



TENDER NO: 118S/2023/24

**SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS  
TO THE CAPE TOWN STADIUM (RF) SOC LIMITED**

**CONTRACT PERIOD OF 3 YEARS, UNTIL 30 JUNE 2026**

<b>CLOSING DATE:</b>	<b>15 January 2024</b>
<b>CLOSING TIME:</b>	<b>10:00am</b>
<b>TENDER BOX NUMBER:</b>	<b>138</b>

**TENDER FEE:**      **R 200.00**    Non-refundable tender fee payable to CTS for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

<b>BIDDER</b>		
<b>NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual</b>		
<b>TRADING AS</b> (if different from above)		
<b>TOTAL BID PRICE</b> (Incl. VAT)	<b>CATEGORY A - STATIONERY</b>	
	<b>CATEGORY B – OFFICE EQUIPMENT</b>	
	<b>CATEGORY C – OFFICE REFRESHMENTS</b>	
	<b>CATEGORY D – PRINTER CARTRIDGES</b>	
	<b>CATEGORY E – OFFICE KITCHENWARE</b>	

**ISSUED BY:**

Cape Town Stadium (RF) SOC Limited  
Fritz Sonnenberg Rd,  
Green Point,  
Cape Town,  
8051

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**(1) GENERAL TENDER INFORMATION**

**TENDER ADVERTISED** : 01 December 2023

**CLARIFICATION MEETING** : **N/A**

**VENUE FOR SITE VISIT/CLARIFICATION MEETING** : **N/A**

**TENDER BOX & ADDRESS** : **Tender Box as per front cover** at the City of Cape Town, **Tender & Quotation Boxes Office**, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

: The Tender Document (which includes the Form of Offer and Acceptance) Completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the bidder, the endorsement **“TENDER NO. 118S/2023/24: SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** THE CTS TENDER BOX NO 138 and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time.

**CTS TENDER REPRESENTATIVE (TECHNICAL)** : **Werner Kuhn**

**CTS TENDER REPRESENTATIVE (ADMINISTRATIVE):** **Blake D'Oliveira**

**Email:** [Blake.DOliveira@capetown.gov.za](mailto:Blake.DOliveira@capetown.gov.za)

**(2) CONDITIONS OF TENDER**

Clause	Description
<b>1.</b>	<b><u>General</u></b>
<b>1.1.</b>	<b><u>Actions</u></b>
1.1.1	<p>The Cape Town Stadium (RF) SOC Limited (CTS) and each bidder submitting a tender offer shall comply with these Conditions of Tender. In their dealings with each other, they shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations.</p> <p>The parties agree that this tender and its acceptance shall be subject to the supply chain management policy of CTS.</p> <p>Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the Supplier, and/or the exercise by CTS of any other remedies available to it.</p>
1.1.2	The CTS, the bidder and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Bidders shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CTS shall declare any conflict of interest to CTS at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.
1.1.3	The CTS shall not seek, and a bidder shall not submit a tender, without having a firm intention and capacity to proceed with the contract.
<b>1.2</b>	<b><u>Interpretation</u></b>
1.2.1	The additional requirements contained in the returnable documents are part of these Conditions of Tender.
1.2.2	These Conditions of Tender and returnable schedules which are required for tender evaluation purposes, shall form part of the contract arising from the invitation to tender.
<b>1.3</b>	<b><u>Communication during tender process</u></b>
1.3.1	Verbal or any other form of communication, from the CTS, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CTS, unless communicated by the CTS in writing to suppliers by its Manager: Supply Chain Management or his nominee.
<b>1.4</b>	<b><u>The CTS's right to accept or reject any tender offer</u></b>
1.4.1	<p>The CTS may accept or reject any tender offer and may cancel the tender process or reject all tender offers at any time before the formation of a contract. The CTS may, prior to the award of the tender, cancel a tender if:</p> <ul style="list-style-type: none"> <li>a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or</li> <li>b) funds are no longer available to cover the total envisaged expenditure; or</li> <li>c) no acceptable tenders are received; or</li> <li>d) there is a material irregularity in the tender process.</li> </ul> <p>The CTS shall not accept or incur any liability to a bidder for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.</p>
<b>1.5</b>	<b><u>Procurement procedures</u></b>
1.5.1	Unless otherwise stated in the tender conditions, a contract will be concluded with the bidder who scores the highest points, for price and preference, in accordance with Schedule 3.
<b>1.6</b>	<b><u>Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court</u></b>
1.6.1	<p>Disputes, objections, complaints and queries:</p> <p>In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005) and the SCM Policy of the CTS:</p> <ul style="list-style-type: none"> <li>a) Persons aggrieved by decisions or actions taken by the CTS in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.</li> </ul>

Clause	Description
1.6.2	<p>Appeals:</p> <p>a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CTS, may appeal against that decision by giving written notice of the appeal and reasons to the CTS/Chief Executive Officer within 21 days of the date of the notification of the decision.</p> <p>b) An appeal must contain the following:</p> <ol style="list-style-type: none"> <li>Must be in writing</li> <li>It must set out the reasons for the appeal</li> <li>It must state in which way the Appellant's rights were affected by the decision;</li> <li>It must state the remedy sought; and</li> <li>It must be accompanied with a copy of the notification advising the person of the decision</li> </ol>
1.6.3	<p>Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000:</p> <p>The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).</p>
1.6.4	<p>All requests referring to sub clauses 1.6.1 and 1.6.2 must be submitted in writing to:</p> <p><b>The CEO CTS:</b> C/o the Manager: Supply Chain Management  <b>Via hand delivery at:</b> CTS Stadium, Fritz Sonnenberg Road Green Point 8051  <b>Via email at:</b> <a href="mailto:blake.doliveira@capetown.gov.za">blake.doliveira@capetown.gov.za</a></p>
1.6.5	<p>All requests referring to clause 1.6.3 regarding access to information or reasons must be submitted in writing to:</p> <p><b>The CEO CTS:</b> Office of the Chief Executive Officer  <b>Via hand delivery at:</b> CTS Stadium, Fritz Sonnenberg Road Green Point 8051  <b>Via email at:</b> <a href="mailto:lesley.dereuck@capetown.gov.za">lesley.dereuck@capetown.gov.za</a></p>
1.7	<b>National Treasury Web Based Central Supplier Database (CSD) Registration</b>
1.7.1	<p>Bidders are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Bidders must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.</p> <p>Bidders who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>.</p> <p>It is each bidder's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.</p>
1.8	<b>City of Cape Town (CCT) Supplier Database Registration</b>
1.8.1	<p>Bidders are required to be registered on the CCT Supplier Database as a service provider. Bidders must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.</p> <p>Bidders who wish to register on the City of Cape Town's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the City of Cape Town's website <a href="http://www.capetown.gov.za">www.capetown.gov.za</a> (follow the Supply Chain Management link to Supplier registration).</p> <p>It is each Bidder's responsibility to keep all the information on the CCT Supplier Database updated.</p>
<b>2.</b>	<b>Bidder's obligations</b>
2.1	<b>Responsiveness Criteria</b>
2.1.1	Bidders are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. Only those tenders that comply in all aspects with the tender conditions, specifications, pricing instructions and contract conditions will be declared to be responsive.
2.1.1.1	Submit a tender offer:

Clause	Description
	Only those tender submissions from which it can be established that a clear, irrevocable and unambiguous offer has been made to CTS, by whom the offer has been made and what the offer constitutes, will be declared responsive.
2.1.1.2	<p>Compliance with requirements of CTS SCM Policy and procedures adopted by CTS:</p> <p>Only those tenders that are compliant with the requirements below will be declared responsive:</p> <ol style="list-style-type: none"> <li>Full name of tendering entity to be provided;</li> <li>Identification number or company or other registration number to be provided;</li> <li>Tax reference number to be provided;</li> <li>VAT registration number (if any) to be provided;</li> <li>A completed Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule to be completed);</li> <li>A copy of the partnership / joint venture / consortium agreement to be provided.</li> <li>A completed Declaration of Interest – State Employees to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed);</li> <li>A completed Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive (applicable schedules to be completed);</li> <li>A completed Certificate of Independent Bid Determination to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed);</li> <li>The bidder (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,</li> <li>The bidder's tax matters with SARS are in order;</li> <li>The bidder is not an advisor or consultant contracted with the CTS,</li> <li>The bidder is not a person, advisor, corporate entity or a director of such corporate entity, involved with the bid specification committee.</li> <li>The bidder should be in possession of a certificate issued by the Private Security Regulatory Authority (PSIRA), if applicable and only required for security tenders.</li> </ol>
2.1.1.3	<p>Minimum score for functionality:</p> <p>Functionality evaluation is not applicable to this tender. Bidders are referred to the Evaluation Criteria stated in (6) SPECIFICATIONS, which must be complied with in order for the bid to be considered an acceptable offer.</p>
2.2	<u>Cost of tendering</u>
2.2.1	The CTS will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.
2.3	<u>Check Documents</u>
2.3.1	<p>The documents issued by the CTS for the purpose of a tender offer are listed in the index of this tender document.</p> <p>Before submission of any tender, the bidder should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the bidder must apply to the CTS at once to have the same rectified.</p>
2.4	<u>Confidentiality and copyright of documents</u>
2.4.1	Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the CTS only for the purpose of preparing and submitting a tender offer in response to the invitation.
2.5	<u>Reference documents</u>
2.5.1	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications,

Clause	Description
	Conditions of Contract and other publications, which are not attached but which are incorporated into the tender documents by reference.
2.6	<u>Acknowledge and comply with notices</u>
2.6.1	Acknowledge receipt of notices to the tender documents, which the CTS may issue, fully comply with all instructions issued in the notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of notices issued, the bidder shall be deemed to have received such notices if the CTS can show proof of transmission thereof via electronic mail, facsimile or registered post.
2.7	<u>Clarification meeting</u>
2.7.1	Attend, where required, a clarification meeting at which bidders may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information.  Bidders should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.
2.8	<u>Seek clarification</u>
2.8.1	Request clarification of the tender documents, if necessary, by notifying the CTS at least 5 working days before the closing time stated in the General Tender Information.
2.9	<u>Pricing the tender offer</u>
2.9.1	Comply with all pricing instructions as stated on the Price Schedule.
2.10	<u>Alterations to documents</u>
2.10.1	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the CTS, or necessary to correct errors made by the bidder. All signatories to the tender offer shall initial all such alterations.
2.11	<u>Alternative tender offers</u>
2.11.1	No Alternative offers will be considered.
2.12	<u>Submitting a tender offer</u>
2.12.1	Submit one tender offer only on the original tender documents as issued by the CTS, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract conditions and described in the specifications. Only those tenders submitted on the tender documents as issued by the CTS together with all Returnable Schedules duly completed and signed will be declared responsive.
2.12.2	Return the entire document to the CTS after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
2.12.3	Submit the parts of the tender offer communicated on paper as an original with an English translation for any part of the tender submission not made in English
2.12.4	Sign the original tender offer where required in terms of the tender conditions. The tender shall be signed by a person duly authorised to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture or any other document signed by all parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for bidders proposing to contract as joint ventures shall state which of the signatories the lead partner is.
2.12.5	Where a two-envelope system is required in terms of the tender conditions, place and seal the returnable documents listed in the tender conditions in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CTS's address and identification details stated in the General Tender Information, as well as the bidder's name and contact address.
2.12.6	Seal the original tender offer and copy packages together in an outer package that states on the outside only the CTS's address and identification details as stated in the General Tender Information.
2.12.7	Accept that the CTS shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

Clause	Description
2.12.8	Accept that tender offers submitted by facsimile or e-mail will be rejected by the CTS, unless stated otherwise in the tender conditions.
2.12.9	By signing the offer part of the Form of Offer (Section 2, Part A) the bidder warrants that all information provided in the tender submission is true and correct.
2.12.10	Tenders must be properly received and deposited in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box (as detailed in Section 1, Page 3 of this tender document). If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.
2.12.11	The bidder must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the returnable schedule titled <b>List of Other Documents Attached by Bidder</b> .
2.13	<u>Information and data to be completed in all respects</u>
2.13.1	Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CTS as non-responsive.
2.14	<u>Closing time</u>
2.14.1	Ensure that the CTS receives the tender offer at the address specified in the General Tender Information prior to the closing time stated on the front page of the tender document.
2.14.2	Accept that, if the CTS extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.
2.14.3	Accept that, the CTS shall not consider tenders that are received after the closing date and time for such a tender (late tenders).
2.15	<u>Tender offer validity and withdrawal of tenders</u>
2.15.1	Warrants that the tender offer(s) remains valid, irrevocable and open for acceptance by the CTS at any time for a period of 240 days after the closing date stated on the front page of the tender document.
2.15.2	Notwithstanding the period stated above, the tender shall be deemed to remain valid, irrevocable and open for acceptance until formal acceptance by the CTS for a period of six (6) months after the expiry of the original validity period unless the CTS is notified in writing of anything to the contrary by the bidder (including any further conditions) by the bidder. Any further conditions introduced by the supplier will be considered at the sole discretion of the CTS.
2.15.3	<p>A bidder may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CTS after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the bidder agrees that:</p> <ul style="list-style-type: none"> <li>a) it shall be liable to the CTS for any additional expense incurred or losses suffered by the CTS in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;</li> <li>b) the CTS shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the bidder under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the bidder or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CTS shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss.</li> </ul>
2.16	<u>Clarification of tender offer, or additional information, after submission</u>
2.16.1	<p>Provide clarification of a tender offer, or additional information, in response to a written request to do so from the CTS during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of bidders or substance of the tender offer is sought, offered, or permitted.</p> <p>Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred bidder following a competitive selection process, should the CTS elect to do so.</p>

Clause	Description
	Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CTS's written request will render the tender non-responsive.
2.17	<u>Provide other material</u>
2.17.1	Provide, on request by the CTS, any other material that has a bearing on the tender offer, the bidder's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CTS for the purpose of the evaluation of the tender. Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CTS's request, the CTS will regard the tender offer as non-responsive.
2.17.2	<p>Provide, on written request by the CTS, where the transaction value inclusive of VAT exceeds R 10 million:</p> <ul style="list-style-type: none"> <li>a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;</li> <li>b) a certificate signed by the bidder certifying 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;</li> <li>c) particulars of any contracts awarded to the bidder 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;</li> <li>d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.</li> </ul> <p>Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.</p>
2.17.3	Bidders undertake to fully cooperate with the CTS's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CTS.
2.18	<u>Samples, Inspections, tests and analysis</u>
2.18.1	<p>Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender conditions or specifications.</p> <p>If the Specification requires the bidder to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.</p> <p>If such samples are not submitted as required in the bid documents or within any further time stipulated by the CTS in writing, then the bid concerned may be declared non-responsive.</p>
2.19	<u>Certificates</u>
2.19.1	The bidder must provide the CTS with all certificates as stated within this tender document.
2.19.2	<p>Evidence of tax compliance</p> <p>Bidders shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.1.1.2. The bidder must also provide its Tax Compliance Status PIN number on the Details of Bidder pages of the tender submission.</p> <p>Each party to a Consortium/Joint Venture shall submit a separate Tax Clearance Certificate.</p> <p>Before making an award the CTS must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CTS, within the time period stated in the notice, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CTS via CSD or e-Filing. The CTS must reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.</p>

