

**INVITATION FOR BID**

**YOU ARE HEREBY INVITED TO SUBMIT PROPOSAL FOR THE REQUIREMENTS OF  
NATIONAL HEALTH LABORATORY SERVICE (NHLS)**

<b>BID NUMBER:</b>	<b>RFB 003/20/21</b>	
<b>CLOSING DATE:</b>	<b>03 May 2022</b>	
<b>CLOSING TIME:</b>	<b>11:00 AM</b>	
<b>PUBLIC TENDER OPENING:</b>	<b>DATE: 03 May 2022</b> <b>TIME: 11:30 AM</b> <b>VENUE: MAIN CONFERENCE BOARDROOM</b> <b>NATIONAL HEALTH LABORATORY SERVICE</b> <b>1 MODDERFONTEIN ROAD</b> <b>SANDRINGHAM</b>	
<b>BID VALIDITY PERIOD:</b>	<b>120 days (commencing from the RFB Closing Date)</b>	
<b>IMPORTANT:</b>	<b>A COMPULSORY BRIEFING SESSION WILL BE HELD:</b> <b>DATE: 13 April 2022</b> <b>TIME: 11:00 AM</b> <b>VENUE: MAIN CONFERENCE BOARDROOM</b> <b>NATIONAL HEALTH LABORATORY SERVICE</b> <b>1 MODDERFONTEIN ROAD</b> <b>SANDRINGHAM</b> <u>PLEASE NOTE THAT LATE COMING WILL NOT BE ACCEPTED</u> All questions must be sent per e-mail to <a href="mailto:ginisani.dumakude@nhls.ac.za">ginisani.dumakude@nhls.ac.za</a> on or before <b>19 April 2022</b>	
<b>DESCRIPTION:</b>	<b>SUPPLY AND DELIVERY OF STATIONERY AT NATIONAL HEALTH LABORATORY SERVICE FOR A PERIOD OF FIVE (5) YEARS</b>	
<b>BID DOCUMENTS MUST BE MARKED WITH THE FOLLOWING:</b>	<b>OR</b>	<b>DEPOSITED IN THE BID BOX SITUATED AT:</b>
<b>NHLS PROCUREMENT TENDER OFFICE</b>		
<b>RFB: 003/20/21</b> <b>Bidders Name:</b> _____ <b>RFB: Enclosed-Regret (delete N/A)</b> <b>Closing Date:</b> _____	<b>NHLS MAIN RECEPTION</b> <b>1 Modderfontein Road, Sandringham,</b> <b>Johannesburg.</b>	

Bidders should ensure that Bids are delivered in time to the correct address. If the bid is late, it shall not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(Please note that no changes on the content of this document is allowed)**

Bidders should ensure that Bids are delivered in time to the correct address. If the bid is late, it shall not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – **(Please note that no changes on the content of this document is allowed)**

THIS TENDER IS SUBJECT TO THE GENERAL CONDITIONS OF THE TENDER, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)**

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE:		NUMBER:
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER:
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:		<b>OR</b> CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes  <input type="checkbox"/> No [TICK APPLICABLE BOX]	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No [TICK APPLICABLE BOX]
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
SIGNATURE OF BIDDER			Date:
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			



<b>SUPPLIER INFORMATION</b>	
<b>TOTAL BID PRICE (ALL INCLUSIVE)</b>	
<b>BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE NUMBER	
E-MAIL ADDRESS	

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**1. Confidential information disclosure notice**

- 1.1 This document may contain confidential information that is the property of the NHLS and the Client.
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from NHLS and the Client.
- 1.3 All Copyright and Intellectual Property herein vests with NHLS and its Client.

**2. Introduction**

- 2.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, NHLS intends to select a preferred bidder with the view of concluding a service level agreement (SLA) with such successful bidder. The Bid shall be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA)

**2.2 Queries**

- 2.2.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, and to the contact person\_email address number listed below on or before **19 April 2022** Under no circumstances may any other employee within NHLS be approached for any information. Any such action might result in a disqualification of a response submitted in competition to the RFB. NHLS reserves the right to place responses to such queries on the website.

<b>QUERIES:</b> Qinisani Dumakude	Telephone	011 555 0595
	E-mail	qinisani.dumakude@nhls.ac.za

**3. Definitions**

- 3.1 National Health Laboratory Services [hereinafter referred to as NHLS] is a public health laboratory service with laboratories across South Africa. Its activities comprise diagnostic laboratory services, research, teaching and training, and production of sera for anti-snake venom, reagents and media.
- 3.2 NHLS was established in 2001 by an Act of Parliament to provide diagnostic pathology laboratory services to the National and Provincial Health Department.
- 3.3 **“Acceptable Bid”** - means any bid, which, in all respects, complies with the specifications and conditions of the RFB as set out in this document.
- 3.4 **“B-BBEE”** – means broad bases black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

