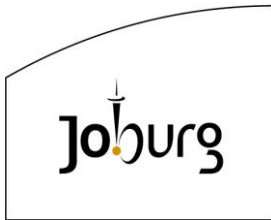


APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

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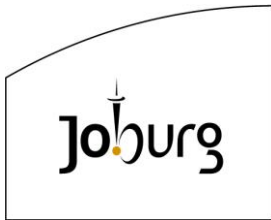
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

MBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR [REQUIREMENTS] OF THE CITY OF JOHANNESBURG					
BID NUMBER:	COJ/GFIN003/22-23	CLOSING DATE:	23 MAY 2023	CLOSING TIME:	10:30AM
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:

GROUND FLOOR, METROPOLITAN CENTRE
158 CIVIC BOULEVARD
BRAAMFONTEIN, JOHANNESBURG.

COMPULSORY BRIEFING SESSION

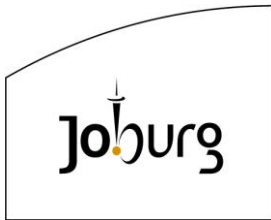
DATE: 26 APRIL 2023

TIME: 10:00 AM

VENUE: METRO CENTRE PIAZZA (OUTSIDE THE MAIN WALK-IN ENTRANCE) 158 CIVIC BOULEVARD, BRAAMFONTEIN.

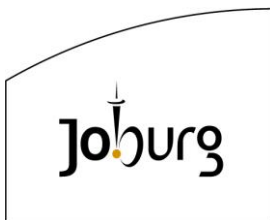
SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES AND TECHNICAL INFORMATION MAY BE DIRECTED TO:					
DEPARTMENT	GROUP FINANCE		CONTACT PERSON	MR. LOUIS FOURIE	
EMAIL ADDRESS	LouisF@joburg.org.za				

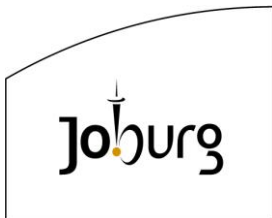


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BUSINESS STRUCTURE	
Individual	
Joint Venture	
Company	
Consortium	
Sub – Contractor	
Other	
If individual	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
CIDB number	
CSD registration number	
Business Address [not postal address]	
Telephone	

Initial



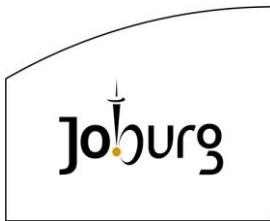
BID NO: COJ/GFIN003/22-23

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E-mail address	
COMPANY	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
CIDB number	
CSD registration number	
Business address [not postal address]	
Telephone	
E-mail address	
If Joint Venture	
Name of Bidder	
Contact Person	
Registration number	
Vat number	

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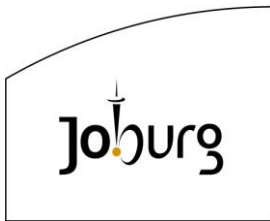


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CIDB number	
CSD registration number	
Business address [not postal address]	
Telephone	
E-mail address	
If consortium	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
Business address [not postal address]	
Telephone	
E-mail address	

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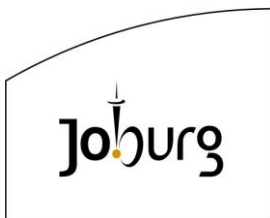


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If subcontracting	
Name of Sub-contractor	
Contact Person	
Registration number	
Vat number	
CIDB registration	
CSD registration number	
Business address [not postal address]	
Telephone	
E-mail address	
If other	
Name of Bidder	
Contact Person	
Registration number	
Vat number	
CIDB number	

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BID NO: COJ/GFIN003/22-23

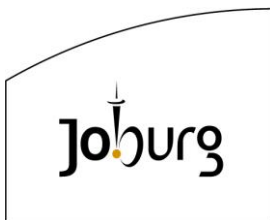
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

CSD registration number	
Business address [not postal address]	
Telephone	
E-mail address	

MUNICIPAL DETAILS	
SUPPLIER NUMBER [if applicable]	

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Initial



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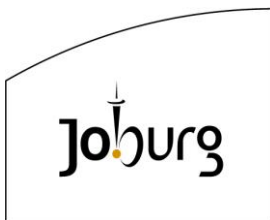
JOINT VENTURE CERTIFICATE

We, the undersigned member firms in the Joint Venture _____ [Name of the Joint Venture], hereby authorize Mr./Ms. _____ to sign this bid document as well as any contract resulting from bid number _____ and any other documents and correspondence in connection with this bid and/or contract for and on behalf of the Joint Venture.

NAME OF THE MEMBER FIRM(S)	REPRESENTATIVE OF THE FIRM	DESIGNATION OF THE REPRESENTATIVE OF THE FIRM	SIGNATURE

NOTE: A copy of the Joint Venture Agreement, Joint Venture Certificate indicating the percentage contribution of each firm to the Joint Venture and the allocation of responsibilities and the resolution authorizing the above-mentioned person to sign all relevant documents must be attached.

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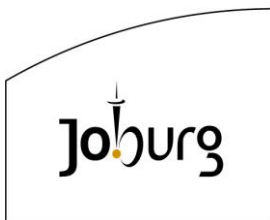
CONSORTIUM CERTIFICATE

We, the undersigned consortium partners, hereby authorize _____
[Name of entity] to act as lead consortium partner and further authorize
Mr./Ms. _____ to sign this offer as well as any contract resulting
from bid number _____ and any other documents and correspondence in
connection with this bid and / or contract for and on behalf of the consortium.

CONSORTIUM PARTNER	FULL NAME OF CONSORTIUM MEMBER	PARTICIPATION %	SIGNATURE

NOTE: A copy of the Consortium Agreement, Consortium Certificate indicating the allocation of responsibilities of consortium partner to the Consortium and the resolution authorizing the above-mentioned person to sign all relevant documents must be attached.

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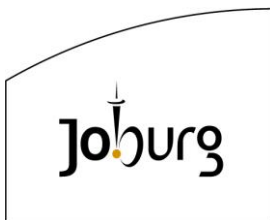
SUBCONTRACTING CERTIFICATE

I/We, the undersigned bidder undertake to subcontract _____% of the total bidding value to the below subcontractor/s.

NAME OF SUBCONTRACTOR	CONTACT MEMBER OF THE SUB CONTRACTOR	% TO BE SUBCONTRACTED	SIGNATURE

NOTE: A copy of the Subcontract Agreement indicating the allocation of responsibilities of each subcontractor must be attached.

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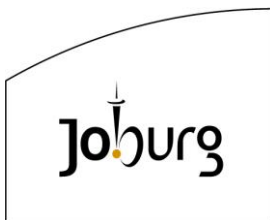
PARTNERSHIP CERTIFICATE

We, the undersigned partners in the business trading as _____ hereby authorize Mr./Ms. _____ to sign this offer as well as any contract resulting from bid number _____ and any other documents and correspondence in connection with this bid and / or contract for and on behalf of the abovementioned partnership.

NAME OF PARTNER	IDENTITY NO.	OWNERSHIP %	SIGNATURE

NOTE: A copy of the Partnership Agreement indicating the allocation of responsibilities of each partner to the Partnership and the resolution authorizing the above-mentioned person to sign all relevant documents must be attached.

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

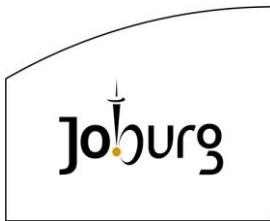
MBD 1 – PART B

1. IMPORTANT NOTICE

A bidder is required to take notice of the following in the preparation and submission of this bid. **THIS IMPORTANT NOTICE APPLIES TO THE BID AS A WHOLE AND MUST BE READ AS PART OF EVERY SECTION AND ANNEXURE TO THIS BID DOCUMENT.**

- 1.1. The bidder must read this bid document diligently and where possible take advice or refer to the relevant legislation and regulation applicable to procurement.
- 1.2. The bid document must be completed in black ink and in full, correctly and truthfully. Provided that it's not relevant to the bidder, it must be marked "**N/A**".
- 1.3. Bid documents must be sealed when submitted. The submission must be delivered at the correct address as it reads from this bid document on or before the closing date and before the closing time. The correct time to be used will be Telkom time. No submission shall be accepted other than in the manner described in this paragraph.
- 1.4. Information requested must be provided. Such information must be genuine. Should information be a copy of the original, such copy must be certified and commissioned as the true copy of the original in terms of the relevant laws.
- 1.5. Documents requested [including those under "returnable documents" under specifications / terms of reference] must be attached at the end of that particular annexure requesting such information. Should the information exceed the provided space, an addendum must be attached at the end of that particular annexure requesting such information.
- 1.6. Any requirement for signature must be signed at the appropriate space provided. It shall be deemed that the signatory is the bidder or a duly authorized person of the bidder.
- 1.7. The briefing session **must** be attended if compulsory. If not, the municipality highly recommends that the briefing session be attended.
- 1.8. **Error/s made must be scratched and signed next to the error by the same person who signs the bid document. Therefore, no tipex is allowed. In addition,**

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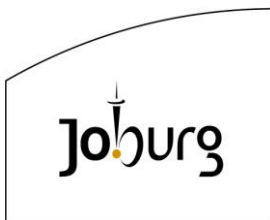


APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

error/s made and relating to price must be accompanied by a letter [in the bidder's letterhead] pointing out the error made and acknowledging that it is his or her signature and was signed by the bidder for reasons of correcting the error.

- 1.9. The bid may be rejected in the event that the bidder:
- 1.9.1. fails to complete fully this bid document or to provide the information requested, or to sign the bid at the appropriate spaces provided or next to errors, his/her/its bid may be rejected due to non-compliance or being invalid;
 - 1.9.2. is found to be a role player or commits criminal act/s including fraud, price rigging, corruption, collusion, or forgery, the bidder shall be rejected. In the case of an award already made, the award or contract shall be terminated; or
 - 1.9.3. any of its director/s or those of the subcontractor/s or partner/s:
 - 1.9.3.1. owe municipal charges and is in arrears for more than 3 (three) months;
 - 1.9.3.2. had during the last 5 (five) years failed to perform satisfactorily on previous contract with the municipality or municipal entity or organ of the state after written notice was given to perform satisfactorily;
 - 1.9.3.3. abused the supply chain management of the municipality or municipal entity or committed an improper conduct;
 - 1.9.3.4. has been listed in the register of tender defaulters; or
 - 1.9.3.5. if any of the bidder's principals are in the service of the state.
- 1.10. Any steps taken because the bidder has failed to comply as provided in terms of this important notice or breached terms and conditions of the bid, shall not prevent the municipality from taking any steps available in law in addition to the remedies taken because of non-compliance or breach.
- 1.11. **Failure to take note of the advice and recommendations made under this important notice, shall be at the bidder's own risk.**

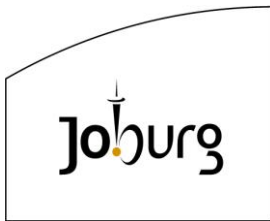
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- 1.12. This bid will be subject to public adjudication and notice of the date and time of the sitting shall be published on the Municipality's website.
- 1.13. Bid documents must be collected at the stipulated address, date and time as advertised, or downloaded from the appropriate websites.
- 1.14. Bid documents will be opened after the closing time and all bidders and their prices will be published on the municipality's website.
- 1.15. The bid award shall be published in the municipal websites.
- 1.16. **BID SUBMISSION:**
- 1.16.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.16.2. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.
- 1.16.3. The successful bidder will be required to sign a written service level agreement.
- 1.17. The City of Johannesburg reserves the right to source information from various sources to verify the information provided by the bidder in this bid and to enable the City to assess the bidder's financial stability and viability, and record of business conduct. The information to be sourced may include information relevant for the verification of all the information submitted by the bidder in this bid and any other information that may reasonably be deemed necessary to enable the City's verification and assessment, including the following:
1. Commercial risk ratings;
 2. Whether the bidder honours commitments with suppliers and/or customers;
 3. Trade references;
 4. Company statutory information;
 5. Bidder's current address;
 6. Tax information;

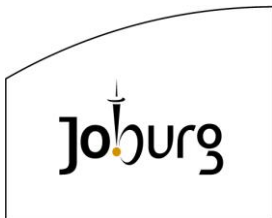
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7. Bidder certification by international or local standard setting bodies and/or verification agencies;
 8. Shareholding (shares and/or financial instruments held in and/or by the bidder);
 9. Whether the bidder has relevant capacity (resources, infrastructure etc.) to execute the contract;
 10. Annual Financial Statements, or information included therein;
 11. Property interests of the bidder and principals;
 12. Judgements, and default listings of the bidder and principals, as well as debt review of principals;
 13. Business rescue, liquidation of bidder and sequestration of principals;
 14. Principals, including their shareholdings and/or business interests in the bidder and other entities as well as current interests.
- 1.18. The City may source the information directly from the sources, or make use of agents to source the information on its behalf.
- 1.19. **Consent form in terms of section 11 of the Protection of Personal Information Act, 2013 ("POPIA")**
- 1.19.1. In order for the City to consider the bidders response, it will be necessary for the City to process certain personal information which the bidder may share with the City for the bid submission, including personal information – which may include special personal information ("personal information"). Personal information will be processed by the City for the purposes of assessing the bidder's submission in relation to the bid. The City may also share the bidder's personal information with third parties to carry out verification and background checks, where necessary. In this regard, the bidder acknowledges that the City's authorized verification agent/s and service provider/s will access the personal information.