Clause	Description
	Only foreign suppliers who have answered “NO” to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the Details of Bidder pages of the tender submission, are not required to register for a tax compliance status with SARS.
2.20	<u>Compliance with Occupational Health and Safety Act, 85 of 1993</u>
2.20.1	<p>Bidders are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Bidder shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.</p> <p>In this regard the Bidder shall submit upon written request to do so by the CTS, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.</p>
2.21	<u>Claims arising from submission of tender</u>
2.21.1	<p>The bidder warrants that it has:</p> <ol style="list-style-type: none"> <li>inspected the Specifications and read and fully understood the Conditions of Contract,</li> <li>read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract,</li> <li>visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby,</li> <li>requested the CTS to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Bidder, and</li> <li>received any notices to the tender documents which have been issued in accordance with the CTS's Supply Chain Management Policy.</li> </ol> <p>The CTS will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.</p>
<b>3.</b>	<b><u>The CTS undertakings</u></b>
3.1	<u>Respond to requests from the bidder</u>
3.1.1	Unless otherwise stated in the Tender Conditions, respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.
3.1.2	The CTS's representative for the purpose of this tender is stated on the General Tender Information page.
3.2	<u>Issue Notices</u>
3.2.1	<p>If necessary, issue notices that may amend or amplify the tender documents to each bidder during the period from the date the tender documents are available until one week (where possible) before the tender closing time stated on the front page of the tender document. If, as a result a bidder applies for an extension to the closing time stated on the front page of the tender document, the CTS may grant such extension and, shall then notify all bidders who drew documents.</p> <p>Notwithstanding any requests for confirmation of receipt of notices issued, the bidder shall be deemed to have received such notices if the CTS can show proof of transmission thereof via electronic mail, facsimile or registered post.</p>
3.3	<u>Opening of tender submissions</u>
3.3.1	<p>Unless the two-envelope system is to be followed, open tender submissions in the presence of bidders' agents who choose to attend at the time and place stated in the tender conditions.</p> <p>Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.</p>

Clause	Description
3.3.2	Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each bidder whose tender offer is opened and, where possible, the prices and the preferences indicated.
3.3.3	Make available a record of the details announced at the tender opening meeting on the City of Cape Town's website ( <a href="http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx">http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx</a> .)
3.3.4	Make available the pricing schedules upon written request.
3.4	<u>Two-envelope system</u>
3.4.1	Where stated in the tender conditions that a two-envelope system is to be followed, open only the technical proposal of tenders in the presence of bidders' agents who choose to attend at the time and place stated in the tender conditions and announce the name of each bidder whose technical proposal is opened.
3.4.2	Evaluate the quality of the technical proposals offered by bidders, then advise bidders who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. Open only the financial proposals of bidders, who have submitted responsive technical proposals in accordance with the requirements as stated in the tender conditions, and announce the total price and any preferences claimed. Return unopened financial proposals to bidders whose technical proposals were non responsive.
3.5	<u>Non-disclosure</u>
3.5.1	Not disclose to bidders, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
3.6	<u>Grounds for rejection and disqualification</u>
3.6.1	Determine whether there has been any effort by a bidder to influence the processing of tender offers and instantly disqualify a bidder (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.
3.7	<u>Test for responsiveness</u>
3.7.1	Appoint an evaluation panel and determine, after opening and before detailed evaluation, whether each tender offer properly received: <ul style="list-style-type: none"> <li>a) complies with the requirements of these Conditions of Tender,</li> <li>b) has been properly and fully completed and signed, and</li> <li>c) is responsive to the other requirements of the tender documents.</li> </ul>
3.7.2	A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CTS's opinion, would: <ul style="list-style-type: none"> <li>a) detrimentally affect the scope, quality, or performance of the goods, services or supply identified in the Specifications, or</li> <li>b) significantly change the CTS's or the bidder's risks and responsibilities under the contract</li> </ul> <p>Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.</p>
3.8	<u>Arithmetical errors, omissions and discrepancies</u>
3.8.1	Check the responsive tenders for: <ul style="list-style-type: none"> <li>a) the gross misplacement of the decimal point in any unit rate;</li> <li>b) omissions made in completing the Price Schedule; or</li> <li>c) arithmetic errors in: <ul style="list-style-type: none"> <li>i. line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or</li> <li>ii. the summation of the prices; or</li> <li>iii. calculation of individual rates.</li> </ul> </li> </ul>
3.8.2	The CTS must correct the arithmetical errors in the following manner: <ul style="list-style-type: none"> <li>a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.</li> <li>b) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the unit rate shall govern and the line item shall</li> </ul>

Clause	Description
	<p>be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern.</p> <p>c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the product of the unit rates and quantities shall govern and the bidder will be asked to revise the tendered total of the prices.</p> <p>Consider the rejection of a tender offer if the bidder does not correct or accept the correction of the arithmetical error in the manner described above.</p>
3.8.3	In the event of tendered rates or lump sums being declared by the CTS to be unacceptable to it because they are either excessively low, or not in proper balance with other rates or lump sums, the bidder may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CTS is still not satisfied with the tendered rates or lump sums objected to, it may declare the tender as non-responsive.
3.9	<u>Clarification of a tender offer</u>
3.9.1	<p>The CTS may, after the closing date, request additional information or clarification from bidders, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer.</p> <p>Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CTS's written request will render the tender non-responsive.</p>
3.10	<u>Evaluation of tender offers</u>
3.10.1	General
3.10.1.1	Reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender conditions.
3.10.1.2	<p>For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:</p> <ol style="list-style-type: none"> <li>If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.</li> <li>If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.</li> <li>If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.</li> <li>If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CTS will check all quoted rates against those supplied by its own bank).</li> <li>If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.</li> <li>If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).</li> </ol>
3.10.2	Decimal places
3.10.2.1	Score financial offers, preferences and functionality, as relevant, to two decimal places.
3.10.3	Scoring of tenders (price and preference)
3.10.3.1	<p>Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the Price Schedule (Part 3):</p> <ol style="list-style-type: none"> <li>based on the sum of the prices/rates in relation to a typical works project.</li> </ol>

Clause	Description
3.10.3.2	Points for preference will be allocated in accordance with the provisions of Preference Schedule (Schedule 3).
3.10.3.3	The terms and conditions of Preference Schedule shall apply in all respects to the tender evaluation process and any subsequent contract.
3.10.4	Risk Analysis
3.10.4.1	<p>Notwithstanding compliance with regard to any requirements of the tender, the CTS will perform a risk analysis in respect of the following:</p> <ul style="list-style-type: none"> <li>a) reasonableness of the financial offer</li> <li>b) reasonableness of unit rates and prices</li> <li>c) the bidder's ability to fulfil its obligations in terms of the tender document, that is, that the bidder can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CTS reserves the right to consider a bidder's existing contracts with the CTS in this regard.</li> </ul> <p>No bidder will be recommended for an award unless the bidder has demonstrated to the satisfaction of the CTS that he/she has the resources and skills required.</p>
3.11	<u>Negotiations with preferred bidders</u>
3.11.1	<p>The CTS may negotiate the final terms and pricing of a contract with bidders identified through a competitive tendering process as preferred bidders, provided that such negotiation:</p> <ul style="list-style-type: none"> <li>a) does not allow any preferred bidder a second or unfair opportunity;</li> <li>b) is not to the detriment of any other bidder; and</li> <li>c) does not lead to a higher price than the tender as submitted.</li> </ul> <p>If negotiations fail to result in acceptable pricing and/or contract terms, the Chief Executive Officer (CEO) (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked bidder for negotiations. The original preferred bidder should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked bidder for negotiations, the failed earlier negotiations may not be reopened by the CTS.</p> <p>Minutes of any such negotiations shall be kept for record purposes.</p> <p>The provisions of this clause will be equally applicable to any invitation to negotiate with any other bidders.</p> <p>In terms of the CTS Preferential Procurement Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any acceptable tender.</p>
3.12	<u>Acceptance of tender offer</u>
3.12.1	<p>Notwithstanding any other provisions contained in the tender document, the CTS reserves the right to:</p> <ul style="list-style-type: none"> <li>a) Accept a tender offer which does not, in the CTS's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.</li> <li>b) Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CTS is not obliged to accept the lowest or any tender.</li> <li>c) Accept the tender offer, only if in the opinion of the CTS, the bidder: <ul style="list-style-type: none"> <li>i. can demonstrate that it has the necessary resources and skills to fulfil its obligations in terms of the tender document,</li> <li>ii. does not pose any material risk to the CTS,</li> <li>iii. is not currently a supplier to whom notice has been served regarding abuse of the supply chain management system.</li> </ul> </li> </ul>
3.13	<u>Prepare contract documents</u>
3.13.1	If necessary, revise documents that shall form part of the contract and that were issued by the CTS as part of the tender documents to take account of:

Clause	Description
	a) notices issued during the tender period, b) inclusion of some of the returnable documents, and c) other revisions agreed between the CTS and the successful bidder.
3.13.2	Complete the schedule of deviations attached to the form of offer and acceptance, if any.
3.14	<u>Notice to successful and unsuccessful bidders</u>
3.14.1	Before accepting the tender of the successful bidder the CTS shall notify the successful bidder in writing of the decision of the CTS's Bid Adjudication Committee to award the tender to the successful bidder. No rights shall accrue to the successful bidder in terms of this notice
3.14.2	The CTS shall, at the same time as notifying the successful bidder of the Bid Adjudication Committee's decision to award the tender to the successful bidder, also give written notice to the other bidders informing them that they have been unsuccessful.
3.15	<u>Provide written reasons for actions taken</u>
3.15.1	Provide upon request written reasons to bidders for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of bidders or might prejudice fair competition between bidders.

### (3) DETAILS OF BIDDER

**1.1 Type of Entity** (Please tick one box)

- ☐ Individual / Sole Proprietor
 ☐ Close Corporation
 ☐ Company  
☐ Partnership or Joint Venture or Consortium
 ☐ Trust
 ☐ Other: .....

**1.2 Required Details** (Please provide applicable details in full):

<b>Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor</b>	
<b>Trading as</b> (if different from above)	
<b>Company / Close Corporation registration number</b> (if applicable)	
<b>Postal address</b>	Postal Code _____
<b>Physical address</b> (Chosen domicilium citandi et executandi)	Postal Code _____
<b>Contact details of the person duly authorised to represent the bidder</b>	Name: Mr/Ms _____ (Name & Surname)  Telephone:( ____ ) _____ Fax:( ____ ) _____ Cellular Telephone: _____ E-mail address: _____
<b>Income tax number</b>	
<b>VAT registration number</b>	
<b>SARS Tax Compliance Status PIN</b>	
<b>City of Cape Town Supplier Database Registration Number</b> (See Conditions of Tender)	
<b>National Treasury Central Supplier Database registration number</b> (See Conditions of Tender)	

**(4) FORM OF OFFER AND ACCEPTANCE**
**118S/2023/24: SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED**
**PART A (TO BE FILLED IN BY BIDDER):**
**2.1 Required Details** (Please provide applicable details in full):

<b>Name of Tendering Entity*</b> <b>("the bidder")</b>	
<b>Trading as</b> (if different from above)	

**AND WHO IS** represented herein by: (full names of signatory) \_\_\_\_\_

duly authorised to act on behalf of the bidder in his capacity as: (title/ designation) \_\_\_\_\_

**HEREBY AGREES THAT** by signing the *Form of Offer and Acceptance*, the bidder:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to bidders issued by the Cape Town Stadium (RF) SOC Limited;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to render all or any of the services described in the tender document to the Cape Town Stadium (RF) SOC Limited in accordance with the:
  - 4.1** terms and conditions stipulated in this tender document;
  - 4.2** specifications stipulated in this tender document; and
  - 4.3** at the prices as set out in the Price Schedule.
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

 \_\_\_\_\_  
 Signature(s)

 \_\_\_\_\_  
 Print name(s):  
 On behalf of the bidder (duly authorised)

 \_\_\_\_\_  
 Date

INITIALS OF CTS OFFICIALS		
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**PART B (TO BE FILLED IN BY CAPE TOWN STADIUM (RF) SOC LIMITED)**

1. accepts the offer submitted by **(DETAILS OF SUCCESSFUL BIDDER, ALSO REFERRED TO AS THE “SUPPLIER”)** \_\_\_\_\_, thereby concluding a contract with the supplier for a contract period commencing on signing of the contract and terminating on 30 June 2026;
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

Signature(s) and stamp of  
The CEO of Cape Town Stadium (RF) SOC Ltd

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**FORM OF OFFER AND ACCEPTANCE (continued)**  
**(TO BE FILLED IN BY THE CAPE TOWN STADIUM (RF) SOC LTD)**

## Schedule of Deviations

### Notes:

1. The extent of deviations from the tender documents issued by the CTS before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A bidder's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

1 Subject .....

Details .....

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2 Subject .....

Details .....

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3 Subject .....

Details .....

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4 Subject .....

Details .....

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By the duly authorised representatives signing this agreement, the CTS and the bidder agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidder and the CTS during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## (5) PRICING INSTRUCTIONS

1. Prices must be quoted in South African currency, with VAT being displayed separately on the Pricing Schedule and invoices (if applicable).
2. Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful bidder, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
3. All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the bidder's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
4. All prices shall be tendered in accordance with the units specified in the Pricing Schedule.
5. Where a value is given in the Quantity column, a Rate and Price (i.e., the product of the Quantity and Rate) is required to be inserted in the relevant columns.
6. A price must be entered against all items as per the categories in the Price Schedule. **An item against which no rate is entered (i.e. the line item is left blank or scratched through) may be interpreted as no offering having been submitted and will deem the entire offer for the category as non-responsive. Where bidders offer a service/goods at a zero-rate, this must be clearly indicated in the applicable line item (e.g. stating "0" or "NIL" or "Included"), i.e. that there is no charge for that item.**
7. Prices tendered below shall be subject to adjustment in accordance with **Schedule 8**. Firm prices will not be considered for the duration of the Contract and the tender will be declared non-responsive unless in accordance with Schedule 8.
8. The CTS intends to appoint one (1) Service Provider only, per category. Each category will be evaluated separately in terms of the evaluation criteria and preference points system. Bidders are welcome to tender on all categories or on each separately.

