any false declaration is punishable by law;
- I undertake to notify SASSA of any changes in my circumstances/circumstances of the Applicant relating to this application;
- The address provided is valid and complete address to where all official notification will be sent;
- I under take to notify SASSA of any change in my / the Applicant's address;
- I am/ the Applicant is not maintained in a state funded institution.

I hereby *give / *do not give consent to SASSA to confirm my financial standing with any financial Institution in terms of Regulation 30 to the Social Assistance Act, 13 of 2004.

I further *give / *do not give consent under Section 68(5)(b) of the Tax Administration Act, 2011, that the South African Revenue Services (SARS) may disclose information to SASSA to confirm my financial standing with SARS.

* delete that which is not applicable

Signature or Thumbprint of Applicant

Date									
------	--	--	--	--	--	--	--	--	--

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Remarks:

84 (vii)

SASSA Official Stamp

The above statement was explained to the Applicant / Procurator and he / she is satisfied with the contents thereof.

The Applicant / Procurator was asked the following questions:

- Are you conversant with the contents of the above declaration and do you understand it? ☐ Yes ☐ No
- Do you have any objection to taking the oath / declaration? ☐ Yes ☐ No
- Do you regard the oath / declaration as binding on your conscience? ☐ Yes ☐ No

Thus signed and sworn / confirmed to on this _____ day of _____ 20____, the deponent having acknowledge that he / she knows and understands the contents of this affidavit, has no objection to taking the oath / affirm the affidavit, having sworn / confirmed that the contents thereof are true and correct and that he / she considers the oath / declaration to be binding on his / her conscience.

Signature: Designated Attesting Officer	Name & Surname	Signature: Designated Verifying Officer	Name & Surname
--	----------------	--	----------------

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



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

[**medical assessment
referral form**

85 (i)



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

PART A: CLIENT'S PRIMARY INFORMATION

To be filled in by SASSA official issuing the form

This form is issued to the bearer of this identity number

Identity Number																Male		Gender		Female							
Form of Identification		ID		Other methods of identification used										If other specify													
Surname																											
Full names																											
No. of applicants in last 12 months				Client received TDG in last 12 months												Yes		No		No months							
Official's Name																											
Socpen user ID												Contact No.												Town			

Issuing official's signature

PART B: CLIENT'S MEDICAL HISTORY (TO BE COMPLETED BY THE TREATING CLINICIAN)

* "Regular" means clinical care for a period of 3 months or more by an independent doctor, clinic or hospital

I have confirmed the client's name & ID No.		<input type="checkbox"/>	Yes	No	<input type="checkbox"/>						
Are you the client's regular* clinician?					<input type="checkbox"/>	Yes	No	<input type="checkbox"/>			
If your answer is "No" above, what supports your completing of this form? E.g. obvious disability					Elaborate: <input type="text"/>						
Presenting problem/symptoms		<input type="text"/>									
Complications, if any		<input type="text"/>									
Is the client compliant with treatment?		<input type="checkbox"/>	Yes	No	<input type="checkbox"/>	Does the client abuse substances?		<input type="checkbox"/>	Yes	No	<input type="checkbox"/>
How has the medical condition changed over the past 3 months?					<input type="text"/>		Improved	<input type="text"/>	Stabilized	<input type="text"/>	Worsened
Elaborate:		<input type="text"/>									
Is the medical condition preventing the client from being employed?		<input type="checkbox"/>	Yes	No	<input type="checkbox"/>						
Elaborate:		<input type="text"/>									

All information furnished by me in this referral form is true and correct to the best of my knowledge.

- Social Assistance Act 13 of 2004 Section 30 states that: (a) "A person is guilty of an offence if he or she intentionally furnishes the agency with false or misleading information.
- Social assistance Act 13 of 2004 Section 31 states that: "A person convicted of an offence in terms of this Act is liable to a fine or imprisonment for a period not exceeding 15 years, or both a fine and such imprisonment.

Doctor's full names												
Doctor's signature												
Date:					m							
Tel:												
Cell:												
<div style="text-align: center;"> Treating Facility or Doctor's Official Stamp </div>												
MP	OTMP	PT	SANC									

Mark on the correct box and supply relevant practitioner no.

SASSA will verify the credentials of the referring clinician and will reserve the right to conduct quality assurance on all completed medical referral forms.