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1.19.2. By ticking yes, and signing below, the bidder agrees and voluntarily consents to the City processing the bidder's personal information for the purpose of evaluating its submission, including to confirm and verify any information provided in the submission and the bidder gives the City permission to do so. The bidder agrees that the personal information may be disclosed by the City to third parties. The bidder understands that it is free to withdraw its consent on written notice to the City, however if consent is not given or is withdrawn, the City may be unable to process the bid submission.

Please tick one:

Yes

☐

No

☐

.....
Signature

.....
Date

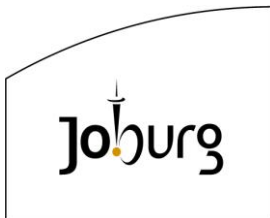
.....
Position

.....
Name of Bidder

2 CONDITIONS OF BID

- 2.1. No bid will be accepted from persons in the service of the state as defined in the Municipal Finance Management Act and Regulations.
- 2.2. The bid terms and conditions remain binding to the bidder throughout the contracting period.
- 2.3. A consideration of this bid is subject to governing legislation, including those relating to B-BBEE, the City's development goals, Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations as amended.
- 2.4. That the tender may not necessarily be awarded to the bidder scoring the highest points.

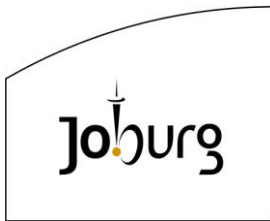
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- 2.5. The bidder is prohibited from participating in any form of price manipulation or bid rigging including those in MBD 9. If found, the bidder will be disqualified, or award be terminated.
- 2.6. Negotiations will only be conducted with selected bidder/s where necessary.
- 2.7. An award may be made to more than one bidder.
- 2.8. If considered necessary, the municipality reserves the right to visit the bidder's place of business and/or its customers.
- 2.9. The specifications are the copyright of the municipality.
- 2.10. The municipality reserves the right to cancel the requests for bids at any time or stage before the award or not to accept any bid.
- 2.11. Should it be found that the bidder has not been truthful and/or dishonest, then municipality shall cancel the award and negotiate with the next acceptable bidder.
- 2.12. All bids will be treated as confidential to the extent that the Municipality is required by law to publish or make information in the bid available to a third party.
- 2.13. Any dispute arising out of or relating to the bid must first be referred to the Accounting Officer for resolution.
- 2.14. Remedies
- (1) If an organ of state is of the view that a tenderer submitted false information regarding a specific goal, the City of Johannesburg will —
- (a) inform the tenderer accordingly; and
- (b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part.
- (2) After considering the representations referred to in subparagraph (2.14) (b), the City of Johannesburg may, if it concludes that such information is false—

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

- (a) disqualify the tenderer or terminate the contract in whole or in part; and
- (b) if applicable, claim damages from the tenderer.

2.15. The tender may be divisible and be awarded to more than one bidder.

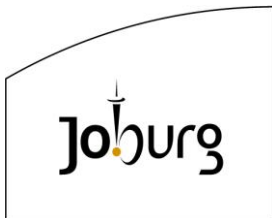
2.16. The City reserves the right to award the bid in full, partially or not at all.

3. TERMS AND CONDITIONS FOR BIDDING [Part B – Tax Compliance Requirements]

- 3.1. Bidders must ensure compliance with their tax obligations.
- 3.2. Bidders are required to submit their unique personal identification number (PIN) issued by the South Africa Revenue Services (SARS) to enable the organ of state to view the taxpayer's profile and tax status.
- 3.3. Application for the tax compliance certificate (TCC) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 3.4. Foreign suppliers must complete the pre-award questionnaire in 3.7 below.
- 3.5. Bidders may also submit a printed TCC certificate together with the bid. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCC certificate / PIN and CSD number.
- 3.6. Where no TCC is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.
- 3.7. **If the answer is “no” to all of the below, then it is not a requirement to register for a tax compliance status system pin code from SARS and if not register as per 3.3 above.**

Question	Yes	No
Is the entity a resident of the republic of South Africa (RSA)?		
Does the entity have a branch in the RSA?		

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

Does the entity have a permanent establishment in the RSA?		
Does the entity have any source of income in the RSA?		
Is the entity liable in the RSA for any form of taxation?		

4. TAX MATTERS

It is a condition of the bid that the taxes of the successful bidder must be in order as at the date of award, or that satisfactory arrangements have been made with SARS to meet the bidder's tax obligations as at the date of award. The annexure must be read in conjunction with the important notice.

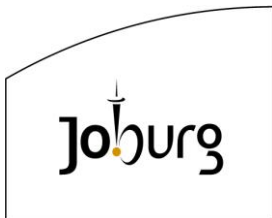
- 4.1. The bidder must submit the tax compliance status PIN / CSD in order to enable the verification of the tax status of the bidder.
- 4.2. The bidder, upon being called to, must submit a valid Tax Clearance Certificate issued by any SARS branch office in order to determine tax compliance. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 4.3. The tax affairs of the bidder, as at the date of award, must be tax compliant.
- 4.4. Provided that the bid has Consortia / Joint Ventures / Sub-contractors involved, the conditions in 4.2 and 4.3 above equally apply to each member of the Consortia / Joint Ventures / Sub-contractor.

Signature

Date

Capacity**Name of Bidder**

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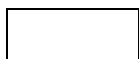
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5. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

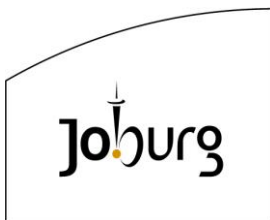
- a) In this document words in the singular also refer to the plural and *vice versa* and words in the masculine also mean in the feminine and neuter.
- b) The General Conditions of Contract (GCC) will form part of all bid documents and may not be amended.
- c) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.
- d) Wherever the following words appear, they will have interchangeable meaning: "purchaser" refers to the "municipality" and "supplier" refers to the "bidder".

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 anything of value to influence the action of a public official in the procurement process or in contract execution.



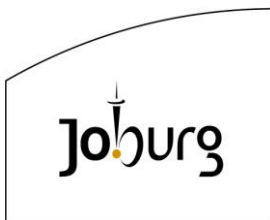
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- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced 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 markets 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.

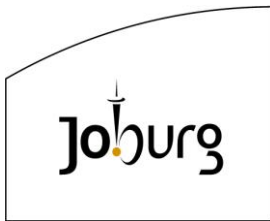
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- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of 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.

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2. Application

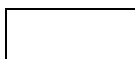
- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where 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

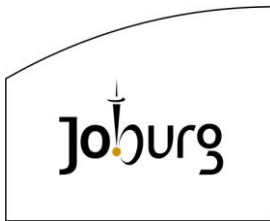
- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. Invitations to bid are, in addition to the purchaser's website and/or newspapers, are 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.



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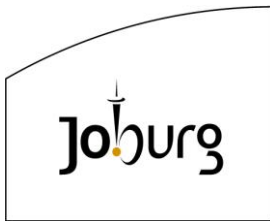
5. Use of contract documents and information; inspection

- 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.

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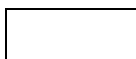
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7. Performance security

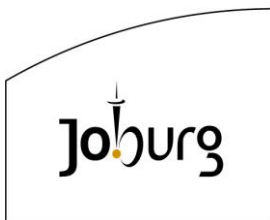
- 7.1. Within 30 (thirty) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss 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 30 (thirty) 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 analysis

- 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 purchaser or an organization acting on behalf of the purchaser.



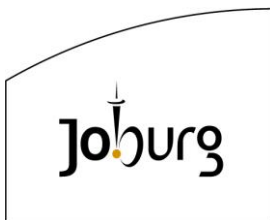
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- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary 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.

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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.

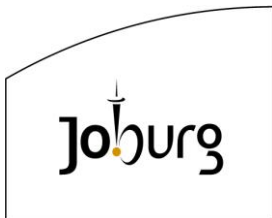
10. Delivery and documents

- 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.

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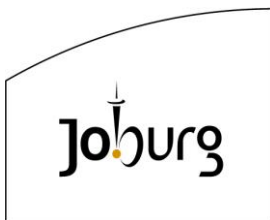
12. Transportation

- 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 supplier 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.

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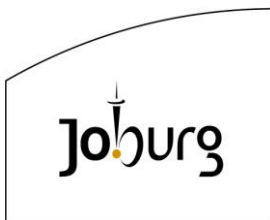
14. Spare parts

- 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.
- 15.2. 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.
- 15.3. This warranty shall remain valid for 12 (twelve) 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 18 (eighteen) months after the date of

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shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.4. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.5. 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.
- 15.6. 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 fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) 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.

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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.

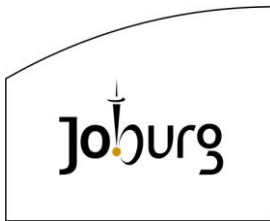
20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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).
- 21.3. 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.
- 21.4. 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.

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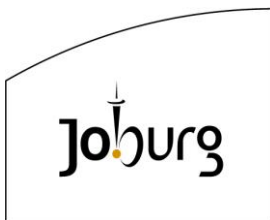
- 21.5. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.6. 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.
- 21.7. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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

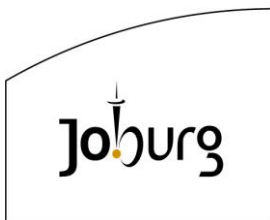
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- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods 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; 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 (ten) 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 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) 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.

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23.6. If a restriction is imposed, the purchaser must, within 5 (five) 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.

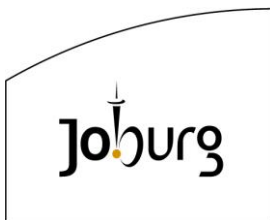
23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than 5 (five) years and not more than 10 (ten) 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 antidumping 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.

24.2. 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

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

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 a *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.

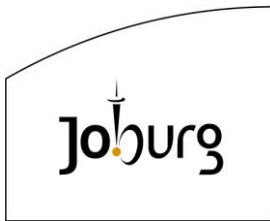
26. Termination for insolvency

- 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.

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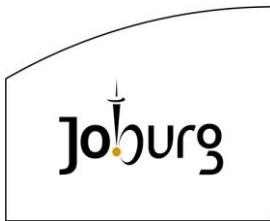
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

- 27.2. If, after 30 (thirty) 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.
- 27.6. 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.

28. Governing language

- 28.1. 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.

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

29. Applicable law

29.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

30. Notices

30.1. 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.

30.2. 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.

31. Taxes and duties

31.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

31.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

31.3. No contract shall be awarded to any bidder whose tax matters are not in order. A tax clearance certificate must be submitted and if a copy, such must be certified as the true copy of the original. Revenue Services.

32. National Industrial Participation (NIP) Programme

32.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

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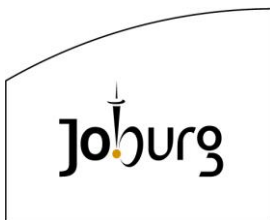


APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

33. Prohibition of Restrictive practices

- 33.1. 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).
- 33.2. 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.
- 33.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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SECTION 1

1.1	CONDITIONS OF AWARD Notwithstanding the suppliers' proposal being recommended for award, an award shall not be made to a supplier whose:
1.1.1	Tax matters are not in order, as confirmed in terms of the National Treasury's Centralized Supplier Database (CSD) and/or SARS.
1.1.2	Municipal Rates and Taxes of the bidder and that of its Directors is in arrears for more than 3 (three) months and there are no arrangements made with the relevant Municipality.
1.1.3	Directors and Principal members are in the Service of the State as defined in Regulation 1, of the Municipal Supply Chain Management Regulations.
1.1.4	Name or that of its directors appear on the National Treasury's database of Restricted Suppliers.