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**(5) PRICING SCHEDULE****CATEGORY A: STATIONERY**

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
1.	BATTERY; Alkaline; PP3; 625mAh; 9V; CTS	BATTERY - CHEMICAL COMPOSITION: Alkaline; COMMON DESIGNATION: PP3; CAPACITY: 625mAh; VOLTAGE: 9V; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	30		
2.	BATTERY; Alkaline; AA; 2850mAh; 1.5V; CTS	BATTERY - CHEMICAL COMPOSITION: Alkaline; COMMON DESIGNATION: AA; CAPACITY: 2850mAh; VOLTAGE: 1.5V; UNIT PACKAGING: 4 Per Pack; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	60		
3.	BATTERY; Alkaline; AAA; 1250mAh; 1.5V; CTS	BATTERY - CHEMICAL COMPOSITION: Alkaline; COMMON DESIGNATION: AAA; CAPACITY: 1250mAh; VOLTAGE: 1.5V; UNIT PACKAGING: 4 Per Pack; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	80		
4.	CLIP; Bulldog; 50mm; CTS	CLIP - TYPE: Bulldog; SIZE: 50mm; UNIT PACKAGING: 12 Per Box; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	10		
5.	CALCULATOR; 10 Digit; CTS	CALCULATOR - TYPE: 10 Digit; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Kaiser KT-260; Battery and Solar powered. Large screen without tilt.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		

INITIALS OF CTS OFFICIALS

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
6.	FILE; Clipboard; Masonite; A4; CTS	FILE - TYPE: Clipboard; MATERIAL: Masonite; SIZE: A4; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
7.	CORRECTION FLUID; MetalTip; White; 18ml; CTS	CORRECTION FLUID - TYPE: Metal Tip; COLOUR: White; SIZE: 18ml bottle; PENTEL ZL1S-6 Fine Point Correction Pen 18ml; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
8.	ENVELOPE; C4 Manilla; 324mmX229mm; CTS	ENVELOPE - TYPE: C4 Manilla Envelopes Pocket Self Seal; SIZE: 324mmX229mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 50 per box; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	5		
9.	ENVELOPE; C5 Manilla; 229mmX162mm; CTS	ENVELOPE - TYPE: C5 Manilla Envelopes Pocket Self Seal; SIZE: 229mmX162mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 50 per box; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	5		
10.	ERASER; Pencil; Vinyl; 63mmx23mmx12.5mm; CTS	ERASER - TYPE: Pencil; MATERIAL: Soft Vinyl; SIZE: 63mm x 23mm x 12.5mm; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Non-Toxic, sleeved and wrapped; PACKAGING: 2 per box.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	20		
11.	EXAMINATION PAD; A4; CTS	EXAMINATION PAD - SIZE: A4; SPECIFIC USE: Cape Town Stadium; PAGES: 80 pages; SPECIFICATIONS: Faint ruled paper, Punched; PACKAGING: Transparent plastic shrink-wrapped or brown kraft paper wrapped lots of 10 (ten) units; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	15		

INITIALS OF CTS OFFICIALS		
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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
12.	FINGERETTE; Rubber; No 0; CTS	FINGERETTE - MATERIAL: Rubber; SIZE: No 0; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	1		
13.	FILE; Flip; A4; 20 pocket; CTS	FILE - TYPE: Flip; SIZE: A4; CAPACITY: 20 pocket; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Insert a cardboard in first and last pocket for stability.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		
14.	FILE; Flip; A4; 30 pocket; CTS	FILE - TYPE: Flip; SIZE: A4; CAPACITY: 30 pocket; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Insert a cardboard in first and last pocket for stability.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	30		
15.	FILE; Flip; A4; 50 pocket; CTS	FILE - TYPE: Flip; SIZE: A4; CAPACITY: 50 pocket; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Insert a cardboard in first and last pocket for stability.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	30		
16.	PAPER; Flip Chart; White; A1; 60gsm; CTS	PAPER - TYPE: Flip Chart; COLOUR: White; SIZE: A1; GRAMMAGE: 60gsm; SPECIFIC USE: Cape Town Stadium; UNIT PACKAGING: 50 sheets per pad.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
17.	CLIP; Foldback; 19mm; CTS	CLIP - TYPE: Foldback; SIZE: 19mm; PACKAGING: 12 per box; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	3		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
18.	CLIP; Foldback; 32mm; CTS	CLIP - TYPE: Foldback; SIZE: 32mm; PACKAGING: 12 per box; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	3		
19.	CLIP; Foldback; 51mm; CTS	CLIP - TYPE: Foldback; SIZE: 51mm; PACKAGING: 12 per box; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	3		
20.	GLUE; Stick; 22g; CTS	GLUE - TYPE: Stick; SIZE: 22g; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Acid free; PACKAGING: 24 per pack; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	1		
21.	BOOK; Hard Cover 2Quire; A4; CTS	BOOK - TYPE: Hard Cover 2Quire; SIZE: A4; SPECIFIC USE: Cape Town Stadium; PAGES: 192 pages; SPECIFICATIONS: Feint ruled paper, Binding stitched; PACKAGING: 10 per pack, wrapped.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	4		
22.	BOOK; Hard Cover 2Quire; A5; CTS	BOOK - TYPE: Hard Cover 2Quire; SIZE: A5; SPECIFIC USE: Cape Town Stadium; PAGES: 192 pages; SPECIFICATIONS: Feint ruled paper, Binding stitched; PACKAGING: 10 per pack, wrapped.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
23.	HIGHLIGHTER; Chisel point; Bl; 2mm; CTS	HIGHLIGHTER - POINT: Chisel point; COLOUR: Blue; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	3		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
24.	HIGHLIGHTER; Chisel point; Pink; 2mm; CTS	HIGHLIGHTER - POINT: Chisel point; COLOUR: Pink; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	3		
25.	HIGHLIGHTER; Chisel point; Org; 2mm; CTS	HIGHLIGHTER - POINT: Chisel point; COLOUR: Orange; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	3		
26.	HIGHLIGHTER; Chisel point; Grn; 2mm; CTS	HIGHLIGHTER - POINT: Chisel point; COLOUR: Green; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	3		
27.	INDEX SET; 10 Tab; PVC; CTS	INDEX SET - TYPE: 10 Tab; MATERIAL: PVC; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		
28.	INDEX SET; January to December; PVC; A4; CTS	INDEX SET - TYPE: January to December; MATERIAL: PVC; SIZE: A4; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		
29.	KEY RING; Tag; PVC; CTS	KEY RING - TYPE: Tag; MATERIAL: PVC; PACKAGING: 25 per pack; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
30.	LAMINATING POUCH; 150 micron; A4; CTS	LAMINATING POUCH - THICKNESS: 150 micron; SIZE: A4; SPECIFIC USE: Cape Town Stadium; PACKAGING: 100 per box; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	3		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
31.	LAMINATING POUCH; 150 micron; A5; CTS	LAMINATING POUCH - THICKNESS: 150 micron; SIZE: A5; SPECIFIC USE: Cape Town Stadium; PACKAGING: 100 per box; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
32.	MARKER; W/board; Bullet point; Blk; 2mm; CTS	MARKER - TYPE: Whiteboard; POINT: Bullet point; COLOUR: Black; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
33.	MARKER; W/board; Bullet point; Bl; 2mm; CTS	MARKER - TYPE: Whiteboard; POINT: Bullet point; COLOUR: Blue; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
34.	MARKER; W/board; Bullet point; Grn; 2mm; CTS	MARKER - TYPE: Whiteboard; POINT: Bullet point; COLOUR: Green; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
35.	MARKER; W/board; Bullet point; Red; 2mm; CTS	MARKER - TYPE: Whiteboard; POINT: Bullet point; COLOUR: Red; THICKNESS: 2mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	2		
36.	CLEANER; Whiteboard Liquid; 250ml; CTS	CLEANER - TYPE: Whiteboard Liquid; SIZE: 250ml; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
37.	ERASER; W/board Magnetic; 145mm x 55mm; CTS	ERASER - TYPE: Whiteboard Magnetic; SIZE: 145mm x 55mm; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Peel-off layer.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
38.	FILE COVER; Lever Arch File; Blk; A4; CTS	FILE COVER - TYPE: Lever Arch; COLOUR: Black; SIZE: A4, 80mm; SPECIFIC USE: Cape Town Stadium; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	120		
39.	BOOK; Shorthand; A5; CTS; 144 pages	BOOK - TYPE: Shorthand; SIZE: A5; SPECIFIC USE: Cape Town Stadium; PAGES: 144 pages; COLOUR: White 80gsm; REFERENCE: JD146; SPECIFICATIONS: Spiral, feint with red centre line.; GUIDELINE: GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
40.	FILE; Optiplan Expanda File; A4; 350gsm; CTS	FILE - TYPE: Optiplan; SIZE: A4; GRAMMAGE: 350gsm; SPECIFIC USE: Cape Town Stadium; REFERENCE: Ref 450; CAPACITY: 500 sheets; SPECIFICATIONS: Heavy weight Expanda File with Flap and Clip; PACKAGING: 25 per pack; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	12		
41.	PAPER; Bond; White; A3; 80gsm; CTS	PAPER - TYPE: Bond; COLOUR: White; SIZE: A3; GRAMMAGE: 80gsm; SPECIFIC USE: Cape Town Stadium; ISSUING UNIT: Each refers to 500 sheets per ream; UNIT PACKAGING: 500 sheets per ream; SPECIFICATIONS: Manufactured with at least 50% recycled content, FSC certified, free of Acid and Chlorine, smooth surface.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER REAM	15		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
42.	PAPER; Bond; White; A4; 80gsm; CTS	PAPER - TYPE: Bond; COLOUR: White; SIZE: A4; GRAMMAGE: 80gsm; SPECIFIC USE: Cape Town Stadium; ISSUING UNIT: Each refers to 500 sheets per ream; UNIT PACKAGING: 500 sheets per ream; SPECIFICATIONS: Manufactured with at least 50% recycled content, FSC certified, free of Acid and Chlorine, smooth surface.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER REAM	70		
43.	CLIP; Paper; Plastic Coated; 31mm; CTS	CLIP - TYPE: Paper; MATERIAL: Plastic Coated; SIZE: 31mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 100 per box.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	10		
44.	CLIP; Paper; Metal; 50mm; CTS	CLIP - TYPE: Paper; MATERIAL: Metal; SIZE: 50mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 100 per box.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	20		
45.	CLIP; Paper; Metal; 78mm; CTS	CLIP - TYPE: Paper; MATERIAL: Metal; SIZE: 78mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per box.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	10		
46.	PAPER; Board; Bright Colours; A4; 160gsm; CTS	PAPER - TYPE: Board; COLOUR: Bright Colours Assorted; SIZE: A4; GRAMMAGE: 160gsm; SPECIFIC USE: Cape Town Stadium; ISSUING UNIT: Each refers to 100 sheets per ream; UNIT PACKAGING: 100 sheets per ream.; SPECIFICATIONS: 20 sheets of each colour per ream. Assorted colours to be green, yellow, blue, pink and orange.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER REAM	10		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
47.	PAPER; Board; White; A4; 160gsm; CTS	PAPER - TYPE: Board; COLOUR: White; SIZE: A4; GRAMMAGE: 160gsm; SPECIFIC USE: Cape Town Stadium; ISSUING UNIT: Each refers to 100 sheets per ream; UNIT PACKAGING: 100 sheets per ream.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER REAM	5		
48.	PENCIL SHARPENER; Desk type w/clamp; CTS	PENCIL SHARPENER - TYPE: Desk type with clamp; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Kw Trio Autofeed Sharpener with Desk Clamp KW030VA; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
49.	PENCIL; Drawing; HB; CTS	PENCIL - TYPE: Drawing; GRADING: HB; SPECIFIC USE: Cape Town Stadium; PACKAGING: 12 Per Box; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	3		
50.	PEN; Gel; Blk; Medium; CTS; Retractable	PEN - TYPE: Gel; COLOUR: Black; THICKNESS: Medium; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Pilot G2 0.7 Retractable; GRIP: Soft; PACKAGING: 12 per box; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	10		
51.	PEN; Ballpoint; Blk; Medium; CTS; Retractable	PEN - TYPE: Ballpoint; COLOUR: Black; THICKNESS: Medium; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Bic Clic Ballpen Retractable; PACKAGING: 60 per box; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	3		
52.	PEN; Gel; Red; Medium; CTS; Retractable	PEN - TYPE: Gel; COLOUR: Red; THICKNESS: Medium; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Pilot G2 0.7 Retractable; GRIP: Soft; PACKAGING: 12 per box.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	10		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
53.	MARKER; Perm; Bullet point; Asst; 1mm; CTS	MARKER - TYPE: Permanent; POINT: Bullet point; COLOUR: Assorted; THICKNESS: 1mm - 1.5mm; SPECIFIC USE: Cape Town Stadium; PACKAGING: 12 per pack; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	10		
54.	FILING POCKET; Plastic; Clear; A4; CTS	FILING POCKET - MATERIAL: Plastic; COLOUR: Clear; SIZE: A4; SPECIFIC USE: Cape Town Stadium; PACKAGING: 10 per pack; SPECIFICATIONS: Multi-punched, anti-static, anti-glare, ink safe; 50mic; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	10		
55.	INDEX FLAGS; Mini; Neon Assorted; CTS	INDEX FLAGS - TYPE: Mini; COLOUR: Neon Assorted; SPECIFIC USE: Cape Town Stadium; UNIT PACKAGING: Set of 4; SPECIFICATIONS: 35 flags per colour 140 flags per 11.9mm x 43.2mm dispenser.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER PACK	7		
56.	STICKY NOTES; Yellow; 75mm x 75mm; CTS	STICKY NOTES - COLOUR: Yellow; SIZE: 75mm x 75mm; SPECIFIC USE: Cape Town Stadium; UNIT PACKAGING: 100 sheets per pad; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		
57.	STICKY NOTES; Yellow; 75mm x 125mm; CTS	STICKY NOTES - COLOUR: Yellow; SIZE: 75mm x 125mm; SPECIFIC USE: Cape Town Stadium; UNIT PACKAGING: 100 sheets per pad; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		
58.	STICKY NOTES; Yellow; 38mm x 50mm; CTS	STICKY NOTES - COLOUR: Yellow; SIZE: 38mm x 50mm; SPECIFIC USE: Cape Town Stadium; UNIT PACKAGING: 100 sheets per pad; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		

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59.	PRESTIK; 100g; CTS	PRESTIK - SIZE: 100g; SPECIFIC USE: Cape Town Stadium; BRAND: Bostik or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	24		
60.	PUNCH; 2 Hole; Metal w/wooden base; Large; CTS	PUNCH - TYPE: 2 Hole; CONSTRUCTION MATERIAL: Metal with wooden base; SIZE: Large; SPECIFIC USE: Cape Town Stadium; CAPACITY: 55 sheets, 6mm; SPACING: 8cm; APPLICATION: Heavy Duty; SPECIFICATIONS: Removable confetti tray. Retractable paper alignment indicator.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
61.	PUNCH; 2 Hole; Metal; Blue/Black; CTS	PUNCH - TYPE: 2 Hole; CONSTRUCTION MATERIAL: Metal; COLOUR: Blue/Black; SPECIFIC USE: Cape Town Stadium; CAPACITY: 30 sheets of 80gsm paper; APPLICATION: Medium duty; SPECIFICATIONS: Removable confetti tray. Retractable paper alignment indicator; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	6		
62.	PUNCH; 2 Hole; Metal; Small; CTS	PUNCH - TYPE: 2 Hole; CONSTRUCTION MATERIAL: Metal; SIZE: Small; SPECIFIC USE: Cape Town Stadium; CAPACITY: 8 sheets; APPLICATION: Light Duty; SPECIFICATIONS: Removable confetti tray.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
63.	FILE; Ringbinder; PVC; Multi; CTS	FILE - TYPE: Ringbinder; MATERIAL: PVC; COLOUR: Black, blue, green, yellow, red; SPECIFIC USE: Cape Town Stadium; THICKNESS: 25mm; SPECIFICATIONS: 2 Ring.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	40		
64.	RULER; Plastic; 30cm; CTS	RULER - MATERIAL: Plastic; SIZE: 30cm; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Shatterproof; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	20		