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SOUTH AFRICAN SOCIAL SECURITY AGENCY

CONSENT TO OBTAIN MEDICAL INFORMATION

I, the undersigned

(Full names of applicant)

(Identity number)

hereby give permission to any medical practitioner or health care professional, privately employed or in the service of the State or the South African Social Security Agency (SASSA), including part time medical officers employed by the South African Social Security Agency (SASSA) and/or any other officer employed by the said Agency, to have access to all my medical information and records concerning my medical condition. I further give permission that copies of any records may be furnished to any of the above mentioned officials.

Signed at _____ on _____
(Insert the place) (Insert the date)

SIGNATURE OF APPLICANT / BENEFICIARY

AS WITNESSES:

1. _____
2. _____

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at the right time and place. NJALOI*



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SOUTH AFRICAN SOCIAL SECURITY AGENCY

[Functional/ Medical Assessment: Disability Grant

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Required documentation
Medical referral form
ID Document

Clinical/medical records

Clinical/medical records are always required except where the client has an obvious disabling condition for which they are not currently receiving treatment. Such clients are nonetheless expected to provide SASSA with a complete medical referral form and their ID document.

GIA - Grant in Aid
DG - Disability Grant
CDG - Care Dependency Grant
BP - Blood Pressure
BMI - Body Mass Index

Ref No.: 2159201

DG

SASSA Official Stamp

FUNCTIONAL/ MEDICAL ASSESSMENT:
DISABILITY GRANT

Instructions on filling this form: Please write legibly and in capital letters.
This form must not be handed over to Client.
Mark with X where appropriate

Part A: Client's Particulars (To be filled by SASSA Official)

Form of Identification	ID	Other methods of identification used		If Other, specify	
Identity Number		Married	Gender	Female	
Full Name					
Client's Contact No					
Local Office					
Assessment Date	D	D	M	Y	Y
Purpose of Assessment (tick a box)					
	For Application	Re-application	Review		

Part B: Details of SASSA official

Official's Name		Contact No		Assessment Site		Team	
Signature							
Digit							

Part C: History & Confirmation of Impairment (attach relevant reports if available)

Has the Health Practitioner confirmed the identity of the Client?	Yes	No	(If answer is No state reason)			
Presenting complaints						
Is the Client receiving Treatment?	Yes	No	Where? Hospital Clinic If Other, specify			
Type of Intervention & Compliance	Yes	No	Yes	No	Yes	No
Elaborate (especially if surgical or rehab)						

Part D: Examination / Verification (Assessment of Disability). Attach relevant report(s), if possible

Relevant Treatment given	Completion	If No, Elaborate
(a)	Yes No	
(b)	Yes No	
(c)	Yes No	
(d)	Yes No	

General Physical Appearance

Vital Signs if Applicable

BPM		Weight		Height	
-----	--	--------	--	--------	--

Functional Complaint

Complaint	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Cardiovascular														
Respiratory														
Neurological														
GI/ Metabolic														
Musculoskeletal														
Sight														
Hearing														
Mental Condition														

Results / Reports of Relevant Confirmatory test / Investigations (for scores below 1-3)			
Diagnosis (provide basis) detailing Complications and Prognosis			
Is there activity limitation?	Yes No	If Yes, with assisted device(s)?	Yes No
Elaborate (please be benefits of assistive device(s))			
Comments on referral form of clinical findings	Agree Disagree	Elaborate	
Medical Reports / Relevant Confirmatory test(s) provided?	Yes No	If Yes, specify	

According to Section 30 of Social Assistance Act 13 of 2004, any person is guilty of an offence if having intentionally furnished the Agency with false or misleading information. Section 31 of the same act states that any person convicted of an offence in terms of this act is liable to a fine or imprisonment for a period of not exceeding 15 years.

I hereby acknowledge that I was assessed by the Health Practitioner

Signature of Client	Thumb print of Client
---------------------	-----------------------

Part E: Recommendations

Clinical Summary	Diagnosis	Identity Number
Complaints	Yes No	Elaborate
Current Treatment	Yes No	Elaborate
Rule for Further Treatment	Yes No	Elaborate
Compliance with Treatment	Yes No	Elaborate
Has the Client received (rehab) Medical Improvement	Yes No	Elaborate
Severity of Impairment	None	Mild Moderate Severe
Does the impairment affect Client's ability to enter open labour market?	Yes No	

Certification

Having conducted the assessment and considering the findings I certify the applicant to be having a disability	Yes No	Inconclusive
--	--------	--------------

Social Assistance / Grants Recommended

Disability Grant	Yes No	Ten per cent	Indicate period of months	6	7	8	9	10	11	12	Yes	No	Years
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Additional information for subsequent assessment	If the Client Disability increases take regular attendance by another person
--	--