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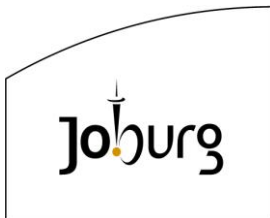


APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

SECTION 2

TERMS OF REFERENCE
PLEASE REFER TO APPENDIX "A"
AT THE BACK OF THE DOCUMENT.

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FORM OF BID

NB. ERROR/S MADE MUST BE SCRATCHED AND SIGNED NEXT TO THE ERROR BY THE SAME PERSON WHO SIGNS THE BID DOCUMENT. THEREFORE, NO TIPEX IS ALLOWED. IN ADDITION, ERROR/S MADE AND RELATING TO PRICE MUST BE ACCOMPANIED BY A LETTER [IN THE BIDDER'S LETTERHEAD] POINTING OUT THE ERROR MADE AND ACKNOWLEDGING THAT IT IS THE DELEGATED SIGNATORY AND WAS SIGNED BY THE BIDDER FOR REASONS OF CORRECTING THE ERROR.

IN THE EVENT THAT THE BIDDER FAILS TO COMPLETE FULLY THIS FORM OF BID OR TO PROVIDE THE INFORMATION REQUESTED, OR TO SIGN THE BID AT THE APPROPRIATE SPACES PROVIDED OR NEXT TO ERRORS, THE BID WILL BE REJECTED AS NON-RESPONSIVE.

BIDDERS TO FILL IN THE FOLLOWING TABLE

ITEM	DESCRIPTION	TOTAL AMOUNT
1.	APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.	R

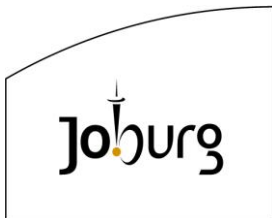
Prices include Value Added Tax

Rate of Value Added Tax Ø _____ %

Ø To be inserted by the Proposer

Name of Proposer (in full): _____

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

PROPOSAL PRICE ADJUSTMENT

Is this a firm price proposal? _____

The answer to the above question must either be YES/NO

NB: If neither Yes or No is inserted the Bid price will be taken to be firm and no adjustment will be allowed, notwithstanding anything to the contrary elsewhere contained.

If the answer to the above question is **NO**, Proposers are to provide a detailed Annexure specifying components and percentages of the pricing elements that will fluctuate. An indication should be given of the escalation across the Bid period stipulating base rates that the Bid is premised upon and changes in the subsequent year. Failure to provide details in this regard will invalidate your claim for a Bid price adjustment.

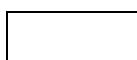
Name of bidder (in full) : _____

Company Registration Number : _____

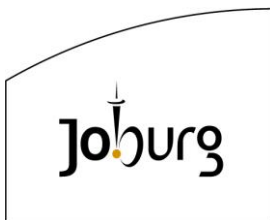
VAT Registration Number : _____

Business address : _____

Postal address : _____



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Telephone number : _____

E-mail address : _____

Name of person authorized to sign this Bid : _____

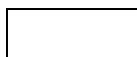
(BLOCK LETTERS)

Signature of person authorized to sign this Bid _____

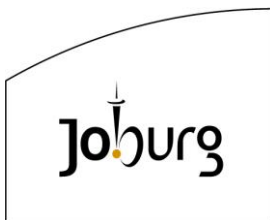
Date : _____ 2023

As witness : _____

NB: the resolution authorizing the above mentioned person to sign all relevant documents must be attached.



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SECTION 3

MBD 3.2

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

NAME OF BIDDER: BID NUMBER: COJ/GFIN003/22-23

CLOSING TIME: 10:30AM

CLOSING DATE: 23 MAY 2023

OFFER TO BE VALID FOR 12 (TWELVE) MONTHS FROM THE CLOSING DATE OF BID.

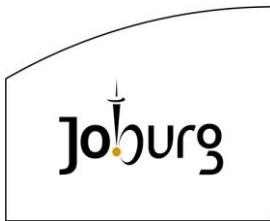
1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

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

Where:

Pa = The new escalated price to be calculated.
(1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.

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R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
R1o, R2o = Index figure at time of bidding.
VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

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

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

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

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

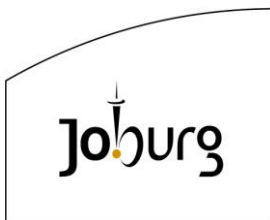
FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

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

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

Initial



BID NO: COJ/GFIN003/22-23

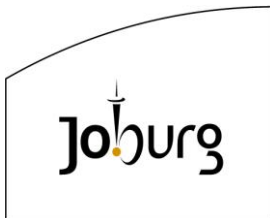
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

				ZAR=		
				ZAR=		
				ZAR=		

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

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

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1. Full Name of bidder or his or her representative:

3.2. Identity Number:

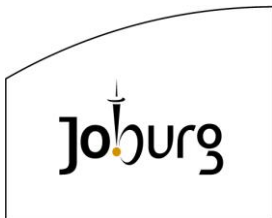
3.3. Position occupied in the Company (director, trustee, shareholder²):

¹ **MSCM Regulations:** "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) ² a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.

² **Shareholder** means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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3.4. Company Registration Number:

3.5. Tax Reference Number:

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

3.9. Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.....

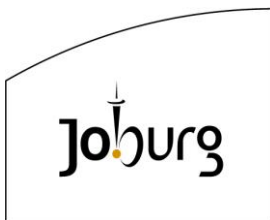
3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.12.1 If yes, furnish particulars.....

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3.13. Are any spouse, child or parent of the company's directors, trustees, managers, Principle Shareholders or stakeholders in service of the state? **YES/NO**

3.13.1 If yes, furnish particulars.....

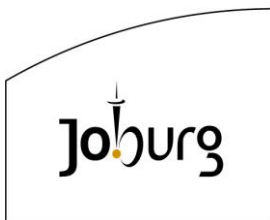
3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or no they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars:

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

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**APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING
OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE
(3) YEARS ON AN AS AND WHEN REQUIRED BASIS**

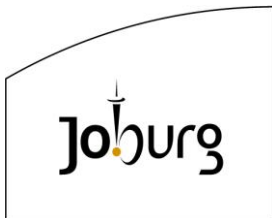
Signature

Date

Capacity

Name of Bidder

Initial



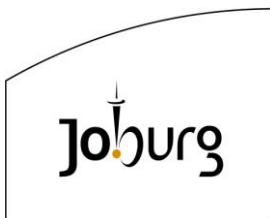
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

Declaration of interest

In order to give effect to the declaration of interest [MBD 4], the following questionnaire must be completed. The bidder is required to respond by yes or no to the declarations and furnish information in the format provided in the event that the response is YES. By appending signature at the end, the bidder confirms the declarations to be true and correct. The declaration must be read in conjunction with the important notice.

1. Have you been in the service of the state for the past twelve months? **YES / NO**
2. Are any of the bidder's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES/NO**
3. Is any spouse, child or parent of the bidder's directors, trustees, managers, major shareholder/s or stakeholder/s in service of the state? **YES/NO**
4. Do you or any of the director/s, trustee/s, manager/s, major shareholder/s, or stakeholder/s of the bidder have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**
5. If yes in any or all of the above, furnish particular in the format below.

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<i>Paragraph reference</i>	<i>Full Name</i>	<i>Identity number</i>	<i>State employee number</i>	<i>Status</i> <i>[currently or past employed]</i>	<i>Relationship to bidder</i>
1					
2					
3					
4					

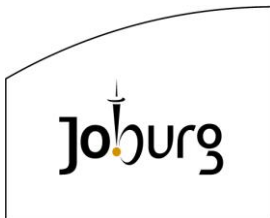
Signature

Date

Capacity

Name of Bidder

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **YES/NO**

1.1 If yes, submit audited annual financial statements for the past

Three years or since the date of establishment if established during the past three years.

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days? **YES/NO**

2.1. If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

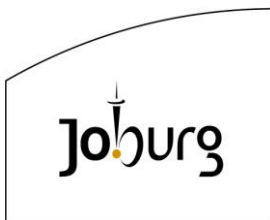
.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? **YES/NO**

3.1 If yes, furnish particulars

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.....

.....

4. Will any portion of goods or services be sourced from outside **YES/NO**
the Republic, and, if so, what portion and whether any portion
of payment from the municipality / municipal entity is expected
to be transferred out of the Republic?

4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.
I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO
BE FALSE.

.....

Signature

.....

Date

.....

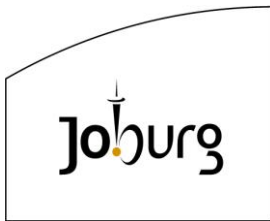
Position

.....

Name of Bidder

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

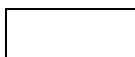
In order to give effect to the Declaration for Procurement above R10 Million [MBD 5] (Vat Included), the bidder is required to furnish information in the format provided in the event that the response is NO. By appending signature at the end, the bidder confirms the declarations to be true and correct. The declaration must be read in conjunction with the important notice.

1. If the bidder is not required by law to prepare annual financial statements for auditing, *such bidder must submit independently reviewed AFS, if required to have its AFS independently reviewed by law, or independently prepared AFS if it is an owner-managed company that is exempt from having its AFS audited or independently reviewed in accordance with the Companies Act, 71 of 2008, as amended and the Companies Regulations, 2011 for the past three years or since the date of establishment during the past three years from which to determine the true financial position of the bidder.*

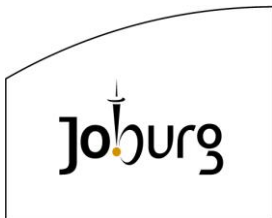
Signature

Date

Capacity

Name of Bidder

Initial



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 The maximum points for this tender are allocated as follows:

Initial

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

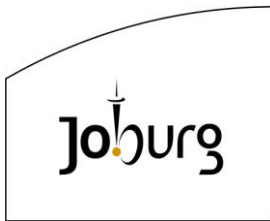
	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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.

Initial



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

6.1. POINTS AWARDED FOR PRICE

6.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

6.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

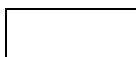
Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

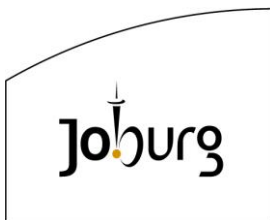
Pmax = Price of highest acceptable tender

7. POINTS AWARDED FOR SPECIFIC GOALS

7.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement



Initial



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

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:

7.2. 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.

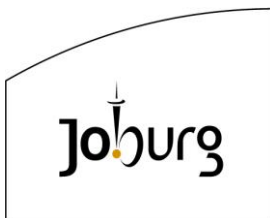
The specific goals allocated points in terms of this tender	Means of verification	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more – Black people	B-BBEE Certificate, or sworn affidavit issued in terms of the prescribed template/CIPC B-BBEE certificates and/or Central Supplier Database	4	

Initial

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

	Registration Reports		
Business owned by 51% or more – Women	B-BBEE Certificate, or sworn affidavit issued in terms of the prescribed template/CIPC B-BBEE certificates and/or Central Supplier Database Registration Reports	4	
EME or QSE	B-BBEE Certificate, or sworn affidavit issued in terms of the prescribed template/CIPC B-BBEE certificates and/or Central Supplier Database Registration Reports	2	
Enterprises located within the municipality area of the City of Johannesburg	Central Supplier Database Registration Reports, Proof of Municipal Accounts or lease agreement, or / letter from ward councillor	10	

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

	confirming address.		
Maximum points		20	

DECLARATION WITH REGARD TO COMPANY/FIRM

7.3. Name of company / firm

7.4. Company registration number:

7.5. TYPE OF COMPANY/ FIRM

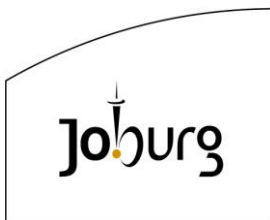
- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.6. 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:

- a) The information furnished is true and correct;
- b) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- c) 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;

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BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

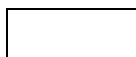
- d) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages 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)

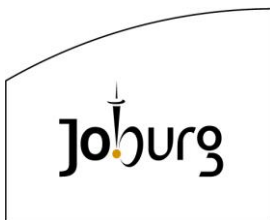
SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....