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65.	STORAGE BOX; Arc; C/brd; 460x340x285mm; CTS	STORAGE BOX - TYPE: Archive; MATERIAL: Double walled cardboard for extra durability; COLOUR: Kraft; SIZE: 460mmL x 340mmW x 285mmD; SPECIFIC USE: Cape Town Stadium; REFERENCE: Ref 080045; SPECIFICATIONS: Multi-Purpose storage box, house 5 Lever Arch files because of deeper lid, Store 6 lever Arch files, or 4 x 07005 containers, Suitable for A4 and A3 filing; PACKAGING: 10 per pack; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	20		
66.	SCISSORS; Plastic Handle; 210mm; CTS	SCISSORS - TYPE: Plastic Handle; SIZE: 210mm; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
67.	STAPLE REMOVER; Clamp; Assorted Colours; CTS	STAPLE REMOVER - TYPE: Clamp; COLOUR: Assorted Colours; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
68.	STAPLER; Full Strip; Giant; CTS	STAPLER - TYPE: Full Strip; SIZE: Giant; SPECIFIC USE: Cape Town Stadium; CAPACITY: 100 sheets; STAPLE SIZE: No 66/11; SPECIFICATIONS: Heavy duty. Integral staple remover. Metal chassis.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
69.	STAPLER; Full Strip; Medium; CTS	STAPLER - TYPE: Full Strip; SIZE: Medium; SPECIFIC USE: Cape Town Stadium; CAPACITY: 20 sheets; STAPLE SIZE: No 56 (26/6); SPECIFICATIONS: Integral staple remover. Metal chassis.; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
70.	STAPLES; No 26/6; CTS	STAPLES - SIZE: No 26/6; SPECIFIC USE: Cape Town Stadium; CAPACITY: 20 pages; PACKAGING: 5000 per box; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	10		

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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
71.	STAPLES; No 66/11; CTS	STAPLES - SIZE: No 66/11; SPECIFIC USE: Cape Town Stadium; CAPACITY: 100 pages; PACKAGING: 5000 per box; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	5		
72.	WIPES; Screen Cleaning; CTS	WIPES - TYPE: Screen Cleaning; SPECIFIC USE: Cape Town Stadium; PRODUCT CODE: 993021; BTS CODE: 77511997037; BRAND: Fellowes (100 wipes per tub) or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER TUB	10		
73.	LABEL TAPE; P-Touch; Blk on Wht; 9mmx8m; CTS	LABELLING TAPE - TYPE: P-Touch Laminated; COLOUR: Black on White; SIZE: 9mm x 8m; SPECIFIC USE: Cape Town Stadium; BRAND: Brother TZE-221 or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
74.	STAMP; Ink Pad; CTS	STAMP - TYPE: Ink Pad; SPECIFIC USE: Cape Town Stadium; BRAND: TRODAT 4729 or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
TOTAL AMOUNT (EXCL. VAT)						
ADD VAT @ 15%						
TOTAL AMOUNT (INCL. VAT)						

I, the undersigned, do hereby declare that the above is a properly priced schedule forming part of this contract document upon which my/our quotation for **Tender No. 118S/2023/24 SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** has been based.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the bidder (duly authorised)

\_\_\_\_\_  
Date

INITIALS OF CTS OFFICIALS		
1	2	3

**CATEGORY B: OFFICE EQUIPMENT**

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
1.	FAN; 2000W; CTS	FAN - WATTAGE: 2000W appliance wattage. Complete with 3 prong plug; SIZE: Small; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Adjustable thermostat fan heater; BRAND: Safeway JA-2475 or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	3		
2.	SHREDDER; Paper; Medium ;CTS	SHREDDER - TYPE: Paper; SIZE: Medium; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: 8 Sheets - 5*38mm - Cross Cut - Medium Security Level (P4); BRAND: Parrot S200 or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
3.	ADAPTOR; 6-way multiplug; CTS	ADAPTOR - TYPE: 6-way multiplug; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: 3x16 amp slots and 3x5 amp slots (with surge protection); BRAND: Safeway or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	6		
4.	ADAPTOR; 3-pin; CTS	ADAPTOR - TYPE: 3-pin; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: 2 X 2 pin plus 1 X 3 pin; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
5.	ADAPTOR; 2-pin; CTS	ADAPTOR - TYPE: 2-pin; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Euro & Schuko; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
6.	RECORDER; Dictaphone; DVT8110; CTS	RECORDER - TYPE: Dictaphone; MODUL NUMBER: DVT8110; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Meeting Recorder with 360° Meeting Microphone; BRAND: Philips or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		

INITIALS OF CTS OFFICIALS		
1	2	3

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
7.	LAMINATOR; Style A3; CTS	LAMINATOR - SIZE: Style A3; SPECIFIC USE: Cape Town Stadium; BRAND: Rexel or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	1		
8.	HEADSET; H111 Stereo; CTS	HEADSET - MODUL NUMBER: H111 Stereo; SPECIFIC USE: Cape Town Stadium; BRAND: Logitech or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	20		
9.	HARD DRIVE; Port; 2TB; CTS	HARD DRIVE - TYPE: Portable; SIZE: 2TB; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: SSD (USB 3.0 & 2.0 compatible); BRAND: Seagate or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
TOTAL AMOUNT (EXCL. VAT)						
ADD VAT @ 15%						
TOTAL AMOUNT (INCL. VAT)						

I, the undersigned, do hereby declare that the above is a properly priced schedule forming part of this contract document upon which my/our quotation for **Tender No. 118S/2023/24 SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** has been based.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the bidder (duly authorised)

\_\_\_\_\_  
Date

INITIALS OF CTS OFFICIALS		
1	2	3

**CATEGORY C: OFFICE REFRESHMENTS**

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
1.	BISCUIT; Lemon Cream; 200g packet; CTS	BISCUIT - TYPE: Lemon Cream; UNIT PACKAGING: 200g packet; SPECIFIC USE: Cape Town Stadium; BRAND: Bakers Lemon Creams or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	49		
2.	BISCUIT; Crunchy Choc Coconut; 200g; CTS	BISCUIT - TYPE: Crunchy Choc Coconut Biscuits; UNIT PACKAGING: 200g carton; SPECIFIC USE: Cape Town Stadium; BRAND: Bakers Romany Creams Classic or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	74		
3.	SWEETENER; Artificial Sachet; 100g; CTS	SWEETENER - TYPE: Artificial Sachet; UNIT PACKAGING: 100g carton, 100 stick sachets per carton; SPECIFIC USE: Cape Town Stadium; BRAND: Canderel or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER BOX	4		
4.	COFFEE; Instant; 1kg Tin; CTS	COFFEE - TYPE: Instant; UNIT PACKAGING: 1kg Tin; SPECIFIC USE: Cape Town Stadium; BRAND: Nescafe or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	13		
5.	COFFEE; Instant; 750g Tin; CTS	COFFEE - TYPE: Instant; UNIT PACKAGING: 750g Tin; SPECIFIC USE: Cape Town Stadium; BRAND: Ricoffy or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	10		
6.	MILK; Long Life Full Cream; 1L carton; CTS	MILK - TYPE: Long Life Full Cream; UNIT PACKAGING: 1L Tetrapak carton with sealed twist top cap; SPECIFIC USE: Cape Town Stadium; BRAND: Clover or equivalent; DIETARY REQUIREMENTS: Halaal and Kosher; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	PER LITRE	840		

INITIALS OF CTS OFFICIALS		
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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
7.	TEA; Rooibos Tagless Bags; 200g; CTS	TEA - TYPE: Rooibos Tagless Bags; UNIT PACKAGING: 200g carton; SPECIFIC USE: Cape Town Stadium; BRAND: Freshpak or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	37		
8.	SUGAR; Refined White; 2.5kg Paper Pack; CTS	SUGAR - TYPE: Refined White; UNIT PACKAGING: 2.5kg Paper Pack; SPECIFIC USE: Cape Town Stadium; BRAND: Huletts or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	56		
9.	TEA; Black/Ceylon Tagless Bags; 250g; CTS	TEA - TYPE: Black/Ceylon Tagless Bags; UNIT PACKAGING: 250g carton; SPECIFIC USE: Cape Town Stadium; BRAND: Five Roses or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	20		
10.	COFFEE CREAMER; 1kg; CTS	COFFEE CREAMER - UNIT PACKAGING: 1kg; SPECIFIC USE: Cape Town Stadium; BRAND: Nestle Cremora or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	6		
TOTAL AMOUNT (EXCL. VAT)						
ADD VAT @ 15%						
TOTAL AMOUNT (INCL. VAT)						

I, the undersigned, do hereby declare that the above is a properly priced schedule forming part of this contract document upon which my/our quotation for **Tender No. 118S/2023/24 SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** has been based.

Signature  
Print name:  
On behalf of the bidder (duly authorised)

Date

INITIALS OF CTS OFFICIALS		
1	2	3

**CATEGORY D: PRINTER CARTRIDGES**

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
1.	CARTRIDGE; Ink; Black; CF300A/CF300AC; CTS	CARTRIDGE - TYPE: Ink; COLOUR: Black 827A; PART NUMBER: CF300A/CF300AC; SPECIFIC USE: Cape Town Stadium; BRAND: HP or equivalent (Certification to be provided from OEM of the original device); FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 29500 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
2.	CARTRIDGE; Ink; Cyan; CF302A/CF302AC; CTS	CARTRIDGE - TYPE: Ink; COLOUR: Cyan 827; PART NUMBER: CF302A/CF302AC; SPECIFIC USE: Cape Town Stadium; BRAND: HP or equivalent (Certification to be provided from OEM of the original device); FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 32000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
3.	CARTRIDGE; Ink; Yellow; CF302A/CF302AC; CTS	CARTRIDGE - TYPE: Ink; COLOUR: Yellow 827; PART NUMBER: CF302A/CF302AC; SPECIFIC USE: Cape Town Stadium; BRAND: HP or equivalent (Certification to be provided from OEM of the original device); FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 32000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	5		
4.	CARTRIDGE; Ink; Magenta; CF303A/CF303AC; CTS	CARTRIDGE - TYPE: Ink; COLOUR: Magenta 827; PART NUMBER: CF303A/CF303AC; SPECIFIC USE: Cape Town Stadium; BRAND: HP or equivalent (Certification to be provided from OEM of the original device); FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 32000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	3		

INITIALS OF CTS OFFICIALS		
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ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
5.	DRUM; Cyan 828A; CF359A; CTS	DRUM - COLOUR: Cyan 828A; PART NUMBER: CF359A; SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 30000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
6.	DRUM; Black 828A; CF358A; CTS	DRUM - COLOUR: Black 828A; PART NUMBER: CF358A; SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 30000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	3		
7.	DRUM; Yellow 828A; CF364A; CTS	DRUM - COLOUR: Yellow 828A; PART NUMBER: CF364A; SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 30000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
8.	DRUM; Magenta 828A; CF365A; CTS	DRUM - COLOUR: Magenta 828A; PART NUMBER: CF365A; SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 30000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
9.	IMAGE TRANSFER KIT; D7H14A; CTS	IMAGE TRANSFER KIT - PART NUMBER: D7H14A; SPECIFIC USE: Cape Town Stadium; BRAND: HP or equivalent (Certification to be provided from OEM of the original device); FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 150000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	1		

INITIALS OF CTS OFFICIALS		
1	2	3

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
10.	FUSER KIT; 220V; C1N58A; CTS	FUSER KIT - VOLTAGE: 220V; PART NUMBER: C1N58A; SPECIFIC USE: Cape Town Stadium; BRAND: HP or equivalent (Certification to be provided from OEM of the original device); FOR PRINTER: Color LaserJet Enterprise flow MFP M880; AVERAGE YIELD: 100000 pages; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	1		
11.	DEVELOPER; Blk; DV315K; CTS	DEVELOPER - COLOUR: Black; PART NUMBER: DV315K or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 1000000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
12.	DEVELOPER; Magenta; DV315M; CTS	DEVELOPER - COLOUR: Magenta; PART NUMBER: DV315M or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 1000000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
13.	DEVELOPER; Yellow; DV315Y; CTS	DEVELOPER - COLOUR: Yellow; PART NUMBER: DV315Y or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 1000000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		

INITIALS OF CTS OFFICIALS		
1	2	3

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
14.	DEVELOPER; Cyan; DV315C; CTS	DEVELOPER - COLOUR: Cyan; PART NUMBER: DV315C or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 1000000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
15.	DRUM; Cyan; DR313; CTS	DRUM - COLOUR: Cyan; PART NUMBER: DR313 or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 120000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
16.	DRUM; Blk; DR313K; CTS	DRUM - COLOUR: Black; PART NUMBER: DR313K or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 120000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
17.	FUSER; AA2JR70400; CTS	FUSER - PART NUMBER: AA2JR70400 or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 600000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
18.	TONER; Cyan; TN328C; CTS	TONER - COLOUR: Cyan; PART NUMBER: TN328C or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 28000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		

INITIALS OF CTS OFFICIALS		
1	2	3

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
19.	TONER; Blk; TN328K; CTS	TONER - COLOUR: Black; PART NUMBER: TN328K or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 28000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
20.	TONER; Magenta; TN328M; CTS	TONER - COLOUR: Magenta; PART NUMBER: TN328M or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 28000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
21.	TONER; Yellow; TN328Y; CTS	TONER - COLOUR: Yellow; PART NUMBER: TN328Y or OEM certified equivalent (Certification to be provided from the OEM of the original device); SPECIFIC USE: Cape Town Stadium; FOR PRINTER: Konica Minolta Bizhub C360; AVERAGE YIELD: 28000; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	4		
TOTAL AMOUNT (EXCL. VAT)						
ADD VAT @ 15%						
TOTAL AMOUNT (INCL. VAT)						

I, the undersigned, do hereby declare that the above is a properly priced schedule forming part of this contract document upon which my/our quotation for **Tender No. 118S/2023/24 SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** has been based.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the bidder (duly authorised)

\_\_\_\_\_  
Date

INITIALS OF CTS OFFICIALS		
1	2	3

## CATEGORY E: OFFICE KITCHENWARE

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
1.	GLASS; Con tumbler; 270ml; 1310058_CTN; CTS	GLASS - TYPE: Consol tumbler; SIZE: 270ml; PRODUCT CODE: 1310058_CTN; SPECIFIC USE: Cape Town Stadium; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	24		
2.	PLATE; White; 25cm; 26FBone001; CTS	PLATE - COLOUR: White; SIZE: 25cm; PRODUCT CODE: 26FBone001; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Fine Bone Dinner Plate; BRAND: Continental China or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the	EA	24		
3.	PLATE; Side; White; 16cm; 26FBone004; CTS	PLATE - TYPE: Side; COLOUR: White; SIZE: 16cm; PRODUCT CODE: 26FBone004; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Fine Bone Side Plate; BRAND: Continental China or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the	EA	24		
4.	KNIFE; Butter; 18/10 stainless steal; CTS	KNIFE - TYPE: Butter; MATERIAL: 18/10 stainless steal; SPECIFIC USE: Cape Town Stadium; BRAND: Nova Essence or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	24		
5.	FORK; Table; 18/10 stainless steal; CTS	FORK - TYPE: Table; MATERIAL: 18/10 stainless steal; SPECIFIC USE: Cape Town Stadium; BRAND: Nova Essence or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	24		
6.	SPOON; Tea; 18/10 stainless steal; CTS	SPOON - TYPE: Tea; MATERIAL: 18/10 stainless steal; SPECIFIC USE: Cape Town Stadium; BRAND: Nova Essence or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	24		