Part F: Declaration

The Health Practitioner is also Bound by Sections 30 and 31 of Social Assistance Act 13 of 2004 as highlighted above.
I hereby declare that I have examined the submitted Client. All particulars recorded by me in this assessment report are true and correct to the best of my knowledge.
Please write legibly and in CAPITAL LETTERS

Practitioner Full Name	Tel	Code				
Contact Details						
HFCSA Number						
Practitioner Signature						
Date	D	D	M	M	Y	Y

Official Stamp

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at the right time and place. NIALO!*



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Functional/ Medical Assessment: GRANT in AID

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Required documentation
Medical referral form
ID Document
Clinical / medical records

Clinical / medical records are always required except where the client has an obvious disabling condition for which they are not currently receiving treatment. Such clients are nonetheless expected to provide SASSA with a complete medical referral form and their ID document.

GIA - Grant in Aid
DG - Disability Grant
CDG - Care Dependency Grant
BP - Blood Pressure
BMI - Body Mass Index

Ref No.: 5064451

GIA



sssa

Please write legibly and in capital letters.
This form must not be handed over to Client.
Mark with X where appropriate.

Part A: Client's Particulars (To be filled by SASSA Official)

Form of Identification		ID	Other methods of identification used					If Civil Partner	
Identity Number	Surname							Male	Female
Married Surname									
Full Name(s)									
Client's Contact No									
Local Office									
Assessment date	0	0	1	0	1	0	1	Purpose of Assessment (tick a box)	
								Test Application	Work Application
Highest level of education attained									Review

Part B: Details of SASSA Official

Officer's Name	Explain why ID	
Signature	Control No	
Driver	Assessment Site	Team

Part C: History & Confirmation of Impairment (To be completed by Medical officer)

Has the doctor confirmed the identity of the client?	Yes	No	Age according to Identification Document
If answer is no, state reason			

[illegible]


Which grant type is the client receiving?	<input type="checkbox"/> Disability Grant	<input type="checkbox"/>	<input type="checkbox"/> War Veteran	<input type="checkbox"/> Old Age
Is there a concurrent medical condition?				Yes <input type="checkbox"/> No <input type="checkbox"/>

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Treatment		Yes	No	Complications	Yes	No

Part D: Examination/Verification (Assessment of disability)

General Physical Appearance:	
Age:	
Weight:	
Height:	

	Functional Curtailment					Elaborate
	Very Serious	Serious	Moderate	Slight	None	
Cardiovascular	1	2	3	4	5	
Respiratory	1	2	3	4	5	
Neurological	1	2	3	4	5	
G.I./Metabolic	1	2	3	4	5	
Musculoskeletal	1	2	3	4	5	
Sight	1	2	3	4	5	
Hearing	1	2	3	4	5	
Mental condition	1	2	3	4	5	
Development milestone related age	1	2	3	4	5	
Other specify	1	2	3	4	5	

Harold Roberts, Team Social Worker/Medical Officer

[illegible]

Is there activity already?
Electronic (helps to benefits of
interactive devices)

Comments on referral form of clinical findings

☐ Agree ☐ Disagree ☐ Elaborate

If yes, with assistant correctly? ☐ Yes ☐ No

According to Section 30 of Social Assistance Act 13 of 2004 any person is guilty of an offence if he/she intentionally furnishes the Agency with false or misleading information. Section 31 of the same Act states that any person convicted of an offence in terms of this Act is liable to a fine or imprisonment for a period not exceeding 15 years.

I hereby acknowledge that I was assessed by the medical assessor

Signature of client	Thumb print of client
	
Thumb print of client	Thumb print of client
	

Part E: Recommendations

[illegible]

The card returns regular attendance by number of person

[illegible]

GRANT IN AID RECOMMENDED	
Yes	No

Part F: Declaration

The sponsor is also bound by Sections 20 and 21 of Social Assistance Act 19 of 2004 as highlighted above. I hereby declare that I have examined the identified client. All particulars furnished by me in this assessment report are true and correct to the best of my knowledge. I hereby declare that I have not received any financial or other benefits from the client. I will not write letters, make referrals or provide any other services to the client without the written consent of the client. I will not write letters, make referrals or provide any other services to the client without the written consent of the client.