Initial



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

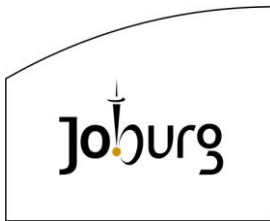
MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. Been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

Initial

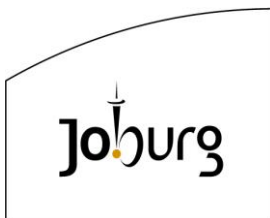


BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

4.5.1	If so, furnish particulars:
-------	-----------------------------

CERTIFICATION

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

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

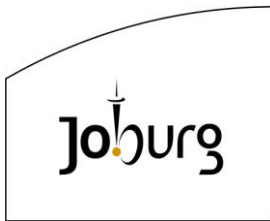
Signature

Date

Capacity

Name of Bidder

Initial



APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

MBD 9

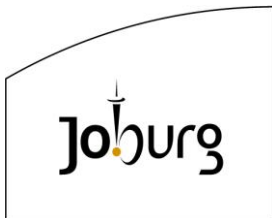
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids³ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁴ Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

³ Includes price quotations, advertised competitive bids, limited bids and BIDs.

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

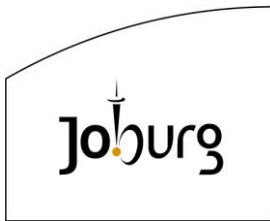
I certify, on behalf of: _____ that:

(Name of Bidder)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

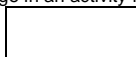
Initial



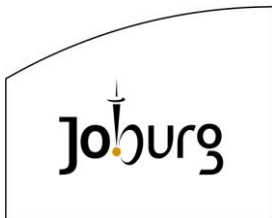
APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium⁵ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

⁵ 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.



Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

9. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

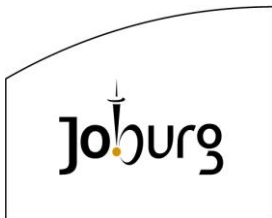
Signature

Date

Capacity

Name of Bidder

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid may be rejected if:

- Any municipal rates and taxes or municipal service charges owed by the bidder and any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.
- In the case of International companies having South African Agencies and that business premises are leased, proof of lease agreements and / or monthly rental statements must be submitted.
- The above will also be applicable for directors of the bidder/s who are leasing residential premises. Where the directors of the bidder/s reside outside the country, this requirement is not applicable.

B Bid Information

i. Name of bidder

.....

ii. Registration Number

.....

iii. Municipality where business is situated

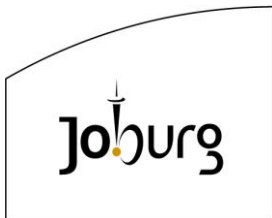
.....

iv. Municipal account number for rates

.....

v. Municipal account number for water and electricity

Initial



BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

.....
vi. Names of all directors, their ID numbers and municipal account number.

- a.
b.
c.
d.
e.

C Documents to be attached.

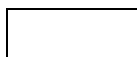
- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 (three) months)
ii. A copy of municipal accounts of all directors mentioned in B (vi) (Not older than 3 (three) months)
iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

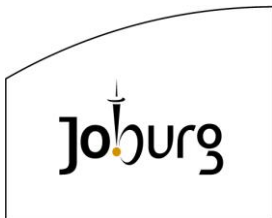
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Signature

Date



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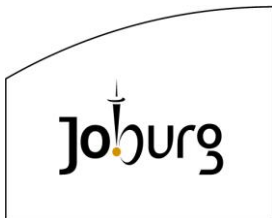


APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

SUBMISSION OF PROOF OF MUNICIPAL ACCOUNTS OR LEASE AGREEMENTS

1. Municipal Accounts / Rates / Taxes:
 - 1.1. A Bidder is required to provide municipal accounts for the firm and for each director / shareholder / partner to prove that the bidder or any of its directors / shareholders / partners is not in arrears with their municipal account for more than 3 (three) months, or that the necessary arrangements have been made with the Municipality.
 - 1.2. If the bidder or any of its directors / shareholders / partners is unable to provide municipal accounts for the firm and/or for each director / shareholder / partner as is required, then the bidder is to provide an affidavit, which is signed before a commissioner of oaths, which outlines the facts which make it not to be able to accede to the request for municipal accounts.
 - 1.3. Further to the affidavit, the bidder is to provide a confirmation letter from the relevant municipality confirming the following: -
 - 1.3.1. The name(s) of the owner(s) of the account(s)
 - 1.3.2. The relevant account(s) number(s); and
 - 1.3.3. That the municipal accounts above, are not in arrears for more than 3 (three) months; or

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

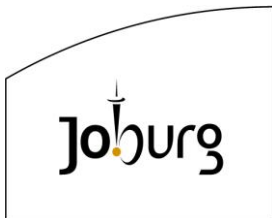
1.3.4. that an acceptable arrangement has been concluded and exists.

2. Lease Agreement:

1.1. If the bidder does not own the property from where it carries on business, or if any or any of director / shareholder / partner does not own a property in the Republic, the bidder is required to provide a copy of the Lease Agreement for the premises where it carries on business or where the director / shareholder / partner resides.

1.2. If the bidder is unable to provide a copy of the Lease Agreement as is required, then the bidder is to provide an affidavit, which is signed before a commissioner of oaths which outlines the facts which make it not to be able to produce and provide lease agreement in respect of the property it carries on business or in which its director / shareholder / partner resides.

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

MBD 10

DECLARATION IN TERMS OF REGULATION 21 OF THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS

In order to give effect to the declaration in this annexure, it must be completed and signed. By appending signature at the end, the bidder confirms the declarations to be true and correct. The declaration must be read in conjunction with the important notice.

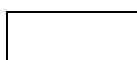
1. I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.
2. To the extent that the bidder or any director/member/partner of the bidder is in arrears for a longer period than 3 (three) months, an acceptable arrangement has been agreed. Such arrangement appears more fully in the letter from the municipality/confirmation letter of municipal rates/ affidavit relating to the municipal rates/taxes.

Signature

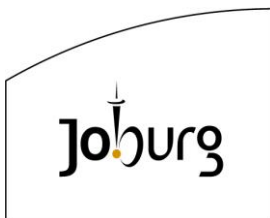
Date

Capacity

Name of Bidder



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BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

SECTION 4

Technical data, omissions, variations

1. Bank Details

Name of Bankers: _____

Address of Bankers: _____

Branch of Bank: _____

Bank Account Number: _____

2. Details of Similar Work Recently Carried Out

DESCRIPTION OF WORK	COMPLETION DATE	CLIENT NAME AND CONTACT DETAILS	VALUE (R)

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

3. Qualifications by Bidder

Should the bidder desire to make any departures from or modifications to the General Conditions of Contract, Specification, Drawings, or in any other way to qualify this bid, he must set out his BIDs clearly hereunder, or alternatively state them in a covering letter attached to this bid and referred to hereunder, failing which the bid will be deemed to be unqualified.

If no departures or modifications are desired, the schedule hereunder is to be marked NIL and signed by the bidder.

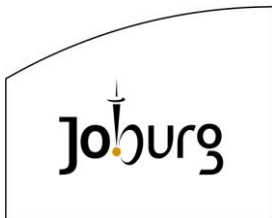
PAGE	CLAUSE OR ITEM

4. Work to be done by others

Full details must be provided here of any work required from the Council or others to provide complete execution of the work to the satisfaction of the Council.

DESCRIPTION OF WORK	TO BE EXECUTED BY

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

5 Sub-Contractors

Full details must be provided here of any work regarding sub-contractors which may be used for installation, maintenance, repair, supply of accessories and supply of parts.

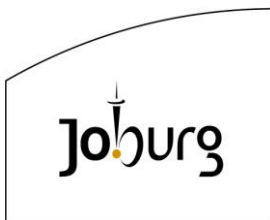
DESCRIPTION OR WORK/EQUIPMENT	TO BE EXECUTED

6 Plant, Transport and Staff Available

Bidders must list all equipment available for use on the contract, and must fully describe the equipment and/or plant and must further state whether owned or leased.

DESCRIPTION OF EQUIPMENT/PLANT	QUANTITY	OWNED/LEASED

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

7 Omissions and Variations from the Council's Specification

Bids will be held to be entirely in accordance with the Council's specification except in the respects stated hereunder and the goods and/or services will be subject to rejection if it is found on delivery that they do not/it does not comply with the Council's specification on additional points which have not been approved in writing:

If the bid is in accordance with the Council's specification in all respects, the bidder must state so here:

8. Indemnity Clause

I/We the undersigned, do hereby indemnify and hold harmless the Council in respect of all loss, cost, damage or injury that may be caused to any premises or to any person or animal by reason of the performance of this contract.

I/We, further indemnify the Council in respect of all legal and other expenses that may be incurred by the Council in examining, resisting or settling any damage, injury or loss that may in any way be occasioned by work necessary in terms of the contract.

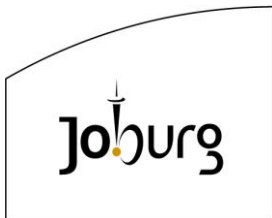
Signature

Capacity

Date

Name of Bidder

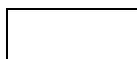
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BID NO: COJ/GFIN003/22-23

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

APPENDIX A



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j)

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

1. BACKGROUND

The City of Johannesburg's, through its employees, conducts business on a daily basis with its customers, suppliers and communities as well as with the state and other authorities. During these interactions the core and regional departments require various resources and tools to be able to fulfil their functions.

It is the responsibility of Group Strategic Supply Chain Management (GSSCM) to support these core and regional departments by assisting with the replenishment of inventories and procurement of services. The replenishment of these consumables are managed by the GSSCM through their inventory management system.

2. BID OBJECTIVE

The GSSCM within the City of Johannesburg hereby requests offers from suitably qualified suppliers to be appointed in terms of the contract to supply, deliver and off-load various stationery products as and when required. A list of the current stationery stock items held by the GSSCM Stores section is hereby listed under deliverables.

The list is managed through an inventory management system on SAP/R3 and gets updated accordingly as and when required by user departments as communicated by the City. The City of Johannesburg through this process aims to appoint various service providers to supply, deliver and off-load the stationery products to the user departments, via the City's stores.

3. SCOPE OF WORK

To supply, deliver and off-load various stationery products over a three (3) year contract period. The appointed service providers would be required to supply, deliver and off-load stationery as and when required.

4. DELIVERABLES

The supply, delivery and off-loading of stationery in accordance with agreed terms and conditions of the established contract. The appointed service providers will be required to deliver within five (5) working days from the day following the date of receipt of purchase order, notwithstanding the delivery date specified on the purchase order.