INITIALS OF CTS OFFICIALS		
1	2	3

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
7.	TEA SAUCER; White; 16cm; 26FBONE007; CTS	PLATE - TYPE: Saucer; COLOUR: White; SIZE: 16cm; PRODUCT CODE: 26FBone007; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Fine Bone Tea Cup Saucer; BRAND: Continental China or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	24		
8.	TEA CUP; White; 260ml; 26FBONE032; CTS	CUP - TYPE: Tea Cup; COLOUR: White; SIZE: 260ml; PRODUCT CODE: 26FBone032; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: Fine Bone Tea Cup; BRAND: Continental China or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
9.	KNIFE; Chef/Carving; 20cm; CTS	KNIFE - TYPE: Chef/Carving; SIZE: 20cm; SPECIFIC USE: Cape Town Stadium; BRAND: Victorinox Swiss Classic Carving Knife (Item number 6.8063.20G), or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
10.	KNIFE; Office/Filleting; 15-16 cm; CTS	KNIFE - TYPE: Office/Filleting; SIZE: 15-16 cm; SPECIFIC USE: Cape Town Stadium; BRAND: Victorinox Swiss Classic Carving Knife (Item number 6.8063.20G), or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
11.	KNIFE; Bread; 21cm; CTS	KNIFE - TYPE: Bread; SIZE: 21cm; SPECIFIC USE: Cape Town Stadium; BRAND: Victorinox Swiss Classic Carving Knife (Item number 6.8063.20G), or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
12.	URN; 1600W; S/steel; 20 litre; SU20L; CTS	URN - WATTAGE: 1600W; MATERIAL: Stainless steel; SIZE: 20 litre; MODUL NUMBER: SU20L; SPECIFIC USE: Cape Town Stadium; BRAND: Salton or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		

INITIALS OF CTS OFFICIALS		
1	2	3

ITEM	SHORT DESCRIPTION	LONG DESCRIPTION	UNIT OF MEASURE	EST. QUANTITIES	UNIT RATE (EXCL. VAT)	EST. TOTAL PER YEAR (EXCL. VAT) <i>Unit Rate X Est. Quantities</i>
13.	JUG; Milk; 300ml; 26FBONE067; CTS	JUG - TYPE: Milk; SIZE: 300ml; PRODUCT CODE: 26FBONE067; SPECIFIC USE: Cape Town Stadium; BRAND: Continental China or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	3		
14.	BOWL; Sugar; 260ml; 26FBONE322; CTS	BOWL - TYPE: Sugar; SIZE: 260ml; PRODUCT CODE: 26FBONE322; SPECIFIC USE: Cape Town Stadium; SPECIFICATIONS: With lid; BRAND: Continental China or equivalent; GUIDELINE: Wherever reference is made to any particular Trade Mark, Name, Patent, Design, Type, Specific Origin or Producer, such reference shall be deemed to be accompanied by the words "or equivalent".	EA	2		
TOTAL AMOUNT (EXCL. VAT)						
ADD VAT @ 15%						
TOTAL AMOUNT (INCL. VAT)						

I, the undersigned, do hereby declare that the above is a properly priced schedule forming part of this contract document upon which my/our quotation for **Tender No. 118S/2023/24 SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** has been based.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the bidder (duly authorised)

\_\_\_\_\_  
Date

INITIALS OF CTS OFFICIALS		
1	2	3

**(6) SPECIFICATION(S)****1. Introduction**

The CTS hereby wishes to appoint suitably qualified suppliers for the supply and delivery of various office stationery, equipment and refreshments for a contract period of 3 financial years, ending 30 June 2026.

**2. Background and Scope**

The appointed suppliers will be used to service the stationery, refreshments and office equipment needs for the CTS administration. The requirements range from basic consumables (paper, pens, pencils, etc.) through to office equipment (printers, shredders, binders, etc.) and refreshments (tea, coffee, biscuits etc.).

Prospective suppliers must, as a minimum, be able to source the items listed on the pricing schedule. The items and quantities listed on the pricing schedule only represent the most frequently procured items and will be used for evaluation purposes only. CTS will require the appointed supplier to provide a detailed list of all its available stationery and office equipment items, along with pricing, at contract stage.

The procurement of items in terms of the resulting contract will be on an “as-and-when-needed” basis and the CTS is not bound to procure the items and quantities reflected in the pricing schedule.

**3. General**

- 3.1. the contract will be for a period of 3 years, ending 30 June 2026;
- 3.2. All deliveries, throughout the contract period, will take place at the CTS's Stationery Storeroom, Foyer C, Level 01 at the Stadium;
- 3.3. Should the Service Provider fail to deliver, as per indicated delivery periods, the CTS reserves the right to impose penalties as per clause 22.1 of the Special Conditions of Contract.
- 3.4. Offers are to remain valid and open for acceptance for the period as prescribed in the Tender Data;
- 3.5. In relation to cartridges, refreshments and any other items which have an expiry / best before date, bidders note that the minimum expiry/best before date is to be six (6) months AFTER the date of delivery at the CTS's Stores.

**4. Technical Requirements/Terms of Reference**

- 4.1. Detailed descriptions of the required items/products and estimated quantities are indicated in The Pricing Schedule. Bidders are to ensure that the submitted offer complies with the requirements for each of the items listed.
- 4.2. In order to assess the offers compliance to the detailed descriptions, bidders are to provide a catalogue/brochure- clearly listing and detailing the brand and model (where applicable) being offered. This catalogue/brochure must also be clearly cross-referenced to the pricing schedule.
- 4.3. Where any brands are indicated, this has been done to indicate the desired quality and usability required. However, bidders must note that in all instances an equivalent brand will be considered.
- 4.4. Once the tender has been awarded, the successful bidder will be obliged to deliver the brand that was indicated in the bidder's offer at the price as stated in the offer. The successful bidder may not change the brand delivered during the tenure of the contract unless permission is granted by the CTS Contract Manager in writing.
- 4.5. Although the pricing schedule represents the most frequently required items, the CTS reserves the right to request the appointed contractor/s to provide other items in line with the categories awarded in terms of this tender. Where the specifications and pricing for an item outside of the pricing schedule is required, the CTS Contract Manager will request the necessary proposal/quotation from the contractor appointed within the specific category.

**5. Implementation Timetable**

- 5.1. The contract commencement date shall be the date on which the contract has been signed.
- 5.2. The contract shall be for a period of 3 years, ending 30 June 2026;
- 5.3. Delivery dates and times shall be as stipulated on Purchase Orders issued by the CTS. CTS will endeavour to have routine monthly purchase orders and deliveries. In terms of general lead times, the successful bidder will be required to deliver within a maximum period of 10 working days. Emergency orders must be delivered within 2 working days.

**6. Evaluation Criteria**

In order for the offer to be deemed responsive, bidders must comply with the following evaluation criteria and provide the requested evidence:

Requirements:		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
1.	<p>Bidder must have been in the industry of supply and delivery of stationery, office equipment or office refreshments for a minimum period of three (3) years.</p> <p>Proof of this must be submitted in the form of the completion of Schedule 13 and a detailed company profile, reflecting the number of years the company has been in the industry.</p> <p>NOTE: Bidders must provide evidence in accordance with the category they are bidding for. When bidding for more than one category, the bidder must complete the necessary schedules separately for each.</p>			
2.	<p>The Bidder must have completed a minimum of 3 similar contracts with the following minimum contract values:</p> <p>a. Category A - R100, 000.00 per annum over the past three years</p> <p>b. Category B – R50,000.00 per annum over the past three years</p> <p>c. Category C – R50,000.00 per annum over the past three years</p> <p>d. Category D – R100,000.00 per annum over the past three years</p> <p>This can be in the form of either one large order or the continuous supply of products to a client/customer over a period of 12 months.</p> <p>Proof of this must be submitted in the form of the completion of Schedule 13 and reference letters from these clients/customers.</p>			
3.	<p>To assist with the evaluation process, bidders are to submit detailed catalogues of all items allowed for in their pricing. The items stipulated in the tender document should be highlighted in the catalogues for ease of reference.</p>			

Requirements:		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	Bidders are to ensure that the submitted offer complies with the requirements for each of the items listed in the pricing schedule, as the proposed products will be evaluated in accordance with Section 4 (Technical Requirements/Terms of Reference).			

## 7. Information to be provided by the Bidder

The information, and supporting documentation for evaluation purposes, to be provided by the Bidder is as follows:

- 7.1. Completed Tender Form (including Pricing Schedule)
- 7.2. References (Schedule 13) along with reference letters indicating equipment provided / services rendered
- 7.3. Referee contact details
- 7.4. Product Brochure – highlighting the items tendered on
- 7.5. A detailed company profile
- 7.6. A list of the supplier's distribution hubs / warehouses within the Western Cape.

## (7) SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010) (GCC), are applicable to this Contract and should be read in conjunction with the GCC

### 1. Definitions

*Delete Clause 1.15 and substitute with the following*

- 1.15 The word 'Goods' is to be replaced everywhere it occurs in the GCC with the phrase 'Goods and / or Services' which means all of the equipment, machinery, materials, services, products, consumables, etc. that the supplier is required to deliver to the purchaser under the contract. This definition shall also be applicable, as the context requires, anywhere where the words "supplies" and "services" occurs in the GCC.

*Delete Clause 1.19 and substitute with the following*

- 1.19 The word 'Order' is to be replaced everywhere it occurs in the GCC with the words 'Purchase Order' which means the official purchase order authorised and released on the purchaser's SAP System.

*Delete Clause 1.21 and substitute with the following:*

- 1.21 'Purchaser' means the **Cape Town Stadium (RF) SOC Limited (CTS)**. The address of the Purchaser is Fritz Sonnenberg Rd, Green Point, Cape Town, 8051

*Add the following after Clause 1.25:*

- 1.26 'Supplier' means any provider of goods and / or services with whom the contract is concluded

### 3. General Obligations

*Delete Clause 3.2 in its entirety and replace with the following clauses.*

- 3.2 The parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 All parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of this contract and shall carry individually the minimum levels of insurance stated in the contract, if any.
- 3.4 The parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the delivery of the goods and give all notices and pay all charges required by such authorities.
- 3.5 The **Supplier** shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the order:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee
  - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11)
  - c) Initial delivery programme
  - d) Other requirements as detailed in the tender documents
- 3.5.2 Only when notified of the acceptance of the bid by the issuing of the order, the Supplier shall commence with and carry out the delivery of the goods in accordance with the contract, to the satisfaction, of the Purchaser
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the goods including any temporary services that may be required
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the goods
- 3.5.5 Be continuously represented during the delivery of the goods by a competent representative duly authorised to execute instructions;

- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18
- 3.5.8 Complete and deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21
- 3.5.9 Make well at his own expense all incomplete and defective goods during the warranty period
- 3.5.10 Pay to the Purchaser on demand any penalty for delay due by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the goods in accordance with the contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The **Purchaser** shall:
  - 3.6.1 Issue orders for the goods required under this Contract. No liability for payment will ensue for any work done if an official purchase order has not been issued to the Supplier.
  - 3.6.2 Make payment to the **Supplier** for the goods as set out herein.
  - 3.6.3 Take possession of the goods upon delivery by the Supplier.
  - 3.6.4 Regularly inspect the goods to establish that it is being delivered in compliance with the contract.
  - 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the contract documents.
  - 3.6.6 Grant or refuse any extension of time requested by the Supplier to the period stated in clause 10.
  - 3.6.7 Inspect the goods to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
  - 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

## **5. Use of contract documents and information; inspection, copyright, confidentiality, etc.**

*Add the following after clause 5.4:*

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the contract and need not obtain the Supplier's permission to copy for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended for the contract and the Purchaser hereby indemnifies the Supplier against any claim which may be made against him by any party arising from the use of such documentation for other purposes.  
  
The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser
- 5.6 Publicity and publication  
The Supplier shall not release public or media statements or publish material related to the services or contract within two (2) years of completion of the services without the written approval of the Purchaser, which approval shall not be unreasonably withheld.

## 5.7 Confidentiality

Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

## 5.8 Intellectual Property

5.8.1 The Seller acknowledges that it shall not acquire any right or interest in or to the Intellectual Property of the Purchaser

5.8.2 The Seller hereby assigns to the Purchaser any Intellectual Property created or developed for or during this Contract, unless agreed otherwise by the Parties in writing.

## 7. Performance Security

*Delete clause 7.1 to 7.4 and replace with the following:*

'Not Applicable. Bidders must disregard **Form of Guarantee / Performance Security** and are not required to complete same

## 8. Inspections, tests and analyses

*Delete Clause 8.2 and substitute with the following:*

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 organisation acting on behalf of the Purchaser.

## 10. Delivery and documents

*Delete clauses 10.1 and 10.2 and replace with the following:*

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for delivery of the goods shall be the date as stated on the order.

10.2 The Purchaser shall determine, in its sole discretion, whether the goods have been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the goods have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of acceptance of the goods.

## 11. Insurance

*Add the following after clause 11.1:*

11.2 Without limiting the obligations of the Supplier in terms of this contract, the Supplier shall effect and maintain the following additional insurances:

- a) Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than R20 million for any single claim;
- b) Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
- c) Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the bidder's broker or the insurance company itself (see **Proof of Insurance / Insurance Broker's Warranty** section in document for a pro forma version).
- d) Professional indemnity insurance providing cover in an amount of not less than R5 million in respect of each and every claim during the contract period

In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the CTS will retain its right of recourse against the Supplier.

- 11.3 The Supplier shall be obliged to furnish the CTS with proof of such insurance as the CTS may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the **Proof of Insurance / Insurance Broker's Warranty** section of the document or copies of the insurance policies.

## 15. Warranty

*Add to Clause 15.2:*

- 15.2 This warranty for this contract shall remain valid for **six (6) months** after the goods have been delivered.

## 16. Payment

*Delete Clause 16.1 in its entirety and replace with the following:*

- 16.1 A monthly payment cycle will be the norm. All invoices which are dated on or before the 20th of a particular month will typically be paid between the 23rd and 26th of the following month. The Supplier may submit a fully motivated application regarding more frequent payment to the Purchaser for consideration. Requests for more frequent payments will be considered at the sole discretion of the Purchaser and is not a right in terms of this contract.

*Delete Clause 16.2 in its entirety and replace with the following:*

- 16.2 The Supplier shall furnish the Purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

- 16.3 The first payments in terms of the Right's fee will be made within 90 days from signing the contract with CTS. The preferred rights fee for the remaining years will be payable upon the anniversary date and are subject to Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

- 16.4 All payments will be made within 30 days from receiving an invoice from the CTS.

- 16.5 The Purchaser shall be entitled to set-off any amounts due to the Supplier against amounts due to it or held by the Purchaser.

*Add the following after clause 16.4*

- 16.6 Notwithstanding any amount stated on the order, the Supplier shall only be entitled to payment for goods actually delivered in terms of the Contract or any variations in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

The CTS is not liable for payment of any invoice that pre-dates the date of delivery of the goods.

## 17. Prices

*Add the following after clause 17.1*

- 17.2 The prices for the goods delivered and services performed shall be subject to contract price adjustment as per Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

- 17.3 Bidders are not permitted to amend, vary, alter or delete this schedule or any part thereof unless otherwise stated in this schedule, failing which the tender offer shall be declared non-responsive.