SAS5A reserves the right to conduct quality assurance on all completed Medical Assessment reports



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[Functional/ Medical Assessment: CARE DEPENDENCY GRANT]



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Required documentation
Medical referral form
ID Document
Clinical / medical records

Clinical / medical records are always required except where the client has an obvious disabling condition for which they are not currently receiving treatment. Such clients are nonetheless expected to provide SASSA with a complete medical referral form and their ID document.

GIA - Grant In Aid
DG - Disability Grant
CDG - Care Dependency Grant
BP - Blood Pressure
BMI - Body Mass Index

Ref No.: 0426351 CDG

SASSA Official Stamp



FUNCTIONAL/MEDICAL ASSESSMENT CARE DEPENDENCY GRANT

Instructions on completing this form: Please write legibly and in capital letters
(This form must not be handed over to Client
Mark with X where appropriate)

Part A: Caregiver's Particulars (To be filled by SASSA Official)

Form of identification	ID	Other methods of identification	If other specify
Identity Number			
Surname			Male Gender Female
Maiden Surname			
Full Names			
Client's Contact No.			
Local Office		All no Service point (if applicable)	

Part B: Child's Particulars (To be filled by SASSA Official)

Form of identification	Birth Certificate	Other methods of identification used	If other specify
Identity Number			
Surname			Male Gender Female
Full Names			
Client's Contact No.			
Local Office		All no Service point (if applicable)	
Assessment date	P O / /	M / /	C Y
Is the child attending? Is the child staying at:	Munster Home with parents/guardian	Special School	ECO Daycare
		Local Office	Stimulation

Part C: To be completed by SASSA Official

Official's Name		Contact No.	
Signature		Assessment Site	Town
District			
Child referred by	School Social Worker	Paediatrician	NGO
			If other specify

Please note that referral documentation should be attached to this form

Presenting complaint according to caregiver

Presenting complaint according to caregiver	
When was the health condition of the child diagnosed	Where? Years Months
Is the child receiving treatment?	Yes No
Type of intervention	Medical Surgical
Elaborate (Especially if surgical or rehab)	

How has the child's condition progressed?

Relevant treatment given	Compliance	Improved	Remained the same	Deteriorated
1	YES NO			
2	YES NO			
3	YES NO			
4	YES NO			
5	YES NO			

Part E: Examination/Verification (Activity Limitation Assessment)

General Physical Appearance	
Age	Weight Height

Elaborate

Functional Curtailment	Very Serious	Serious	Minor	Sign	None
Cardiovascular					
Respiratory					
Neurological					
Otolaryngological					
Musculoskeletal					
Sight					
Hearing					
Mental condition					
Development milestones related to age					
Other specify					

Communication (listening, reading and understanding) Age appropriateness	Yes	No
Elaborate		
Communication (talking or signing) Age appropriateness		
Elaborate		
Feeding and mealtime skills, Age appropriateness		
Elaborate		
Hygiene and grooming skills (Bathing dressing & toileting)		
Elaborate		
Mobility		
Elaborate		
Sitting	Yes No	
Crawling	Yes No	
Standing alone	Yes No	
Walking independently	Yes No	
Running	Yes No	
The child prefers to play		
Alone with toys	With other children	With mother
Elaborate		
Comments (evidence based) relating to completion and progress		

Is there any permanent activity limitation?	Yes No	Is there anticipated benefit from assistive device?	Yes No
Elaborate		Elaborate	
Medical Reports/Relevant Confirmatory tests provided?	Yes No	If Yes, Specify	
This child requires permanent care or support services	Yes Agree No Disagree		
Comments on referral item of clinical findings			

According to Section 10 of Social Assistance Act 13 of 2004 any person guilty of any offence if he/she intentionally furnishes the Agency with false or misleading information. Section 21 of the same Act states that any person convicted of an offence in terms of this Act is liable to a fine or imprisonment for a period not exceeding 15 years.

I hereby acknowledge that my child was assessed by the Health Practitioner

Part F: Recommendations

Clinical Summary	Identity number	Signature of client	Thumb print of client
Diagnosis			
Complications			
Is the caregiver ensuring adequate compliance?	Yes No		
Has the child reached maximal improvement?	Yes No		
Does the child have a permanent disability that warrants permanent care or support services?	Yes No		
YES CARE DEPENDENCY GRANT RECOMMENDED	NO	YES REVIEW NO	IF YES REVIEW AFTER YEARS
Additional information for subsequent assessment			

Part G: Declaration

Practitioner's full name	
Contact details	
HPCSA Number	
Practitioner's Signature	
Date	

SASSA reserves the right to conduct quality assurance on all completed Medical Assessment reports.

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NAME(S):

DATE

BY

FOR