The appointed service providers will be required to supply, deliver and off-load stationery items as per the table below:

Item	CoJ material number	Material Description	Unit of measure
1	100352	ADHESIVE ALL PURPOSE CLEAR 25ML TUBE	EACH
2	100357	ADHESIVE FOAM SQUARES DOUBLE SIDED (48-60/PACK)	PACK
3	102986	ADHESIVE, TEMPORARY, RUBBER BASED, RE-USABLE PUTTY LIKE 100G	EACH
4	100452	BAND RUBBER 100G SIZE 128	PACK
5	100454	BAND RUBBER NO.32	PACK
6	100481	BASKET WASTE ROUND METAL SOLID	EACH

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
7	101785	BINDER RING PVC 2 RING 25MM A4 - BLACK	EACH
8	105398	BINDER RING PVC 2 RING 30MM A4 - BLUE	EACH
9	105430	BINDER RING PVC 2 RING 30MM A4 - GREEN	EACH
10	105431	BINDER RING PVC 2 RING 30MM A4 - YELLOW	EACH
11	100575	BINDING SLIDES 15MM BLUE	EACH
12	100576	BINDING SLIDES 5MM BLUE	EACH
13	100609	BOARD CLIP A4 MASONITE	EACH
14	100659	BOOK A4 HARD COVER FEINT/MARGIN 1-QUIRE	EACH
15	100682	BOOK A4 HARD COVER FEINT/MARGIN 2-QUIRE (192-PAGE)	EACH
16	100684	BOOK A4 INDEX (A-Z) 2-QUIRE FAINT (192-PAGE)	EACH
17	100674	BOOK DELIVERY JD416	EACH
18	100681	BOOK HARD COVER A5 MANUSCRIPT	EACH
19	100687	BOOK JNL BJ10 206X310MM	EACH
20	100688	BOOK JNL BJ20 206X310MM	EACH
21	100693	BOOK MEMO A6 HARD COVER J.D. 356	EACH
22	100696	BOOK MONTHLY TIME A4 JD132	EACH
23	100698	BOOK NOTE HARD COVER A5 INDEX	EACH
24	100700	BOOK NOTE HARD COVER A6 INDEX	EACH
25	100701	BOOK NOTE SHORTHAND A5 SPIRAL 140 PAGES	EACH
26	100702	BOOK NOTE WIRE BACK A5	EACH
27	100711	BOOK PEN CARBON TRIPLICATE A5	EACH
28	100712	BOOK PETTY CASH A5	EACH
29	100724	BOOK TELEPHONE MESSAGE CARBONATED A4 (6 MESSAGES PER PAGE)	EACH
30	100808	BOX STORAGE LONG SIDE OPENING	EACH
31	100809	BOX STORAGE SHORT SIDE	EACH
32	100904	CALCULATOR 12 DIGIT	EACH
33	100906	CALCULATOR POCKET 10 DIGIT	EACH
34	100905	CALCULATOR POCKET 8 DIGIT	EACH
35	100934	CARBON BOOKS PEN A6 DUPLICATION	EACH
36	100940	CARDS BIN SMALL YELLOW (1000/PACK)	PACK
37	100945	CARRY FOLDER A4 POLYPROPELENE BUTTON CLOSE	EACH
38	101237	CD RECORDABLE 700MB 52x 80MIN #43325	EACH
39	101238	CD REWRITABLE 700MB 80MIN (MINIMUM MB AND MIN)	EACH
40	101239	CD REWRITABLE HI-SPEED 8 X 12 MINIMUM	EACH
41	101259	CHALK COLOURED 12/PACK	PACK
42	101345	CLIP BULLDOG 20MM	EACH
43	101347	CLIP BULLDOG 75MM	EACH
44	100876	CLIP BULLDOG SIZE 40MM	EACH
45	100877	CLIP BULLDOG SIZE 51MM	EACH

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
46	101348	CLIP FOLD BACK 19MM	EACH
47	101349	CLIP FOLD BACK 32MM	EACH
48	101351	CLIP FOLD BACK 41MM	EACH
49	101350	CLIP FOLD BACK 51MM	EACH
50	102789	CLIP PAPER 33MM COLOUR COATED ASSORTED (100/BOX)	BOX
51	101352	CLIPBOARD A3 MASONITE	EACH
52	101359	CLIPS SILVER 33MM (100/BOX)	BOX
53	101360	CLIPS SILVER 50MM (100/BOX)	BOX
54	101358	CLIPS SILVER WAVE PAPER 78MM (100/BOX)	BOX
55	101396	CONE FINGER NO 0	EACH
56	101397	CONE FINGER NO 00	EACH
57	101398	CONE FINGER NO 1	EACH
58	101399	CONE FINGER NO 2	EACH
59	101400	CONE FINGER NO 3	EACH
60	101416	CONTAINER GREY/GREEN A4 REF.07005	EACH
61	101417	CONTAINER PLASTIC A4 REF.291	EACH
62	101436	CORNER GUARDS + HOLE (100/PACK)	PACK
63	101438	CORRECTING FLUID BOTTLE TYPE WITH TIP (MINIMUM 18ML)	EACH
64	101439	CORRECTING FLUID THINNERS (MINIMUM 18ML)	EACH
65	101440	CORRECTION FLUID BOTTLE WITH BRUSH (MINIMUM 18ML)	EACH
66	101464	COVER SELF ADHESIVE DISA FOIL 450MM x 10M	ROLL
67	103048	COVERS FROSTED 180 MICRON CLEAR (100/PACK)	PACK
68	101467	CRAYON WAX JUMBO SIZE B (12/PACK)	PACK
69	101494	CUBE DESK HOLDER (ASSORTED COLOURS)	EACH
70	101495	DESK CUBE REFILLS PAPER	PACK
71	101536	DISPENSER TAPE LARGE, DESK TYPE	EACH
72	101758	DIVIDER FILE A4 POLYPROPELENE (JAN-DEC)	SET
73	101542	DIVIDER POLYPROPELENE A4 PLAIN 10 TAB	SET
74	104571	DIVIDER POLYPROPELENE INDEX A4 (1-31)	SET
75	105691	DIVIDER POLYPROPELENE INDEX A4 1-12	SET
76	101541	DIVIDER PVC A4 A-Z	SET
77	101543	DIVIDER RAINBOW 10 TAB BOARD	SET
78	101702	ENVELOPE C4 WHITE S/SEALANT 324X229MM (250/BOX)	BOX
79	101706	ENVELOPE MANILLA GUM 220MMX110MM SHORT/SIDE (500/BOX)	BOX
80	106759	ENVELOPE A4 WHITE NO WINDOW (500/BOX)	BOX
81	101710	ENVELOPE C5 MANILLA PLAIN (500/BOX)	BOX
82	101711	ENVELOPE MANILLA 114X162MM PLAIN (500/BOX)	BOX
83	101707	ENVELOPE MANILLA 250X176MM B5 PLAIN S/SEAL (500/BOX)	BOX
84	101709	ENVELOPE MANILLA B4/C4 /SEAL (250/BOX)	BOX

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
85	101708	ENVELOPE MANILLA C3 PLAIN SELF SEALANT (500/BOX)	BOX
86	101700	ENVELOPE MANILLA WINDOW 220X110MM GUM (500/BOX)	BOX
87	101719	ENVELOPE WHITE B5 PLAIN 250 X 17 (500/BOX)	BOX
88	101721	ENVELOPE WHITE C5 PLAIN SELF SEALANT (500/BOX)	BOX
89	101723	ENVELOPE WHITE C6 WALLET SELF SEALANT (500/BOX)	BOX
90	101724	ENVELOPE WHITE DL 110X220MM SELF SEALANT (500/BOX)	BOX
91	101701	ENVELOPE WHITE WINDOW 110X220 S/SEALANT LONG (500/BOX)	BOX
92	101727	ENVELOPE WINDOW WHITE S/SEALANT C4 324X229MM (500/BOX)	BOX
93	101735	ERASER WHITEBOARD	EACH
94	102584	EXAM PADS PUNCHED AND PERFORATED	EACH
95	101741	FASTENER PRONG+COMPRESSOR 8CM (50/BOX)	BOX
96	105397	FILE BINDER 2-RING PVC 30MM A4 - WHITE	EACH
97	101782	FILE BOARD RING BINDER A4	EACH
98	101755	FILE COVER MANILLA 350X450MM	EACH
99	101768	FILE LEVER ARCH A4 PVC-70 BLACK	EACH
100	101769	FILE LEVER ARCH A4 PVC-70 BLUE	EACH
101	101770	FILE LEVER ARCH A4 PVC-70 GREEN	EACH
102	101771	FILE LEVER ARCH A4 PVC-70 GREY	EACH
103	101772	FILE LEVER ARCH A4 PVC-70 RED	EACH
104	101773	FILE LEVER ARCH A4 PVC-70 TURQUOISE	EACH
105	101774	FILE LEVER ARCH A4 PVC-70 WHITE	EACH
106	101775	FILE LEVER ARCH A4 PVC-70 YELLOW	EACH
107	101767	FILE LEVER ARCH A4 WITH DUST COVER AND MANILLA INDEX	EACH
108	101778	FILE LEVER ARCH FOOLSCAP OBLONG	EACH
109	101766	FILE LEVER ARCH POLYPROPELENE DOUBLE MECHANISM	EACH
110	101781	FILE MINI LEVER ARCH A4 40MM	EACH
111	101784	FILE REPORT FOLDER A4 ASSORTED COLOURS	EACH
112	106274	FILE SHOW PVC INSERT A4 25MM 2-RING	EACH
113	106275	FILE SHOW PVC INSERT A4 50MM 2-RING	EACH
114	101788	FILE SUSPENSION EASY FILE A4	EACH
115	101789	FILE SUSPENSION FOOLSCAP (TABS & INSERTS)	EACH
116	101790	FILE TIDY/SIMILAR MEDIUM (100/BOX)	BOX
117	103647	FILE ZIPPEL SUSPENSION T-GLIDE OPEN BLUE	EACH
118	104554	FILES FLIP 20-POCKETS (A4)	EACH
119	101780	FOLDER KRAFT MANILLA PLAIN FLAT (100/PACK)	PACK
120	101843	FOLDER PRESENTATION FILE BLACK	EACH
121	101844	FOLDER PRESENTATION FILE BLUE	EACH
122	101845	FOLDER PRESENTATION FILE RED	EACH
123	101846	FOLDER SCORE+SLOT 350X225 BLUE (100/PACK)	PACK

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
124	101849	FOLDER SCORE+SLOT 350X225 GREEN (100/PACK)	PACK
125	101847	FOLDER SCORE+SLOT 350X225 PINK (100/PACK)	PACK
126	101848	FOLDER SCORE+SLOT 350X225 RED (100/PACK)	PACK
127	101850	FOLDER SCORE+SLOT 350X225 YELLOW (100/PACK)	PACK
128	102944	FOLDER SECRETARIAL A4-160 MICRON OPEN	EACH
129	101944	GLUE STICK 20G	EACH
130	101940	GLUE STICK 40G	EACH
131	101962	GRIPBINDER+WASHER NO.643-19MM (100/BOX)	BOX
132	101963	GRIPBINDER+WASHER NO.644-25MM (100/BOX)	BOX
133	101964	GRIPBINDER+WASHER NO.645-32MM (100/BOX)	BOX
134	101966	GRIPBINDER+WASHER NO.647-51MM (100/BOX)	BOX
135	101967	GRIPBINDER+WASHER NO.649-76MM (100/BOX)	BOX
136	102385	HIGHLIGHTER PEN BLUE	EACH
137	102386	HIGHLIGHTER PEN GREEN	EACH
138	102387	HIGHLIGHTER PEN LAVENDER	EACH
139	102388	HIGHLIGHTER PEN LILAC	EACH
140	102389	HIGHLIGHTER PEN ORANGE	EACH
141	102390	HIGHLIGHTER PEN PINK	EACH
142	102391	HIGHLIGHTER PEN RED	EACH
143	102392	HIGHLIGHTER PEN YELLOW	EACH
144	102073	INDEX TAB PRESS CLEAR (5/PACK)	PACK
145	102084	INK ENDORSING BLUE BOTTLE (MINIMUM 25ML)	EACH
146	103563	INK FOR STAMP PAD 30ML BLACK	BOTTLE
147	103564	INK FOR STAMP PAD 30ML RED	BOTTLE
148	102268	LABEL LASER A4 70MM X35.5MM (100/PACK)	PACK
149	102266	LABEL LEVER ARCH FILE SPINE 70MM (50/PACK)	PACK
150	108372	LABEL PRESCRIBE THERMAL (1000/ROLL) 76X48MM	ROLL
151	105922	MARKER FLIPCHART BULLET POINT BLACK	EACH
152	105923	MARKER FLIPCHART BULLET POINT BLUE	EACH
153	105925	MARKER FLIPCHART BULLET POINT YELLOW	EACH
154	102378	MARKER PEN WHITE BOARD BLACK	EACH
155	102379	MARKER PEN WHITE BOARD BLUE	EACH
156	102381	MARKER PEN WHITE BOARD GREEN	EACH
157	102382	MARKER PEN WHITE BOARD ORANGE	EACH
158	102383	MARKER PEN WHITE BOARD RED	EACH
159	102384	MARKER PEN WHITE BOARD YELLOW	EACH
160	102380	MARKER PEN WHITEBOARD BROWN	EACH
161	102394	MARKER PERMANENT RED FINE	EACH
162	102587	MESSAGE PADS A5	EACH