- 17.3 Bidders are only permitted to offer firm prices as provided for in the Price Schedule, and if the bidder offers firm prices in contravention of this clause the tender offer shall be declared non-responsive.

- 17.4 The Purchaser reserves the right to withhold payment of any claim for contract price adjustment while only provisional figures are available and until the final (revised) figures are issued by the relevant authority.

- 17.5 When submitting a claim for contract price adjustment a Supplier shall indicate the actual amount claimed for each item. A mere notification of a claim for contract price adjustment without stating the new price claimed for each item shall, for the purpose of this clause, not be regarded as a valid claim.

17.6 The Purchaser reserves the right to request the Supplier to submit auditor's certificates or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the Supplier fail to submit such auditor's certificates or other documentary proof to the CTS within a period of 30 (thirty) days from the date of the request, it shall be presumed that the Supplier has abandoned its claim.

17.7 In the **first year** of the period contract, the Contract Price/s **shall be fixed** and not be subject to any contract price adjustment.

## 18. Contract Amendments

*Delete the heading of clause 18 and replace with the following:*

## 18. Contract Amendments and Variations

*Add the following to clause 18.1:*

Variations means changes to the goods or any extension of the duration of the contract that the Purchaser issues to the Supplier as instructions in writing, subject to prior approval by the Purchaser's delegated authority as reflected on an authorised amended order. Should the Supplier deliver any goods not described in a written instruction from the Purchaser, such work will not become due and payable until amended order has been issued by the Purchaser.

## 21. Delays in the Supplier's performance

*Delete Clause 21.2 in its entirety and replace with the following:*

21.2 If at any time during the performance of the contract the Supplier or its sub-contractors should encounter conditions beyond their reasonable control which impede the timely delivery of the goods, the Supplier shall notify the Purchaser in writing, within 7 Days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of goods from a national department, provincial department, or a local authority.

## 22. Penalties

*Delete clause 22.1 and replace with the following:*

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods 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 as stated herein for each day of the delay until actual delivery or performance.

The penalty for this contract shall be Items which have not been delivered as prescribed by the Purchase Order (PO), which will attract a daily penalty rate of 2.0%. This 2.0% will be multiplied by the value of the items not delivered, per day. The CTS reserves the right to allow a grace period of 7 (seven) days for late deliveries per Purchase Order Value, subject to the receipt of written motivation from the Supplier for the CTS's acceptance and / or rejection.

## 23. Termination for default

*Delete the heading of clause 23 and replace with the following:*

## 23. Termination

*Add the following to the end of clause 23.1:*

if the Supplier fails to remedy the breach in terms of such notice

*Add the following after clause 23.7:*

23.8 In addition to the grounds for termination due to default by the Supplier, the contract may also be terminated:

23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Corporate entity, in which case the contract will terminate forthwith.

23.8.2 The parties by mutual agreement may terminate the contract.

23.8.3 If an Order has been issued incorrectly, or to the incorrect recipient, the resulting contract may be terminated by the Purchaser by written notice

23.9 If the contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination must be performed by the relevant party in terms of the Contract.

## 27. Settlement of Disputes

*Amend clause 27.1 as follows:*

27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23.1(c), arises between the Purchaser and the Supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

*Delete Clause 27.2 in its entirety and replace with the following:*

27.2 Resolution of Disputes, Objections, Complaints and Queries

The Chief Executive Officer must appoint an independent and impartial person, not directly involved in the supply chain management process –

27.2.1. To assist in the resolution of disputes between the Cape Town Stadium and other persons regarding:

27.2.1.1 Any decisions or actions taken in the implementation of the supply chain management system; or

27.2.1.2 Any matter arising from a contract awarded in the course of the supply chain management system; or

27.2.2 To deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such a contract.

27.3 The Chief Executive Officer, or another official designated by the Chief Executive Officer is responsible for assisting the appointed person to perform his or her functions effectively.

27.4 The person appointed must –

27.4.1 Strive to resolve promptly all disputes, objections, complaints or queries received; and

27.4.2 Submit monthly reports to the Chief Executive Officer on all disputes, objections, complaints or queries received, attended to or resolved.

27.5 A dispute, objection, complaint or query may be referred to the relevant provincial treasury if –

27.5.1 The dispute, objection, complaint or query is not resolved within 60 days; or

27.5.2 No response is forthcoming within 60 days.

27.6 If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

27.7 This paragraph must not be read as affecting a person's right to approach a court at any time.

## 28. Limitation of Liability

Delete clause 28.1 (b) and replace with the following:

- (b) other than liability in clause 28.2, the aggregate liability of the Supplier to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

- 28.2 Without detracting from, and in addition to, any of the other indemnities in this contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expenses in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

- 28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the Purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.

- 28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

- 28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

### 31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

- 31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the contract and may be given as set out hereunder and shall be deemed to have been received when:
- a) hand delivered – on the working day of delivery
  - b) sent by registered mail – five (5) working days after mailing
  - c) sent by email or telefax – one (1) working day after transmission
  - d) sent by email – on the first working day after delivery.

### 32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

In this regard, it is the responsibility of the Supplier to submit documentary evidence in the form of a valid Tax Clearance Certificate issued by SARS to the Purchaser at its address.

Add the following after clause 32.3:

- 32.4 The **VAT registration** number of the CTS Stadium is **4500193497**.

### ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

### 35. Reporting Obligations.

- 35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications. Any failure in this regard may result in a delay in the processing of any payments.

### **36. Protection of Personal Information**

- 36.1 The Supplier acknowledges that, for the purposes of this contract, they may come into contact with or have access to personal information and other information that may be classified or deemed as private or confidential and for which Purchaser is responsible in terms of Protection of Personal Information Act ("POPIA"). Such personal information may also be deemed or considered as private and confidential as it relates to POPIA.
- 36.2 The Supplier agrees that they will at all times comply with POPIA and Purchaser's Privacy Notice, and that it shall only collect, use and process personal information it comes into contact with pursuant to this agreement in a lawful manner, and only to the extent required to execute the services, or to provide the goods and to perform their obligations in terms of the service level agreement.
- 36.3 The Supplier agrees that it shall put in place, and at all times maintain, appropriate physical, technological and contractual security measures to ensure the protection and confidentiality of the personal information that it, or its employees, its contractors or other authorised individuals comes into contact in relation to the service level agreement.
- 36.4 The supplier agrees that it shall notify the Purchaser immediately where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person.
- 36.5 Unless so required by law, the Supplier agrees that it shall treat the personal information as confidential and further not disclose any personal information as defined in POPIA to any third party without the prior written consent of the Purchaser.
- 36.6 The Supplier hereby indemnifies and holds the Purchaser harmless against all claims, losses, damages and costs of whatsoever nature suffered by the Purchaser arising from or in relation to the Supplier's (and/or its employees', agents' and sub-contractors') non-compliance with applicable data protection laws and/or other legislation.
- 36.7 The Supplier agrees that the Purchaser may conduct regular data protection audits on the Supplier and undertakes to give its full co-operation in this regard.

## (8) SUPPORTING SCHEDULES

### Schedule 1: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

**This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.**

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms \_\_\_\_\_, of the authorised entity \_\_\_\_\_, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
  - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
  - 2.2 agree that the CTS shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 

Account Holder: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account No.: \_\_\_\_\_
  - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CTS shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CTS is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CTS of the details of the new bank account into which it is required to make payment.
  - 2.4 agree that they shall be jointly and severally liable to the CTS for the due and proper fulfilment by the successful bidder/supplier of its obligations in terms of the Contract as well as any damages suffered by the CTS as a result of breach by the successful bidder/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

#### SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

**Note: A copy of the Joint Venture Agreement shall be appended to List of other documents attached by bidder schedule.**

## Schedule 2: Declaration for Procurement above R10 million – Not Applicable

If the value of the transaction is expected to exceed R10 million (VAT included) the bidder shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing?

☐ Yes

☐ No (tick appropriate box)

1.1 If YES, submit audited annual financial statements:

(i) for the past three years, or

(ii) since the date of establishment of the bidder (if established during the past three years)

By attaching such audited financial statements to **List of other documents attached by bidder** schedule.

2. Do you have any outstanding undisputed commitments for municipal services towards the City of Cape Town or other municipality in respect of which payment is overdue for more than 30 (thirty) days?

☐ Yes

☐ No (tick appropriate box)

2.1 If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

2.2 If YES, provide particulars:

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3. Has any contract been awarded to you by an organ of state during the past five (5) years?

☐ Yes

☐ No (tick appropriate box)

3.1 If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of other documents attached by bidder** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the City of Cape Town is expected to be transferred out of the Republic?

☐ Yes

☐ No (tick appropriate box)

## 4.1 If YES, furnish particulars below


The bidder hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the bidder, the tender being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract, restriction of the bidder or the exercise by the employer of any other remedies available to it.

---

Signature

Print name:

On behalf of the bidder (duly authorised)

---

Date

## Schedule 3: Preference Schedule

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND CTS PREFERENTIAL PROCUREMENT POLICY**

### 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 including VAT); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes including VAT).

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:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	
Points for Race	5
Points for Gender	10
Points for SMME	5
<b>Total points for PRICE and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a bidder 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 bidder, either before a tender is adjudicated or at any time subsequently, to substantiate/clarify any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS.

- a) **“Acceptable tender”** means a tender that complies with all specifications and conditions of tender.
- b) **“Black people / persons”** has the meaning assigned to it in section 1 of the B-BBEE Act.
- c) **“Contract”** means the agreement that results from the acceptance of a bid by an organ of state.
- d) **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- e) **“Disability or disabled”** means in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- f) **“tender”** means a written offer in the form determined by CTS in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- g) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- h) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- i) **“SMME”** means small, medium and micro enterprises namely an eligible Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) as defined within the Broad Based Black Economic Empowerment Act and applicable Sector Codes.
- j) **“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
- k) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where:

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

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

##### i) POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where:

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the bidder will be allocated points based on the goals stated in paragraph 1.4 and claimed in **Paragraph 5** below. All claims made must be supported by proof/ documentation stated in the conditions of this tender.
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- 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
  - 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.

#### 5. SPECIFIC GOALS FOR THE TENDER AND POINTS CLAIMED

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. Points to be calculated/claimed from information furnished.**

The specific goals allocated points in terms of this tender	Number of points allocated (To be completed by the organ of state)	Percentage Ownership	Points Claimed
Race	5	%	
Gender	10	%	
SMME	5		

\*If points are claimed for disabled persons, indicate nature of impairment.

- 5.1. For purposes of this tender, persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race are black persons.
- 5.2. For purposes of this tender, persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of gender are women.
- 5.3. For purposes of this this tender, or categories of persons, historically disadvantaged by unfair discrimination on the basis of disability are disabled persons.
- 5.4. In order to confirm/verify the specific goals claimed by a bidder in a specific tender, the following is the only documentation which will deemed as acceptable and which must be submitted with the tender:
- Race
    - Proof of B-BBEE status level of contributor, clearly indicating the percentage black ownership; and/or
    - Company Registration Certification, as issued by the Companies and Intellectual Property Commission, along with:
      - a letter or certificate from an independent auditor certifying the percentage ownership/shareholding and race of the owners/shareholders/members, and
      - all Identification Documentation of the owners/shareholders/members; and/or
    - In respect of a Sole Proprietor, Partnership or Trust, a sworn affidavit by the respective owners clearly indicating the race of the owners/partners/beneficiaries of the organization and their respective percentage ownership.

- (ii) Gender
  - a. Proof of B-BBEE status level of contributor, clearly indicating the percentage woman ownership; and/or
  - b. Company Registration Certification, as issued by the Companies and Intellectual Property Commission, along with:
    - i. a letter or certificate from an independent auditor certifying the percentage ownership/shareholding and gender of all owners/shareholders/members, and
    - ii. all Identification Documentation of the owners/shareholders/members; and/or
  - c. In respect of a Sole Proprietor, Partnership or Trust, a sworn affidavit by the respective owners clearly indicating the gender of the owners/partners/beneficiaries of the organization and their respective percentage ownership.
- (iii) Disability
  - a. A letter or certificate from an independent auditor confirming the percentage shareholding of all owners, along with the Identification Documentation of the owners who are certified as disabled; or
  - b. In respect of a Sole Proprietor, Partnership or Trust, a sworn affidavit indicating the owners/partners/beneficiaries of the organization who are disabled and their respective percentage ownership; and
  - c. Proof of disability, being an affidavit/certificate issued by a registered medical practitioner confirming that the respective owners referred to above are disabled.
- (iv) SMME
  - a. Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates in, clearly indicating the business/entity's status as an EME or QSE in line with the applicable Sector Codes; and
  - b. A copy of the company's latest approved annual financial statements confirming the annual revenue.
- (v) Skills Development
  - a. Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates in.
- (vi) Socio-Economic Development Contributions
  - a. Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes which the company operates in.
- (vii) Environmental Sustainability
  - a. Proof of an adopted environmental and social sustainability policy within the organization; and/or
  - b. Relevant environmental sustainability certification/accreditation, such as ISO 14001.

## 6. PREFERENCE POINTS CLAIM CALCULATION FOR RACE, GENDER AND/OR DISABILITY (WHERE APPLICABLE)

- 6.1. Preference points for race, gender and disability are calculated on their percentage shareholding/ownership in a business.
- 6.2. The following formula is prescribed to identify the percentage of points to be claimed, based on the percentage ownership based on race, gender and/or disability:

$$NEP = NOP \times \frac{EP}{100}$$

Where

- NEP = Points awarded for equity ownership based on race/gender/disability
- NOP = The maximum number of points awarded in that specific category

Name	Date/Position occupied in Enterprise	ID Number	Date RSA Citizenship obtained	* Status			%  business / enterprise owned
				Black Persons	Women	Disabled	
Total percentage based on Race – Black Persons							
Total percentage based on Gender - Women							
Total percentage based on Disability							

## 7. ADJUDICATION USING A POINT SYSTEM

- ## 8. CONDITIONS ASSOCIATED WITH THE GRANTING OF PREFERENCES

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- iii) accept that, in the case of a Consortium/ Joint Venture, any changes to the participation of the various partners in a Consortium/ Joint Venture which impacts the preference points claimed or awarded may only be done upon the prior approval of the CTS;
- iv) accept that any subcontracting arrangements after the award of the tender may only be entered into upon the prior written approval of the CTS; and
- v) immediately inform the CTS Stadium of any change that may affect the bidder's Specific Goals upon which preference points will be or have been allocated.

8.3. The sanctions for breaching the conditions associated with the granting of preferences are:

- i) disqualify the bidder from the tender process;
- ii) recover costs, losses or damages the CTS has incurred or suffered as a result of the bidder's or contractor's conduct;
- iii) cancel the contract in whole or in part and claim any damages which the CTS has suffered as a result of having to make less favourable arrangements due to such cancellation;
- iv) restrict the bidder, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from the CTS for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied and inform the National Treasury accordingly;
- v) forward the matter for criminal prosecution; and/or
- vi) financial penalties payable to the CTS Stadium.

## 9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1. Name of company/firm: .....

9.2. Company registration number: .....

9.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ Private Company [i.e. (Pty) Ltd]
- ☐ Non-Profit Company
- ☐ State Owned Company
- ☐ Trust

[TICK APPLICABLE BOX]

9.4. Describe principle business activity and the applicable B-BBEE Sector Code in which the business operates:

.....  
 .....  
 .....