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
163	100697	MONTHLY TIME BOOK JD 131	EACH
164	102437	MOUSE PADS STANDARD SIZE	EACH
165	102509	NOTES POP-UP POST-IT YELLOW	EACH
166	103562	PAD STAMP INKED 110 X 70MM (METAL) BLACK	EACH
167	102590	PAD UN-INKED LARGE	EACH
168	102595	PADS DESK MASONITE BACK CORNER	EACH
169	102597	PADS NEON POST-IT NO.654-54C	EACH
170	102598	PADS PLAIN YELLOW POST-IT #653	EACH
171	102599	PADS PLAIN YELLOW POST-IT #654	EACH
172	102600	PADS PLAIN YELLOW POST-IT #655	EACH
173	101826	PAPER FLIPCHART A1 BOND 4-HOLES PADDED	EACH
174	102784	PAPER TALLY 70X76X13MM BOND	ROLL
175	102785	PAPER TILL CASH REGISTER 44X70MM	ROLL
176	102795	PASTE OFFICE GLUE 250ML BOTTLE (WITH BRUSH)	EACH
177	102796	PASTE OFFICE GLUE 50ML BOTTLE	EACH
178	102797	PEN PERMANENT MARKER BULLET POINT BLACK	EACH
179	102798	PEN PERMANENT MARKER CHISEL POINT (VARIOUS COLOURS)	EACH
180	102826	PEN PERMANENT MARKER CHISEL POINT BLACK	EACH
181	104552	PEN BALLPOINT CLICK MEDIUM RED	EACH
182	102800	PEN BALLPOINT CLICK MEDIUM BLACK	EACH
183	102802	PEN BALLPOINT MEDIUM SHAFT BLACK	EACH
184	102799	PEN BALLPOINT MEDIUM SHAFT RED	EACH
185	102805	PEN FIBRETIP FINE BLACK	EACH
186	102807	PEN FIBRETIP FINE RED	EACH
187	102808	PEN FINELINER BLACK	EACH
188	102810	PEN FINELINER GREEN	EACH
189	102811	PEN FINELINER RED	EACH
190	102813	PEN GELGRIP BLACK	EACH
191	102815	PEN GELGRIP GREEN	EACH
192	102816	PEN GELGRIP RED	EACH
193	102820	PEN ROLLER BALL BLACK 7	EACH
194	102821	PEN BALLPOINT FINE 0,7MM BLACK	EACH
195	102823	PEN BALLPOINT FINE 0,7MM GREEN	EACH
196	102824	PEN BALLPOINT FINE 0,7MM RED	EACH
197	102828	PEN BALLPOINT EXTRA FINE 0,5MM BLACK	EACH
198	102830	PEN BALLPOINT EXTRA FINE 0,5MM GREEN	EACH
199	102831	PEN BALLPOINT EXTRA FINE 0,5MM RED	EACH
200	102833	PEN BALLPOINT GRIP EXTRA FINE 0.5MM BLACK	EACH
201	102837	PEN BALLPOINT GRIP EXTRA FINE 0.5MM RED	EACH

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
202	102848	PENCIL HB	EACH
203	102840	PENCIL 2H	EACH
204	102842	PENCIL CLUTCH 0.5MM	EACH
205	102325	PENCIL CLUTCH REFILLS 0.5MM	EACH
206	102843	PENCIL CLUTCH REFILLS 0.7MM	EACH
207	102845	PENCIL COLOURED (12/PACK)	PACK
208	102846	PENCIL COLOURED (24/PACK)	PACK
209	102862	PINS DRAWING 15MM HEAD (100/BOX)	BOX
210	104598	PINS DRAWING ASSORTED COLOURS 8-10MM	EACH
211	102863	PINS MAP BOX 100 BLUE	BOX
212	102866	PINS MAP BOX 100 GREEN	BOX
213	102864	PINS MAP BOX 100 RED	BOX
214	102868	PINS OFFICE	BOX
215	102440	POCKET MULTIPUNCH A4 (100/PACK)	PACK
216	102967	POST IT FLAGS REF.680-5 ASSORTED COLOUR	EACH
217	102972	POUCH LAMINATING A4 250 MICRON (100/PACK)	PACK
218	102975	POUCH LAMINATING A3 250 MICRON (100/PACK)	PACK
219	102978	POUCHES LAMINATING 67 X 98 (50/PACK)	PACK
220	103000	PUNCH 2-HOLE HEAVY DUTY BLACK (MINIMUM 80 SHEETS PUNCH)	EACH
221	102999	PUNCH 2-HOLE LIGHT DUTY BLACK (MINIMUM 10 SHEETS PUNCH)	EACH
222	103002	PUNCH 2-HOLE MEDIUM DUTY (MINIMUM 50 SHEETS PUNCH)	EACH
223	103046	READY SORTERS LONG JOHN COMB.	EACH
224	100668	REGISTER ATTENDANCE A4 SOFT COVER	EACH
225	103058	RIBBON EPSON ERC 31 BLACK	EACH
226	105961	RING BINDER 70MM 2-RING WITH OVERLAY	EACH
227	103087	RINGS REINFORCEMENT PVC (250 RINGS/BOX)	BOX
228	103816	TRAY DOCUMENT/LETTER PLASTIC WITH 4 PIN RISERS	EACH
229	103089	RISERS PINS FOR PLASTIC TRAY DOCUMENT/LETTER (4 /SET)	SET
230	103098	ROLLS ADDING MACHINE 57MMx57MM	ROLL
231	113381	ROLLS CREDIT CARD 57MMX30MM	ROLL
232	103106	ROLLS TILL 2PLY 57X57X13MM CORE	ROLL
233	102849	RUBBER PENCIL (MINIMUM 65X23X13MM)	EACH
234	103117	RULER 30CM PLASTIC	EACH
235	103116	RULER 40CM PLASTIC	EACH
236	103113	RULER 50CM PLASTIC	EACH
237	103150	SCISSOR ORANGE HANDLE STEEL BLADES LENGTH MINIMUM 200MM	EACH
238	103202	TAPE ADHESIVE CLEAR 12MMX66M	EACH
239	103203	TAPE ADHESIVE CLEAR 25MMX66M	EACH
240	103204	TAPE ADHESIVE PVC BLACK 24MMX66M HEAVY DUTY	ROLL

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
241	103205	TAPE ADHESIVE PVC BLUE 24MMX66M HEAVY DUTY	ROLL
242	103207	TAPE ADHESIVE PVC GREEN 24MMX66M HEAVY DUTY	ROLL
243	103206	TAPE ADHESIVE PVC RED 24MMX66M HEAVY DUTY	ROLL
244	103208	TAPE ADHESIVE PVC WHITE 24X66M HEAVY DUTY	ROLL
245	103209	TAPE ADHESIVE PVC YELLOW 24MMX66M HEAVY DUTY	ROLL
246	103215	SHARPENER PENCIL HAND 2 HOLE METAL	EACH
247	100570	SPIRAL BINDING 10MM WHITE 21 RINGS	EACH
248	100573	SPIRAL BINDING 14MM BLACK 21 RINGS	EACH
249	100571	SPIRAL BINDING 16MM WHITE 21 RINGS	EACH
250	100574	SPIRAL BINDING 19MM BLACK 21-RINGS	EACH
251	103561	STAMP DATE SELF INK (TEXT PLATE SIZE MINIMUM 47X18MM)	EACH
252	103572	STAPLE REMOVER	EACH
253	103573	STAPLER HEAVY DUTY (GIANT STAPLER)	EACH
254	103575	STAPLER TO FIT 26/6 MINIMUM 100 STAPLES	EACH
255	103581	STAPLER TO FIT 26/6 MINIMUM 200 STAPLES	EACH
256	103576	STAPLES 26/6 NO.56 (5000 STAPLES PER BOX)	BOX
257	103579	STAPLES HEAVY DUTY 66/14MM (5000 STAPLES PER BOX)	BOX
258	103569	STAPLES NO.66-11MM (5000 STAPLES PER BOX)	BOX
259	103570	STAPLES NO.66-8MM (5000 STAPLES PER BOX)	BOX
260	108170	STICK MEMORY USB 16GB	EACH
261	106601	STICK MEMORY USB 32GB	EACH
262	106076	STICK MEMORY USB 64GB	EACH
263	103627	STICKERS CODE COLOUR C10-10MM (250/PACK)	PACK
264	103628	STICKERS CONFIDENTIAL (125/BOX)	BOX
265	103629	STICKERS HAND DELIVERED (125 STICKERS/BOX)	BOX
266	103630	STICKERS URGENT (OBLON) (125 STICKERS/BOX)	BOX
267	103666	TAB SPEED FOR TIDY FILES 55MM	EACH
268	103678	TAGS KEYRING	EACH
269	104568	TAPE DOUBLE SIDED 12MMX33M	EACH
270	103684	TAPE DOUBLE SIDED 24MMX33M	EACH
271	103690	TAPE MAGIC 12MMX25M	ROLL
272	104556	TAPE MAGIC 24MMX50M	ROLL
273	103691	TAPE MAGIC 12MMX50M	ROLL
274	103693	TAPE MAGIC TRANSPARENT 18MMX50M	ROLL
275	103694	TAPE MASKING 12MMx50M	ROLL
276	103696	TAPE MASKING 24MMX50M	ROLL
277	103700	TAPE PACKAGING BROWN 48MMX50M	ROLL
278	103701	TAPE PACKAGING CLEAR 48MMX50M	ROLL
279	103706	TAPE VINYL CLEAR 50MMX66M	ROLL

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure
280	101444	TWINE COTTON EXTRA THICK NO 309 - 500GRAM	ROLL
281	103639	TWINE COTTON EXTRA THICK NO.302 - 500GRAM	ROLL
282	103638	TWINE COTTON EXTRA THICK NO.306 - 500GRAM	ROLL
283	108530	WIPES ANTI-BACTERIAL (0,5% CHLOHEXIDINE)	EACH
284	104564	WIPES COMPUTER SCREEN 50 PER PACK / TUB	PACK / TUB
285	104563	COMPUTER SCREEN ANTI-STATIC CLEANER SPRAY (MINIMUM 250ML)	EACH

5. DURATION OF CONTRACT

The duration of the contract is for a period not exceeding three (3) years.

6. REQUIREMENTS

The successful service providers have to supply, deliver and off-load stationery of good quality and adhere to stipulated specifications for each item to be procured.

The appointed service providers will be required to deliver within five (5) working days from the day following the date of receipt of purchase order, notwithstanding the delivery date specified on the purchase order, as specified in the Service Level Agreement (SLA) which will be entered into between the contracted suppliers and the City.

7. RETURNABLE DOCUMENTS

- 7.1. A certified copy of B-BBEE accreditation certificate, or valid certified sworn affidavit.
- 7.2. A certified copy of company registration certificate (CK).
- 7.3. Valid original tax clearance certificate or one time pin (OTP) for tender.
- 7.4. Fully completed and signed form of bid and pricing schedule provided by the City.
- 7.5. Municipal rates and taxes for the company and directors not older than three (3) months and not in arrears for more than 90 days or affidavit or lease agreement.
- 7.6. Completed and signed MBD forms 1, 3.2, 4, 5, 6.1, 8, 9 and 10.
- 7.7. Completed and signed declaration on state of municipal accounts.
- 7.8. Central Supplier Database (CSD) Report or MAAA number.
- 7.9. Bidders must submit Audited Financial Statements for the past three (3) years. If bidders are not required by law to submit Audited Financial Statements, then Independently Reviewed Financial Statements for the past three (3) years or since the date of establishment during the past three (3) years from which to determine the true financial position of the bidder.

8. DISQUALIFYING CRITERIA

The following will disqualify the bid and it will not be considered any further:

- 8.1. Failure to complete and sign the form of Proposal/bid.
- 8.2. Failure to complete the City of Joburg pricing schedule in full.
- 8.3. Failure to attach a letter on a company letter head confirming errors or alterations in the pricing schedule.
- 8.4. Failure to attend the compulsory briefing.

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

9. EVALUATION CRITERIA

Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations 2022 using the 80:20 points system per item. A maximum of 80 points will be awarded for price and 20 points for the City's Preferential Goals.

The table below indicates points allocated for the City's Preferential Goals:

Preferential Goals	Number of points	Means of verification
Business owned by 51% or more - Black People	4	B-BBEE Certificate, or sworn affidavit issued in terms of the prescribed template/CIPC B-BBEE certificates and/or Central Supplier Database Registration Reports
Business owned by 51% or more – Women	4	B-BBEE Certificate, or sworn affidavit issued in terms of the prescribed template/CIPC B-BBEE certificates and/or Central Supplier Database Registration Reports
EME or QSE	2	B-BBEE Certificate, or sworn affidavit issued in terms of the prescribed template/CIPC B-BBEE certificates and/or Central Supplier Database Registration Reports
Enterprises located within the municipal area of the City of Johannesburg Municipality	1 0	Central Supplier Database Registration Reports, Proof of Municipal Accounts or lease agreement, or / letter from ward councillor confirming address.
Total Points	2 0	

10. COMPULSORY BRIEFING

A compulsory briefing session will be held as follows:

Date: To be confirmed on advert
Time: 10:00
Venue: To be confirmed on advert

11. ENQUIRIES

All bid related enquiries must be directed to:
Mr. Louis Fourie
LouisF@joburg.org.za

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

12. PRICING SCHEDULE

Bidders may bid for all items or bid for only those items that the bidder elects to bid for. If a bidder elects not to bid for an item, the bidder must indicate not applicable (N/A) in the relevant price column, and not leave the line item blank.

Bidders must provide their prices on the pricing schedule below:

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
1	100352	ADHESIVE ALL PURPOSE CLEAR 25ML TUBE	EACH	
2	100357	ADHESIVE FOAM SQUARES DOUBLE SIDED (48-60/PACK)	PACK	
3	102986	ADHESIVE, TEMPORARY, RUBBER BASED, RE-USABLE PUTTY LIKE 100G	EACH	
4	100452	BAND RUBBER 100G SIZE 128	PACK	
5	100454	BAND RUBBER NO.32	PACK	
6	100481	BASKET WASTE ROUND METAL SOLID	EACH	
7	101785	BINDER RING PVC 2 RING 25MM A4 - BLACK	EACH	
8	105398	BINDER RING PVC 2 RING 30MM A4 - BLUE	EACH	
9	105430	BINDER RING PVC 2 RING 30MM A4 - GREEN	EACH	
10	105431	BINDER RING PVC 2 RING 30MM A4 - YELLOW	EACH	
11	100575	BINDING SLIDES 15MM BLUE	EACH	
12	100576	BINDING SLIDES 5MM BLUE	EACH	
13	100609	BOARD CLIP A4 MASONITE	EACH	
14	100659	BOOK A4 HARD COVER FEINT/MARGIN 1-QUIRE	EACH	
15	100682	BOOK A4 HARD COVER FEINT/MARGIN 2-QUIRE (192-PAGE)	EACH	
16	100684	BOOK A4 INDEX (A-Z) 2-QUIRE FAINT (192-PAGE)	EACH	
17	100674	BOOK DELIVERY JD416	EACH	
18	100681	BOOK HARD COVER A5 MANUSCRIPT	EACH	
19	100687	BOOK JNL BJ10 206X310MM	EACH	
20	100688	BOOK JNL BJ20 206X310MM	EACH	
21	100693	BOOK MEMO A6 HARD COVER J.D. 356	EACH	
22	100696	BOOK MONTHLY TIME A4 JD132	EACH	
23	100698	BOOK NOTE HARD COVER A5 INDEX	EACH	
24	100700	BOOK NOTE HARD COVER A6 INDEX	EACH	
25	100701	BOOK NOTE SHORTHAND A5 SPIRAL 140 PAGES	EACH	
26	100702	BOOK NOTE WIRE BACK A5	EACH	
27	100711	BOOK PEN CARBON TRIPLICATE A5	EACH	
28	100712	BOOK PETTY CASH A5	EACH	
29	100724	BOOK TELEPHONE MESSAGE CARBONATED A4 (6 MESSAGES PER PAGE)	EACH	

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
30	100808	BOX STORAGE LONG SIDE OPENING	EACH	
31	100809	BOX STORAGE SHORT SIDE	EACH	
32	100904	CALCULATOR 12 DIGIT	EACH	
33	100906	CALCULATOR POCKET 10 DIGIT	EACH	
34	100905	CALCULATOR POCKET 8 DIGIT	EACH	
35	100934	CARBON BOOKS PEN A6 DUPLICATION	EACH	
36	100940	CARDS BIN SMALL YELLOW (1000/PACK)	PACK	
37	100945	CARRY FOLDER A4 POLYPROPELENE BUTTON CLOSE	EACH	
38	101237	CD RECORDABLE 700MB 52x 80MIN #43325	EACH	
39	101238	CD REWRITABLE 700MB 80MIN (MINIMUM MB AND MIN)	EACH	
40	101239	CD REWRITABLE HI-SPEED 8 X 12 MINIMUM	EACH	
41	101259	CHALK COLOURED 12/PACK	PACK	
42	101345	CLIP BULLDOG 20MM	EACH	
43	101347	CLIP BULLDOG 75MM	EACH	
44	100876	CLIP BULLDOG SIZE 40MM	EACH	
45	100877	CLIP BULLDOG SIZE 51MM	EACH	
46	101348	CLIP FOLD BACK 19MM	EACH	
47	101349	CLIP FOLD BACK 32MM	EACH	
48	101351	CLIP FOLD BACK 41MM	EACH	
49	101350	CLIP FOLD BACK 51MM	EACH	
50	102789	CLIP PAPER 33MM COLOUR COATED ASSORTED (100/BOX)	BOX	
51	101352	CLIPBOARD A3 MASONITE	EACH	
52	101359	CLIPS SILVER 33MM (100/BOX)	BOX	
53	101360	CLIPS SILVER 50MM (100/BOX)	BOX	
54	101358	CLIPS SILVER WAVE PAPER 78MM (100/BOX)	BOX	
55	101396	CONE FINGER NO 0	EACH	
56	101397	CONE FINGER NO 00	EACH	
57	101398	CONE FINGER NO 1	EACH	
58	101399	CONE FINGER NO 2	EACH	
59	101400	CONE FINGER NO 3	EACH	
60	101416	CONTAINER GREY/GREEN A4 REF.07005	EACH	
61	101417	CONTAINER PLASTIC A4 REF.291	EACH	
62	101436	CORNER GUARDS + HOLE (100/PACK)	PACK	
63	101438	CORRECTING FLUID BOTTLE TYPE WITH TIP (MINIMUM 18ML)	EACH	
64	101439	CORRECTING FLUID THINNERS (MINIMUM 18ML)	EACH	
65	101440	CORRECTION FLUID BOTTLE WITH BRUSH (MINIMUM 18ML)	EACH	

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
66	101464	COVER SELF ADHESIVE DISA FOIL 450MM x 10M	ROLL	
67	103048	COVERS FROSTED 180 MICRON CLEAR (100/PACK)	PACK	
68	101467	CRAYON WAX JUMBO SIZE B (12/PACK)	PACK	
69	101494	CUBE DESK HOLDER (ASSORTED COLOURS)	EACH	
70	101495	DESK CUBE REFILLS PAPER	PACK	
71	101536	DISPENSER TAPE LARGE, DESK TYPE	EACH	
72	101758	DIVIDER FILE A4 POLYPROPELENE (JAN-DEC)	SET	
73	101542	DIVIDER POLYPROPELENE A4 PLAIN 10 TAB	SET	
74	104571	DIVIDER POLYPROPELENE INDEX A4 (1-31)	SET	
75	105691	DIVIDER POLYPROPELENE INDEX A4 1-12	SET	
76	101541	DIVIDER PVC A4 A-Z	SET	
77	101543	DIVIDER RAINBOW 10 TAB BOARD	SET	
78	101702	ENVELOPE C4 WHITE S/SEALANT 324X229MM (250/BOX)	BOX	
79	101706	ENVELOPE MANILLA GUM 220MMX110MM SHORT/SIDE (500/BOX)	BOX	
80	106759	ENVELOPE A4 WHITE NO WINDOW (500/BOX)	BOX	
81	101710	ENVELOPE C5 MANILLA PLAIN (500/BOX)	BOX	
82	101711	ENVELOPE MANILLA 114X162MM PLAIN (500/BOX)	BOX	
83	101707	ENVELOPE MANILLA 250X176MM B5 PLAIN S/SEAL (500/BOX)	BOX	
84	101709	ENVELOPE MANILLA B4/C4 /SEAL (250/BOX)	BOX	
85	101708	ENVELOPE MANILLA C3 PLAIN SELF SEALANT (500/BOX)	BOX	
86	101700	ENVELOPE MANILLA WINDOW 220X110MM GUM (500/BOX)	BOX	
87	101719	ENVELOPE WHITE B5 PLAIN 250 X 17 (500/BOX)	BOX	
88	101721	ENVELOPE WHITE C5 PLAIN SELF SEALANT (500/BOX)	BOX	
89	101723	ENVELOPE WHITE C6 WALLET SELF SEALANT (500/BOX)	BOX	
90	101724	ENVELOPE WHITE DL 110X220MM SELF SEALANT (500/BOX)	BOX	
91	101701	ENVELOPE WHITE WINDOW 110X220 S/SEALANT LONG (500/BOX)	BOX	
92	101727	ENVELOPE WINDOW WHITE S/SEALANT C4 324X229MM (500/BOX)	BOX	
93	101735	ERASER WHITEBOARD	EACH	
94	102584	EXAM PADS PUNCHED AND PERFORATED	EACH	
95	101741	FASTENER PRONG+COMPRESSOR 8CM (50/BOX)	BOX	
96	105397	FILE BINDER 2-RING PVC 30MM A4 - WHITE	EACH	
97	101782	FILE BOARD RING BINDER A4	EACH	
98	101755	FILE COVER MANILLA 350X450MM	EACH	
99	101768	FILE LEVER ARCH A4 PVC-70 BLACK	EACH	

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
100	101769	FILE LEVER ARCH A4 PVC-70 BLUE	EACH	
101	101770	FILE LEVER ARCH A4 PVC-70 GREEN	EACH	
102	101771	FILE LEVER ARCH A4 PVC-70 GREY	EACH	
103	101772	FILE LEVER ARCH A4 PVC-70 RED	EACH	
104	101773	FILE LEVER ARCH A4 PVC-70 TURQUOISE	EACH	
105	101774	FILE LEVER ARCH A4 PVC-70 WHITE	EACH	
106	101775	FILE LEVER ARCH A4 PVC-70 YELLOW	EACH	
107	101767	FILE LEVER ARCH A4 WITH DUST COVER AND MANILLA INDEX	EACH	
108	101778	FILE LEVER ARCH FOOLSCAP OBLONG	EACH	
109	101766	FILE LEVER ARCH POLYPROPELENE DOUBLE MECHANISM	EACH	
110	101781	FILE MINI LEVER ARCH A4 40MM	EACH	
111	101784	FILE REPORT FOLDER A4 ASSORTED COLOURS	EACH	
112	106274	FILE SHOW PVC INSERT A4 25MM 2-RING	EACH	
113	106275	FILE SHOW PVC INSERT A4 50MM 2-RING	EACH	
114	101788	FILE SUSPENSION EASY FILE A4	EACH	
115	101789	FILE SUSPENSION FOOLSCAP (TABS & INSERTS)	EACH	
116	101790	FILE TIDY/SIMILAR MEDIUM (100/BOX)	BOX	
117	103647	FILE ZIPPEL SUSPENSION T-GLIDE OPEN BLUE	EACH	
118	104554	FILES FLIP 20-POCKETS (A4)	EACH	
119	101780	FOLDER KRAFT MANILLA PLAIN FLAT (100/PACK)	PACK	
120	101843	FOLDER PRESENTATION FILE BLACK	EACH	
121	101844	FOLDER PRESENTATION FILE BLUE	EACH	
122	101845	FOLDER PRESENTATION FILE RED	EACH	
123	101846	FOLDER SCORE+SLOT 350X225 BLUE (100/PACK)	PACK	
124	101849	FOLDER SCORE+SLOT 350X225 GREEN (100/PACK)	PACK	
125	101847	FOLDER SCORE+SLOT 350X225 PINK (100/PACK)	PACK	
126	101848	FOLDER SCORE+SLOT 350X225 RED (100/PACK)	PACK	
127	101850	FOLDER SCORE+SLOT 350X225 YELLOW (100/PACK)	PACK	
128	102944	FOLDER SECRETARIAL A4-160 MICRON OPEN	EACH	
129	101944	GLUE STICK 20G	EACH	
130	101940	GLUE STICK 40G	EACH	
131	101962	GRIPBINDER+WASHER NO.643-19MM (100/BOX)	BOX	
132	101963	GRIPBINDER+WASHER NO.644-25MM (100/BOX)	BOX	
133	101964	GRIPBINDER+WASHER NO.645-32MM (100/BOX)	BOX	
134	101966	GRIPBINDER+WASHER NO.647-51MM (100/BOX)	BOX	
135	101967	GRIPBINDER+WASHER NO.649-76MM (100/BOX)	BOX	
136	102385	HIGHLIGHTER PEN BLUE	EACH	
137	102386	HIGHLIGHTER PEN GREEN	EACH	