- ☐ Generic
- ☐ Financial
- ☐ Agri-BEE
- ☐ Construction

- ☐ Property
- ☐ Forest
- ☐ Information and Communication Technology
- ☐ Marketing, Advertising and Communication
- ☐ Tourism
- ☐ Defence
- ☐ Mining

[TICK APPLICABLE BOX]

9.5. Company Classification

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

[TICK APPLICABLE BOX]

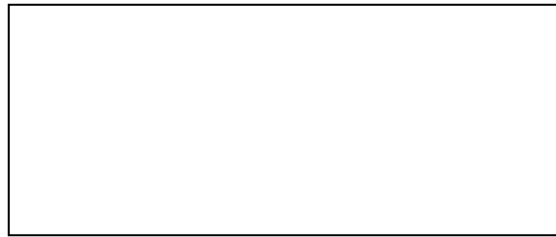
9.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4, 4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder 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.

**WITNESSES:**

1. ....

2. ....



SIGNATURE (S) OF BIDDER (S)

ADDRESS:.....

.....

.....

.....

NAME OF SIGNATORY:.....

.....

DESIGNATION:.....

.....

DATE:.....

Thus signed and sworn / solemnly affirmed before me on the date and at the place set out below, in accordance with the regulations governing administration of an oath or an affirmation in GN R1258 of 21 July 1972, as amended:

.....  
Commissioner of Oath Signature

Full Name: .....

Capacity: .....

Date: .....



COMMISSIONER STAMP

## Schedule 4: Declaration of Interest – State Employees (MBD 4)

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, shareholder<sup>2</sup>).....
  - 3.4 Company or Close Corporation 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 (tick appropriate box)

    - 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 (tick appropriate box)

    - 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 (tick appropriate box)

    - 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 (tick appropriate box)

    - 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 (tick appropriate box)

    - 3.12.1 If yes, furnish particulars .....
  - 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 (tick appropriate box)

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 not they are bidding for this contract?

☐ Yes

☐ No (tick appropriate box)

3.14.1 If yes, furnish particulars .....

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

Full Name	Identity Number	State Employee Number

The bidder hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the bidder, the tender being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract, restriction of the bidder or the exercise by the employer of any other remedies available to it.

Signature

Print name:

Date

On behalf of the bidder (duly authorised)

**'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) 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) an executive member of the accounting authority of any national or provincial public entity; or**

**(f) an employee of Parliament or a provincial legislature.**

**<sup>2</sup> 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.**

## Schedule 5: Conflict of Interest Declaration

1. The bidder shall declare whether it has any conflict of interest in the transaction for which the tender is submitted.
- ☐ Yes ☐ No (tick appropriate box)

1.1 If yes, the bidder is required to set out the particulars in the table below:


2. The bidder shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 any inducement or reward to the CTS for or in connection with the award of this contract; or

2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. (Please mark with X)

☐ Yes ☐ No (tick appropriate box)

If yes, the bidder is required to set out the particulars in the table below:


The bidder hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the bidder, the tender being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract, restriction of the bidder or the exercise by the employer of any other remedies available to it.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the bidder (duly authorised)

\_\_\_\_\_  
 Date

## Schedule 6: Declaration of Bidder's Past Supply Chain Management Practices

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

- 1 The tender offer of any bidder may be rejected if that bidder or any of its directors/members have:
- 1.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - 1.2 been convicted for fraud or corruption during the past five years;
  - 1.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - 1.4 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) or Database of Restricted Suppliers.

- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	Is the bidder or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  <i>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	Is the bidder or any of its directors/members 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) or Database of Restricted Suppliers?  <i>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	Was the bidder or any of its directors/members 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"/>
2.3.1	If so, furnish particulars:		
2.4	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"/>
2.4.1	If so, furnish particulars:		
2.5	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"/>

Item	Question	Yes	No
2.7.1	If so, furnish particulars:		

The bidder hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the bidder, the tender being disqualified, and/or (in the event that the bidder is successful) the cancellation of the contract, restriction of the bidder or the exercise by the employer of any other remedies available to it.

\_\_\_\_\_  
Signature

Print name:

On behalf of the bidder (duly authorised)

\_\_\_\_\_  
Date

## Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

1. Bidders are not permitted to amend, vary, alter or delete this schedule or any part thereof unless otherwise stated in this schedule, failing which the tender offer shall be declared non-responsive.
2. Bidders are not permitted to offer firm prices except as provided for in the Price Schedule, and if the bidder offers firm prices in contravention of this clause the tender offer shall be declared non-responsive.
3. All Requests for price variations must be submitted in writing to:  
 CTS Stadium (RF) SOC Limited  
 Fritz Sonnenberg Rd,  
 Green Point,  
 Cape Town,  
 8051  
 Or via email to: [blake.doliveira@capetown.gov.za](mailto:blake.doliveira@capetown.gov.za)
- 3.1 When submitting a claim for contract price adjustment a supplier shall indicate, the actual amount claimed for each item. A mere notification of any price variation will not be considered under any circumstances as valid and no relevance will attached to such a claim.
- 3.2 All requests for price variations must be submitted in writing prior to the month upon which the price adjustment would become effective.
- 3.3 The CTS reserves the right to withhold payment of any claim for contract price adjustment while only provisional figures are available and until the final revise figures are issued by the relevant Authority.
- 3.4 The CTS reserves the right to request the Supplier to submit Audit's Certificate or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the Supplier fail to submit such Audit's Certificate or other documentary proof to the CTS within a period of 30 (thirty days from the date of the request, it shall be presumed that the Supplier has abandoned his claim and no further communication shall be considered.
4. In the **first year** of the contract period, the Contract Price/s **shall be fixed** and not be subject to any contract price adjustment. Thereafter annually contract price adjustments in accordance to the Consumer Price Index (CPI) or Supplier/ manufacturer Price List will be applied.
5. The tendered price will be subject to adjustment **annually** based on the Consumer Price Index (CPI) (P0141– Table B – CPI headline year-on-year rates) as follows:
  - 5.1 The average CPI for the period 01 January to 31 December of the previous year (i.e. a full 12 month period), calculated by adding the percentage CPI for the 12 months and dividing by 12.
6. Supplier/manufacture Price List.
  - 6.1 Where a bidder requests an increase above the average CPI, it will only be allowed in line with proof and motivation of increases imposed by the supplier/manufacturer and which are outside of the bidder's control.
  - 6.2 The following will be applied to variation based on SUPPLIER/MANUFACTURER PRICE LIST VARIATIONS:
    - 6.2.1 Bidders must supply the following documentation when applying for a price variation:
      - 6.2.1.1 The price list that the tender was based upon clearly indicating the item numbered according to the tender pricing schedule.
      - 6.2.1.2 The new price list clearly indicating the item according to the tender pricing schedule from the same supplier/manufacturer from date of tender
      - 6.2.1.3 Detailed calculations indicating how the "new" price is established
      - 6.2.1.4 Covering letter on a letterhead from contractor requesting the variation.
      - 6.2.1.5 All documentation to be signed by relevant parties,
    - 6.2.2 The effective date of any price increases granted will be at the date when all the abovementioned documentation is submitted. In instances where the contractors price claimed is less than entitled, the lesser price will be accepted. Orders placed prior to the effective date will not be allowed to be varied. Only the difference in cost will be allowed to be varied and under no circumstances may the contractor increase their profit margin.

- 6.2.3 In the event of a contactor changing their supplier/manufacture during the tenure of the contract, any request for price variations will not be considered unless the contractor obtains prior approval from the CTS.

## Schedule 9: Occupational Health and Safety Agreement

### AGREEMENT MADE AND ENTERED INTO BETWEEN THE CTS STADIUM (HEREINAFTER CALLED THE "CTS") AND

..... ,  
(Supplier/Mandatar/Company/CC Name)

### **IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.**

I, ..... , representing

..... , as an employer  
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number: .....

OR Compensation Insurer: ..... Policy No.: .....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed at .....on the.....day of.....20....

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Mandatar**

Signed at ..... on the.....day of.....20 ....

\_\_\_\_\_  
Witness

\_\_\_\_\_  
for and on behalf of  
CTS Stadium

## Schedule 10: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender **118S/2023/24: SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED** in response to the tender invitation made by THE CTS STADIUM, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of : \_\_\_\_\_ (Name of bidder)

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the bidder to sign this Certificate, and to submit this tender, on behalf of the bidder;
4. Each person whose signature appears on this tender has been authorised by the bidder to determine the terms of, and to sign, the tender on behalf of the bidder;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the bidder, whether or not affiliated with the bidder, who:
  - 5.1 has been requested to submit a tender in response to this tender invitation;
  - 5.2 could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - 5.3 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 this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - 7.1 prices;
  - 7.2 geographical area where product or service will be rendered (market allocation);
  - 7.3 methods, factors or formulas used to calculate prices;
  - 7.4 the intention or decision to submit or not to submit a tender;
  - 7.5 the submission of a tender which does not meet the specifications and conditions of the tender; or
  - 7.6 tendering with the intention not to win the contract.
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 tender invitation relates.
9. The terms of this tender 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 tender 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 tenders and contracts, tenders 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, Act 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (PRINT)

(For and on behalf of the Bidder (duly authorised))

**(<sup>1</sup> Consortium: 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.)**

### Schedule 11: List of other documents attached by bidder

The bidder has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the bidder (duly authorised)

\_\_\_\_\_  
 Date

## Schedule 12: Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the bidder (duly authorised)

\_\_\_\_\_  
 Date

### Schedule 13: Evaluation Criteria

Only those tenders submitted by bidders who meet the below requirements will be declared responsive.

The description of the criteria is also shown/detailed in Section 6 of the SPECIFICATIONS (Page 25):

Requirements:		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
1.	<p>Bidder must have been in the industry of supply and delivery of stationery, office equipment or office refreshments for a minimum period of three (3) years.</p> <p>Proof of this must be submitted in the form of the completion of Schedule 13 and a detailed company profile, reflecting the number of years the company has been in the industry.</p> <p>NOTE: Bidders must provide evidence in accordance with the category they are bidding for. When bidding for more than one category, the bidder must complete the necessary schedules separately for each.</p>			
2.	<p>The Bidder must have completed a minimum of 3 similar contracts with the following minimum contract values:</p> <p>a. Category A - R100, 000.00 per annum over the past three years</p> <p>b. Category B – R50,000.00 per annum over the past three years</p> <p>c. Category C – R50,000.00 per annum over the past three years</p> <p>d. Category D – R100,000.00 per annum over the past three years</p> <p>This can be in the form of either one large order or the continuous supply of products to a client/customer over a period of 12 months.</p> <p>Proof of this must be submitted in the form of the completion of Schedule 13 and reference letters from these clients/customers.</p>			
3.	<p>To assist with the evaluation process, bidders are to submit detailed catalogues of all items allowed for in their pricing. The items stipulated in the tender document should be highlighted in the catalogues for ease of reference.</p> <p>Bidders are to ensure that the submitted offer complies with the requirements for each of the items listed in the pricing schedule, as the proposed products will be evaluated in accordance with Section 4 (Technical Requirements/Terms of Reference).</p>			

## Schedule 13 A: Bidder's Experience

EXPERIENCE FOR CATEGORY: .....					
EMPLOYER/ Contracting Site (Name, Tel, Fax, Email)		DESCRIPTION OF WORK	VALUE OF WORK (INCL. VAT)	DATE STARTED	DATE COMPLETED
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					

EMPLOYER/ Contracting Site (Name, Tel, Fax, Email)		DESCRIPTION OF WORK	VALUE OF WORK (INCL. VAT)	DATE STARTED	DATE COMPLETED
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					
<b>Comp. Name</b>					
Contact Person					
Tel					
Fax					
Email					

Number of sheets, appended by the bidder to this Schedule..... (If nil, enter NIL).

### Schedule 13 B: Product Offering

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
1.	BATTERY; Alkaline; PP3; 625mAH; 9V; CTS		
2.	BATTERY; Alkaline; AA; 2850mAH; 1.5V; CTS		
3.	BATTERY; Alkaline; AAA; 1250mAH; 1.5V; CTS		
4.	CLIP; Bulldog; 50mm; CTS		
5.	CALCULATOR; 10 Digit; CTS		
6.	FILE; Clipboard; Masonite; A4; CTS		
7.	CORRECTION FLUID; Metal Tip; White; 18ml; CTS		
8.	ENVELOPE; C4 Manilla; 324mmX229mm; CTS		
9.	ENVELOPE; C5 Manilla; 229mmX162mm; CTS		
10.	ERASER; Pencil; Vinyl; 63mmx23mmx12.5mm; CTS		
11.	EXAMINATION PAD; A4; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
12.	FINGERETTE; Rubber; No 0; CTS		
13.	FILE; Flip; A4; 20 pocket; CTS		
14.	FILE; Flip; A4; 30 pocket; CTS		
15.	FILE; Flip; A4; 50 pocket; CTS		
16.	PAPER; Flip Chart; White; A1; 60gsm; CTS		
17.	CLIP; Foldback; 19mm; CTS		
18.	CLIP; Foldback; 32mm; CTS		
19.	CLIP; Foldback; 51mm; CTS		
20.	GLUE; Stick; 22g; CTS		
21.	BOOK; Hard Cover 2Quire; A4; CTS		
22.	BOOK; Hard Cover 2Quire; A5; CTS		
23.	HIGHLIGHTER; Chisel point; Bl; 2mm; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
24.	HIGHLIGHTER; Chisel point; Pink; 2mm; CTS		
25.	HIGHLIGHTER; Chisel point; Org; 2mm; CTS		
26.	HIGHLIGHTER; Chisel point; Grn; 2mm; CTS		
27.	INDEX SET; 10 Tab; PVC; CTS		
28.	INDEX SET; January to December; PVC; A4; CTS		
29.	KEY RING; Tag; PVC; CTS		
30.	LAMINATING POUCH; 150 micron; A4; CTS		
31.	LAMINATING POUCH; 150 micron; A5; CTS		
32.	MARKER; W/board; Bullet point; Blk; 2mm; CTS		
33.	MARKER; W/board; Bullet point; Bl; 2mm; CTS		
34.	MARKER; W/board; Bullet point; Grn; 2mm; CTS		
35.	MARKER; W/board; Bullet point; Red; 2mm; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
36.	CLEANER; Whiteboard Liquid; 250ml; CTS		
37.	ERASER; W/board Magnetic; 145mm x 55mm; CTS		
38.	FILE COVER; Lever Arch File; Blk; A4; CTS		
39.	BOOK; Shorthand; A5; CTS; 144 pages		
40.	FILE; Optiplan Expanda File; A4; 350gsm; CTS		
41.	PAPER; Bond; White; A3; 80gsm; CTS		
42.	PAPER; Bond; White; A4; 80gsm; CTS		
43.	CLIP; Paper; Plastic Coated; 31mm; CTS		
44.	CLIP; Paper; Metal; 50mm; CTS		
45.	CLIP; Paper; Metal; 78mm; CTS		
46.	PAPER; Board; Bright Colours; A4; 160gsm; CTS		
47.	PAPER; Board; White; A4; 160gsm; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
48.	PENCIL SHARPENER; Desk type w/clamp; CTS		
49.	PENCIL; Drawing; HB; CTS		
50.	PEN; Gel; Blk; Medium; CTS; Retractable		
51.	PEN; Ballpoint; Blk; Medium; CTS; Retractable		
52.	PEN; Gel; Red; Medium; CTS; Retractable		
53.	MARKER; Perm; Bullet point; Asst; 1mm; CTS		
54.	FILING POCKET; Plastic; Clear; A4; CTS		
55.	INDEX FLAGS; Mini; Neon Assorted; CTS		
56.	STICKY NOTES; Yellow; 75mm x 75mm; CTS		
57.	STICKY NOTES; Yellow; 75mm x 125mm; CTS		
58.	STICKY NOTES; Yellow; 38mm x 50mm; CTS		
59.	PRESTIK; 100g; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
60.	PUNCH; 2 Hole; Metal w/wooden base; Large; CTS		
61.	PUNCH; 2 Hole; Metal; Blue/Black; CTS		
62.	PUNCH; 2 Hole; Metal; Small; CTS		
63.	FILE; Ringbinder; PVC; Multi; CTS		
64.	RULER; Plastic; 30cm; CTS		
65.	STORAGE BOX; Arc; C/brd; 460x340x285mm; CTS		
66.	SCISSORS; Plastic Handle; 210mm; CTS		
67.	STAPLE REMOVER; Clamp; Assorted Colours; CTS		
68.	STAPLER; Full Strip; Giant; CTS		
69.	STAPLER; Full Strip; Medium; CTS		
70.	STAPLES; No 26/6; CTS		
71.	STAPLES; No 66/11; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
72.	WIPES; Screen Cleaning; CTS		
73.	LABEL TAPE; P-Touch; Blk on Wht; 9mmx8m; CTS		
74.	STAMP; Ink Pad; CTS		
75.	FAN; 2000W; CTS		
76.	SHREDDER; Paper; Medium ;CTS		
77.	ADAPTOR; 6-way multiplug; CTS		
78.	ADAPTOR; 3-pin; CTS		
79.	ADAPTOR; 2-pin; CTS		
80.	RECORDER; Dictaphone; DVT8110; CTS		
81.	LAMINATOR; Style A3; CTS		
82.	HEADSET; H111 Stereo; CTS		
83.	HARD DRIVE; Port; 2TB; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
84.	BISCUIT; Lemon Cream; 200g packet; CTS		
85.	BISCUIT; Crunchy Choc Coconut; 200g; CTS		
86.	SWEETENER; Artificial Sachet; 100g; CTS		
87.	COFFEE; Instant; 1kg Tin; CTS		
88.	COFFEE; Instant; 750g Tin; CTS		
89.	MILK; Long Life Full Cream; 1L carton; CTS		
90.	TEA; Rooibos Tagless Bags; 200g; CTS		
91.	SUGAR; Refined White; 2.5kg Paper Pack; CTS		
92.	TEA; Black/Ceylon Tagless Bags; 250g; CTS		
93.	COFFEE CREAMER; 1kg; CTS		
94.	CARTRIDGE; Ink; Black; CF300A/CF300AC;		
95.	CARTRIDGE; Ink; Cyan; CF302A/CF302AC;		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
96.	CARTRIDGE; Ink; Yellow; CF302A/CF302AC;		
97.	CARTRIDGE; Ink; Magenta; CF303A/CF303AC;		
98.	DRUM; Cyan 828A; CF359A; CTS		
99.	DRUM; Black 828A; CF358A; CTS		
100.	DRUM; Yellow 828A; CF364A; CTS		
101.	DRUM; Magenta 828A; CF365A; CTS		
102.	IMAGE TRANSFER KIT; D7H14A; CTS		
103.	FUSER KIT; 220V; C1N58A; CTS		
104.	DEVELOPER; Blk; DV315K; CTS		
105.	DEVELOPER; Magenta; DV315M; CTS		
106.	DEVELOPER; Yellow; DV315Y; CTS		
107.	DEVELOPER; Cyan; DV315C; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
108.	DRUM; Cyan; DR313; CTS		
109.	DRUM; Blk; DR313K; CTS		
110.	FUSER; AA2JR70400; CTS		
111.	TONER; Cyan; TN328C; CTS		
112.	TONER; Blk; TN328K; CTS		
113.	TONER; Magenta; TN328M; CTS		
114.	TONER; Yellow; TN328Y; CTS		
115.	GLASS; Con tumbler; 270ml; 1310058_CTN; CTS		
116.	PLATE; White; 25cm; 26FBone001; CTS		
117.	PLATE; Side; White; 16cm; 26FBone004; CTS		
118.	KNIFE; Butter; 18/10 stainless steel; CTS		
119.	FORK; Table; 18/10 stainless steel; CTS		

ITEM	SHORT DESCRIPTION	DETAILED DESCRIPTION OF BIDDER'S PRODUCT OFFERING	BROCHURE PAGE AND REFERENCE NUM.
120.	SPOON; Tea; 18/10 stainless steel; CTS		
121.	TEA SAUCER; White; 16cm; 26FBONE007; CTS		
122.	TEA CUP; White; 260ml; 26FBONE032; CTS		
123.	KNIFE; Chef/Carving; 20cm; CTS		
124.	KNIFE; Office/Filleting; 15-16 cm; CTS		
125.	KNIFE; Bread; 21cm; CTS		
126.	URN; 1600W; S/steel; 20 litre; SU20L; CTS		
127.	JUG; Milk; 300ml; 26FBONE067; CTS		
128.	BOWL; Sugar; 260ml; 26FBONE322; CTS		

Number of sheets, appended by the bidder to this Schedule..... (If nil, enter NIL).

**(9) CONTRACT DOCUMENTS**
**ANNEXURE 1: Form of Guarantee / Performance Security**
**NOT APPLICABLE**
**FORM OF GUARANTEE / PERFORMANCE SECURITY**
**GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means: .....

Physical address of Guarantor: .....

"Supplier" means: .....

"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R .....

Amount in words: .....

"Guaranteed Sum" means: The maximum amount of R .....

Amount in words: .....

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no \_\_\_\_\_: \_\_\_\_\_ and such amendments or additions to the contract as may be agreed in writing between the parties.

**PERFORMANCE GUARANTEE**

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 its obligation under this Guarantee/Performance Security is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CTS the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
  - 4.1 A copy of a first written demand issued by CTS to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, CTS intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by CTS to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to CTS the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from CTS to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
  - 5.1 the Contract has been terminated due to the Supplier's default and that this Guarantee/Performance Security is called up in terms of 5; or

- 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and
- 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Where the Guarantor has made payment in terms of 5, CTS shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of CTS's bank compounded monthly and calculated from the date payment was made by the Guarantor to CTS until the date of refund.
8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. CTS shall have the absolute right to arrange its affairs with the Supplier in any manner which CTS may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.
12. This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at .....

Date .....

Guarantor's signatory (1) .....

Capacity .....

Guarantor's signatory (2) .....

Capacity .....

Witness signatory (1) .....

Witness signatory (2) .....

**ANNEXURE****LIST OF APPROVED FINANCIAL INSTITUTIONS**

The following financial institutions are currently (as at 18 October 2016) approved for issue of contract guarantees to CTS:

**National Banks:**

ABSA Bank Ltd.  
FirstRand Bank Ltd.  
Investec Bank Ltd.  
Nedbank Ltd.  
Standard Bank of SA Ltd.

**International Banks (with branches in SA):**

Barclays Bank plc.  
Citibank n.a.  
Credit Agricole Corporate and Investment Bank  
HSBC Bank plc.  
JP Morgan Chase Bank  
Societe Generale  
Standard Chartered Bank

**Insurance companies:**

ABSA Insurance  
Coface s.a.  
Compass Insurance Co.  
Constantia Insurance Co.  
Credit Guarantee Insurance Co.  
Guardrisk Insurance Co.  
Hollard Insurance Company Ltd.  
Home Loan Guarantee Co.  
Infiniti Insurance Limited  
Lombard Insurance  
Mutual & Federal Insurance Co.  
New National Assurance Co.  
Regent Insurance Co.  
Renasa Insurance Company Ltd.  
Santam Limited  
Zurich Insurance Co

## ANNEXURE 2: Form of Advance Payment Guarantee

### NOT APPLICABLE

#### ADVANCE PAYMENT GUARANTEE

##### GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means: .....

Physical address of guarantor: .....

"Supplier" means: .....

"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT ) of R .....

Amount in words: .....

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the City of Cape Town has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.

"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R .....

Amount in words: .....

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 its obligation under this Advance Payment Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the City of Cape Town the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
  - 4.1 A copy of a first written demand issued by the City of Cape Town to the Supplier stating that payment of a sum advanced by the City of Cape Town has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the City of Cape Town intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by the City of Cape Town to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the City of Cape Town the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the City of Cape Town to the Guarantor at the Guarantor's physical address calling up this Advance Payment Guarantee, such demand stating that:
  - 5.1 the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or
  - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and

- 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. The City of Cape Town shall have the absolute right to arrange its affairs with the Supplier in any manner which the City of Cape Town may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, whereafter no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
12. This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at .....

Date .....

Guarantor's signatory (1) .....

Capacity .....

Guarantor's signatory (2) .....

Capacity .....

Witness signatory (1) .....

Witness signatory (2) .....

## ANNEXURE 3: Monthly Project Labour Report (Example)

### ANNEX 1

### CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

#### Instructions for completing and submitting this form

##### General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, capital letter characters; alternatively, should a computer not be available, handwritten in black ink.
- 2 Incomplete / incorrect / illegible forms will not be accepted.
- 3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted services / works) shall apply to the completion and submission of these forms.
- 4 This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406 or email EPWPLR@capetown.gov.za.

##### Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Either a Contract (in the case of contracted out services or works) or a Works Project (in the case of direct employment by the City) name and number must be inserted. The name of the contract or works project may be abridged if necessary. In the case of term tenders the contract name and number must reflect the term tender as advertised.
- 7 On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

##### Workers Details and Work Information

- 8 Care must be taken to ensure that worker details correspond accurately with the worker's ID document of which a **Certified copy must be kept for reporting.**

##### Jobseeker Database Reference Number

- 9 Unique number generated by Jobseekers system to confirm workers were sourced from the Jobseekers database operated by Subcouncils

##### New workers: Training: Reporting Threshold

- 10 A new worker is one in respect of which a new employment contract is signed in the current month.
- 11 Refers to work days only. Formal accredited Training / Non-accredited training that does not form part of on-the-job training must be excluded from this entry
- 12 All formal accredited / non-accredited training that does not form part of on-the-job training
- 13 Workers earning more than the maximum daily rate (Reporting Threshold) (currently R350 excluding any benefits) shall not be reflected on this form at all.

##### Submission of Forms

- 14 Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
- 15 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and **Certified ID documents** are only required in respect of new workers.
- 16 If a computer is not available hardcopy forms and supporting documentation will be accepted.
- 17 Failure to adhere to reporting requirements may result in the withholding of payment; penalties being applied or both

### PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS PROJECT NAME: (6)		CONTRACT OR WORKS PROJECT NUMBER: (6)	
DIRECTORATE:		DEPARTMENT:	
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:	
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:	CELL WORK
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")			
JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
YEAR (insert last 2 digits)			
2      0			

ACTUAL START DATE (yyyy/mm/dd)		ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)	
2      0		2      0	
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)			
R		-	

ANNEX 1 (continued)

## MONTHLY PROJECT LABOUR REPORT

## WORKER DETAILS AND WORK INFORMATION

CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

<b>CONTRACT OR WORKS PROJECT NUMBER:</b>										
				<b>Year</b>	<b>Month</b>	<b>of</b>				

No.	(8) First name	(8) Surname	(8) ID number	(9) Jobseeker Database Reference Number	(10) New Worker (Y/N)	Gender (M/F)	Disabled (Y/N)	(11) No of days worked this month (excl. training)	(12) No of training days this month (with stipend)	(13) Rate of pay day (R – c) per day
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
								0	0 R	-

<b>Declared by Contractor or Vendor to be true and correct:</b>	<b>Name</b>		<b>Signature</b>	
	<b>Date</b>			

<b>Received by Employer's Agent Project Manager/ Representative:</b>	<b>Name</b>		<b>Signature</b>	
	<b>Date</b>			

## ANNEXURE 4: Preference Policy Sub-Contract Expenditure Report (Pro Forma)

**TENDER NO. AND DESCRIPTION:** 118S/2023/24: SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED

**SUPPLIER:** \_\_\_\_\_

### SUB-CONTRACT EXPENDITURE REPORT

Rand Value of the contract (as defined in Schedule 3: Preference Schedule) ( <b>P*</b> )	R	Specific Goals of Prime Supplier	
--	---	----------------------------------	--

Name of Sub-contractor (list all)	Specific Goals of supplier <sup>1</sup>	Total value of Sub-contract (excl. VAT) <sup>1</sup>	Value of Sub-contract work to date (excl. VAT) <sup>1</sup>	Value of Sub-contract work to Sub-contractors with Specific Goals not aligned to that of the Prime Supplier
Sub-contractor A		R	R	R
Sub-contractor B		R	R	R
Sub-contractor C		R	R	R

<sup>1</sup>Documentary evidence to be provided

Total:	R
Expressed as a percentage of <b>P*</b>	%

### Signatures

Declared by supplier  
to be true and correct:

\_\_\_\_\_

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

Verified by CTS  
Project Manager:

\_\_\_\_\_

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

## ANNEXURE 5: Partnership/ Joint Venture (JV) / Consortium/ Expenditure Report (Pro Forma)

**TENDER NO. AND DESCRIPTION:** 118S/2023/24: SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED

**SUPPLIER:** .....

### PARTNERSHIP/ JOINT VENTURE (JV)/ CONSORTIUM EXPENDITURE REPORT

Rand value of the contract (as defined in Schedule 3: Preference Schedule) (P*)	R	Specific Goals of Partnership/ Joint Venture (JV)/ Consortium	
---	---	---	--

Name of partners to the Partnership/ JV / Consortium (list all)	Specific Goals of each partner at contract award	Percentage contribution of each partner as per the Partnership/ JV/ Consortium Agreement <sup>1</sup>	Total value of partner's contribution (excl. VAT) <sup>1</sup> B = A% x P*	Value of partner's contribution to date (excl. VAT) <sup>1</sup> C	Value of partner's contribution as a percentage of the work executed to date D = C/P* x 100
		A			
Partner A		%	R	R	%
Partner B		%	R	R	%
Partner C		%	R	R	%

<sup>1</sup>Documentary evidence to be provided

#### Signatures

Declared by supplier  
to be true and correct: .....

Date: .....

Verified by CTS  
Project Manager: .....

Date: .....

## ANNEXURE 6: Insurance Broker's Warranty (Pro Forma)

*Logo*

*Letterhead of supplier's Insurance Broker*

Date \_\_\_\_\_

CTS Stadium (RF) SOC Limited  
Fritz Sonnenberg Rd,  
Green Point,  
Cape Town,  
8051  
Dear Sir

**TENDER NO: 118S/2023/24**

**TENDER DESCRIPTION: SUPPLY AND DELIVERY OF STATIONERY, OFFICE EQUIPMENT AND OFFICE REFRESHMENTS TO THE CAPE TOWN STADIUM (RF) SOC LIMITED**

NAME OF SUPPLIER: \_\_\_\_\_

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CTS Stadium with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: \_\_\_\_\_

For: \_\_\_\_\_ (Supplier's Insurance Broker)