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APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
138	102387	HIGHLIGHTER PEN LAVENDER	EACH	
139	102388	HIGHLIGHTER PEN LILAC	EACH	
140	102389	HIGHLIGHTER PEN ORANGE	EACH	
141	102390	HIGHLIGHTER PEN PINK	EACH	
142	102391	HIGHLIGHTER PEN RED	EACH	
143	102392	HIGHLIGHTER PEN YELLOW	EACH	
144	102073	INDEX TAB PRESS CLEAR (5/PACK)	PACK	
145	102084	INK ENDORSING BLUE BOTTLE (MINIMUM 25ML)	EACH	
146	103563	INK FOR STAMP PAD 30ML BLACK	BOTTLE	
147	103564	INK FOR STAMP PAD 30ML RED	BOTTLE	
148	102268	LABEL LASER A4 70MM X35.5MM (100/PACK)	PACK	
149	102266	LABEL LEVER ARCH FILE SPINE 70MM (50/PACK)	PACK	
150	108372	LABEL PRESCRIBE THERMAL (1000/ROLL) 76X48MM	ROLL	
151	105922	MARKER FLIPCHART BULLET POINT BLACK	EACH	
152	105923	MARKER FLIPCHART BULLET POINT BLUE	EACH	
153	105925	MARKER FLIPCHART BULLET POINT YELLOW	EACH	
154	102378	MARKER PEN WHITE BOARD BLACK	EACH	
155	102379	MARKER PEN WHITE BOARD BLUE	EACH	
156	102381	MARKER PEN WHITE BOARD GREEN	EACH	
157	102382	MARKER PEN WHITE BOARD ORANGE	EACH	
158	102383	MARKER PEN WHITE BOARD RED	EACH	
159	102384	MARKER PEN WHITE BOARD YELLOW	EACH	
160	102380	MARKER PEN WHITEBOARD BROWN	EACH	
161	102394	MARKER PERMANENT RED FINE	EACH	
162	102587	MESSAGE PADS A5	EACH	
163	100697	MONTHLY TIME BOOK JD 131	EACH	
164	102437	MOUSE PADS STANDARD SIZE	EACH	
165	102509	NOTES POP-UP POST-IT YELLOW	EACH	
166	103562	PAD STAMP INKED 110 X 70MM (METAL) BLACK	EACH	
167	102590	PAD UN-INKED LARGE	EACH	
168	102595	PADS DESK MASONITE BACK CORNER	EACH	
169	102597	PADS NEON POST-IT NO.654-54C	EACH	
170	102598	PADS PLAIN YELLOW POST-IT #653	EACH	
171	102599	PADS PLAIN YELLOW POST-IT #654	EACH	
172	102600	PADS PLAIN YELLOW POST-IT #655	EACH	
173	101826	PAPER FLIPCHART A1 BOND 4-HOLES PADDED	EACH	
174	102784	PAPER TALLY 70X76X13MM BOND	ROLL	
175	102785	PAPER TILL CASH REGISTER 44X70MM	ROLL	
176	102795	PASTE OFFICE GLUE 250ML BOTTLE (WITH BRUSH)	EACH	

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
177	102796	PASTE OFFICE GLUE 50ML BOTTLE	EACH	
178	102797	PEN PERMANENT MARKER BULLET POINT BLACK	EACH	
179	102798	PEN PERMANENT MARKER CHISEL POINT (VARIOUS COLOURS)	EACH	
180	102826	PEN PERMANENT MARKER CHISEL POINT BLACK	EACH	
181	104552	PEN BALLPOINT CLICK MEDIUM RED	EACH	
182	102800	PEN BALLPOINT CLICK MEDIUM BLACK	EACH	
183	102802	PEN BALLPOINT MEDIUM SHAFT BLACK	EACH	
184	102799	PEN BALLPOINT MEDIUM SHAFT RED	EACH	
185	102805	PEN FIBRETIP FINE BLACK	EACH	
186	102807	PEN FIBRETIP FINE RED	EACH	
187	102808	PEN FINELINER BLACK	EACH	
188	102810	PEN FINELINER GREEN	EACH	
189	102811	PEN FINELINER RED	EACH	
190	102813	PEN GELGRIP BLACK	EACH	
191	102815	PEN GELGRIP GREEN	EACH	
192	102816	PEN GELGRIP RED	EACH	
193	102820	PEN ROLLER BALL BLACK 7	EACH	
194	102821	PEN BALLPOINT FINE 0,7MM BLACK	EACH	
195	102823	PEN BALLPOINT FINE 0,7MM GREEN	EACH	
196	102824	PEN BALLPOINT FINE 0,7MM RED	EACH	
197	102828	PEN BALLPOINT EXTRA FINE 0,5MM BLACK	EACH	
198	102830	PEN BALLPOINT EXTRA FINE 0,5MM GREEN	EACH	
199	102831	PEN BALLPOINT EXTRA FINE 0,5MM RED	EACH	
200	102833	PEN BALLPOINT GRIP EXTRA FINE 0.5MM BLACK	EACH	
201	102837	PEN BALLPOINT GRIP EXTRA FINE 0.5MM RED	EACH	
202	102848	PENCIL HB	EACH	
203	102840	PENCIL 2H	EACH	
204	102842	PENCIL CLUTCH 0.5MM	EACH	
205	102325	PENCIL CLUTCH REFILLS 0.5MM	EACH	
206	102843	PENCIL CLUTCH REFILLS 0.7MM	EACH	
207	102845	PENCIL COLOURED (12/PACK)	PACK	
208	102846	PENCIL COLOURED (24/PACK)	PACK	
209	102862	PINS DRAWING 15MM HEAD (100/BOX)	BOX	
210	104598	PINS DRAWING ASSORTED COLOURS 8-10MM	EACH	
211	102863	PINS MAP BOX 100 BLUE	BOX	
212	102866	PINS MAP BOX 100 GREEN	BOX	
213	102864	PINS MAP BOX 100 RED	BOX	
214	102868	PINS OFFICE	BOX	

APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY, DELIVERY AND OFF-LOADING OF STATIONERY STOCK ITEMS TO THE CITY OF JOHANNESBURG FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS.

Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
215	102440	POCKET MULTIPUNCH A4 (100/PACK)	PACK	
216	102967	POST IT FLAGS REF.680-5 ASSORTED COLOUR	EACH	
217	102972	POUCH LAMINATING A4 250 MICRON (100/PACK)	PACK	
218	102975	POUCH LAMINATING A3 250 MICRON (100/PACK)	PACK	
219	102978	POUCHES LAMINATING 67 X 98 (50/PACK)	PACK	
220	103000	PUNCH 2-HOLE HEAVY DUTY BLACK (MINIMUM 80 SHEETS PUNCH)	EACH	
221	102999	PUNCH 2-HOLE LIGHT DUTY BLACK (MINIMUM 10 SHEETS PUNCH)	EACH	
222	103002	PUNCH 2-HOLE MEDIUM DUTY (MINIMUM 50 SHEETS PUNCH)	EACH	
223	103046	READY SORTERS LONG JOHN COMB.	EACH	
224	100668	REGISTER ATTENDANCE A4 SOFT COVER	EACH	
225	103058	RIBBON EPSON ERC 31 BLACK	EACH	
226	105961	RING BINDER 70MM 2-RING WITH OVERLAY	EACH	
227	103087	RINGS REINFORCEMENT PVC (250 RINGS/BOX)	BOX	
228	103816	TRAY DOCUMENT/LETTER PLASTIC WITH 4 PIN RISERS	EACH	
229	103089	RISERS PINS FOR PLASTIC TRAY DOCUMENT/LETTER (4 /SET)	SET	
230	103098	ROLLS ADDING MACHINE 57MMx57MM	ROLL	
231	113381	ROLLS CREDIT CARD 57MMx30MM	ROLL	
232	103106	ROLLS TILL 2PLY 57X57X13MM CORE	ROLL	
233	102849	RUBBER PENCIL (MINIMUM 65X23X13MM)	EACH	
234	103117	RULER 30CM PLASTIC	EACH	
235	103116	RULER 40CM PLASTIC	EACH	
236	103113	RULER 50CM PLASTIC	EACH	
237	103150	SCISSOR ORANGE HANDLE STEEL BLADES LENGTH MINIMUM 200MM	EACH	
238	103202	TAPE ADHESIVE CLEAR 12MMX66M	EACH	
239	103203	TAPE ADHESIVE CLEAR 25MMX66M	EACH	
240	103204	TAPE ADHESIVE PVC BLACK 24MMX66M HEAVY DUTY	ROLL	
241	103205	TAPE ADHESIVE PVC BLUE 24MMX66M HEAVY DUTY	ROLL	
242	103207	TAPE ADHESIVE PVC GREEN 24MMX66M HEAVY DUTY	ROLL	
243	103206	TAPE ADHESIVE PVC RED 24MMX66M HEAVY DUTY	ROLL	
244	103208	TAPE ADHESIVE PVC WHITE 24X66M HEAVY DUTY	ROLL	
245	103209	TAPE ADHESIVE PVC YELLOW 24MMX66M HEAVY DUTY	ROLL	
246	103215	SHARPENER PENCIL HAND 2 HOLE METAL	EACH	
247	100570	SPIRAL BINDING 10MM WHITE 21 RINGS	EACH	
248	100573	SPIRAL BINDING 14MM BLACK 21 RINGS	EACH	
249	100571	SPIRAL BINDING 16MM WHITE 21 RINGS	EACH	

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Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
250	100574	SPIRAL BINDING 19MM BLACK 21-RINGS	EACH	
251	103561	STAMP DATE SELF INK (TEXT PLATE SIZE MINIMUM 47X18MM)	EACH	
252	103572	STAPLE REMOVER	EACH	
253	103573	STAPLER HEAVY DUTY (GIANT STAPLER)	EACH	
254	103575	STAPLER TO FIT 26/6 MINIMUM 100 STAPLES	EACH	
255	103581	STAPLER TO FIT 26/6 MINIMUM 200 STAPLES	EACH	
256	103576	STAPLES 26/6 NO.56 (5000 STAPLES PER BOX)	BOX	
257	103579	STAPLES HEAVY DUTY 66/14MM (5000 STAPLES PER BOX)	BOX	
258	103569	STAPLES NO.66-11MM (5000 STAPLES PER BOX)	BOX	
259	103570	STAPLES NO.66-8MM (5000 STAPLES PER BOX)	BOX	
260	108170	STICK MEMORY USB 16GB	EACH	
261	106601	STICK MEMORY USB 32GB	EACH	
262	106076	STICK MEMORY USB 64GB	EACH	
263	103627	STICKERS CODE COLOUR C10-10MM (250/PACK)	PACK	
264	103628	STICKERS CONFIDENTIAL (125/BOX)	BOX	
265	103629	STICKERS HAND DELIVERED (125 STICKERS/BOX)	BOX	
266	103630	STICKERS URGENT (OBLON) (125 STICKERS/BOX)	BOX	
267	103666	TAB SPEED FOR TIDY FILES 55MM	EACH	
268	103678	TAGS KEYRING	EACH	
269	104568	TAPE DOUBLE SIDED 12MMX33M	EACH	
270	103684	TAPE DOUBLE SIDED 24MMX33M	EACH	
271	103690	TAPE MAGIC 12MMX25M	ROLL	
272	104556	TAPE MAGIC 24MMX50M	ROLL	
273	103691	TAPE MAGIC 12MMX50M	ROLL	
274	103693	TAPE MAGIC TRANSPARENT 18MMX50M	ROLL	
275	103694	TAPE MASKING 12MMx50M	ROLL	
276	103696	TAPE MASKING 24MMX50M	ROLL	
277	103700	TAPE PACKAGING BROWN 48MMX50M	ROLL	
278	103701	TAPE PACKAGING CLEAR 48MMX50M	ROLL	
279	103706	TAPE VINYL CLEAR 50MMX66M	ROLL	
280	101444	TWINE COTTON EXTRA THICK NO 309 - 500GRAM	ROLL	
281	103639	TWINE COTTON EXTRA THICK NO.302 - 500GRAM	ROLL	

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Item	CoJ material number	Material Description	Unit of measure	Price per unit of measure excluding VAT (R)
282	103638	TWINE COTTON EXTRA THICK NO.306 - 500GRAM	ROLL	
283	108530	WIPES ANTI-BACTERIAL (0,5% CHLOHEXIDINE)	EACH	
284	104564	WIPES COMPUTER SCREEN 50 PER PACK / TUB	PACK / TUB	
285	104563	COMPUTER SCREEN ANTI-STATIC CLEANER SPRAY (MINIMUM 250ML)	EACH	

Recommended / Not Recommended


Mr. Louis Fourie
 Chairperson of the Bid Specification Committee

2023-04-20
 Date

Approved / Not Approved


Mr. Floyd Brink
 City Manager: City of Johannesburg

24/04/2023
 Date