- 3.5 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 3.6 **“Bid”** - means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods through price quotations, advertised bidding processes or proposals.
- 3.7 **“Bidders”** - means any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by NHLS to submit a bid in response to this bid invitation.
- 3.8 **“Broad-Based Black Economic Empowerment Act”** – means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).
- 3.9 **“Client”** - means the goods or services requestor.
- 3.10 **“Comparative Price”** - Means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
- 3.11 **“Consortium”** - means several entities joining forces as an umbrella entity to gain a strategic collaborative advantage by combining their expertise, capital, efforts, skills and knowledge for the purpose of executing this tender.
- 3.12 **“Contractor Agent”** - means any person mandated by a Prime Contractor or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the Prime Contractor and thereby acquire rights for the Prime Contractor or consortium/joint venture against NHLS or an organ of state and incur obligations binding the Prime Contractor or consortium/joint venture in favour of NHLS or an organ of state.
- 3.13 **“Disability”** - means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
- 3.14 **Designated group means –**
- (a) Black designated groups;
  - (b) Black people;
  - (c) Women
  - (d) People with disabilities; or
  - (e) Small enterprises as defined section 1 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996)

- 3.15 **“Designated sector”** means – a sector, sub-sector or industry or product designated by the Department of Trade and Industry.
- 3.16 **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 3.17 **“Firm Price”** - means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract.
- 3.18 **“Goods”** – means any work, equipment, machinery, tools, materials or anything of whatever nature to be rendered to NHLS or NHLS’s delegate by the Successful Bidder in terms of this bid.
- 3.19 **“Historically Disadvantaged Individual”** (HDI) - means a South African citizen:
- 3.19.1 Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983, (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (the Interim Constitution); and/or;
- 3.19.2 who is a female; and/or;
- 3.19.3 who has a disability;
- provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution is deemed not to be an HDI.
- 3.20 **“Joint Venture”** - (Project) means two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses. The venture is for one specific project only, rather than for a continuing business relationship as in a strategic alliance. It is about sharing risk with others and providing one or more missing and needed assets and competencies.
- 3.21 **“Management”** - in relation to an enterprise or business, means an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 3.22 **“Military veteran”**- has the meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011).
- 3.23 **“Non-firm Price(s)”** - means all price(s) other than “firm” price(s).
- 3.24 **“Organ of State”** - means a National Department or Provincial Administration as stipulated in Schedules 1 and 2 of the Public Service Act, Act 93 of 1994 (as amended).

- 3.25 **“Person(s)”** - refers to a natural and/or juristic person(s).
- 3.26 **“Price”** - includes all applicable taxes less all unconditional discounts;
- 3.27 **“Prime Contractor”** – means any person (natural or juristic) who forwards an acceptable proposal in response to this RFB with the intention of being the main contractor should the proposal be awarded to him/her.
- 3.28 **“Proof of B-BBEE status level of contributor”** means -
- (a) B-BBEE Status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; and
  - (c) Any other requirement prescribed in terms of the B-BBEE Act.
- 3.29 **“QSE”** - means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 3.30 **“Rand Value”** - means the total estimated value of a contract in South African currency, calculated at the time of invitations and includes all applicable taxes and excise duties.
- 3.31 **“Rural Area”** means –
- (a) A sparsely populated area in which people farm or depend on natural resources, including villages and small town that are dispersed through the area; or
  - (b) An area including a large settlement which depends on migratory labour and remittances and government social grants for survival and may have a traditional land tenure system.
- 3.32 **“SMME”** – bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996).
- 3.33 **“Stipulated minimum threshold”** means – the minimum threshold stipulated for local production and content.
- 3.34 **“Sub-contract”** means - the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 3.35 **“Subcontractor”** - means any person (natural or juristic) who is subcontracted a portion of an existing contract by a Prime Contractor.
- 3.36 **“Successful Bidder”** - means the organization or person with whom the order is placed and who is contracted to execute the work as detailed in the bid.
- 3.37 **“Township”** means – an urban living area that any time from late 19<sup>th</sup> century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994.



3.38 **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

#### 4. Acronyms and abbreviations

4.1 The following acronyms and abbreviations are used in this proposal and must be similarly used in the proposal submitted in response and shall have the meaning ascribed thereto below.

Abbreviations/Acronyms	Description
BBBEE	Broad Based Black Economic Empowerment.
CPI	Consumer Price Index.
DIR	Directorate
EDMS	Electronic Document Management System
HDI	Historically Disadvantaged Individuals
ISO	International Standard Organization
IT	Information Technology
ITC	Information Technology Committee
MISS	Minimum Information Security Standard
OEM	Original Equipment Manufacturer
PPPFA	Preferential Procurement Policy Framework Act
RFB	Request for Bid
RSA	Republic of South Africa
NHLS	National Health Laboratory Services
SLA	Service Level Agreement
SW	Software
LIS	Laboratory Information system
24x7	24 hours a day, 7 days a week

#### 5. General Rules and Instructions

##### 5.1 Confidentiality

5.1.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFB. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFB.

5.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and

information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

- 5.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of NHLS (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 5.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent NHLS's confidential information coming into the possession of unauthorised third parties. In protecting the receiving party's confidential information, NHLS shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 5.1.5 Any documentation, software or records relating to confidential information of NHLS, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:
- 5.1.5.1 shall be deemed to form part of the confidential information of NHLS;
- 5.1.5.2 shall be deemed to be the property of NHLS;
- 5.1.5.3 shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
- 5.1.5.4 shall be surrendered to NHLS on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

## **5.2 News and press releases**

- 5.2.1 Bidders or their agents shall not make any news releases concerning this RFB or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, NHLS and its Client.

## **5.3 Precedence of documents**

- 5.3.1 This RFB consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFB and the stipulations in any other document attached hereto, or the RFB submitted hereto, the relevant stipulations in this RFB shall take precedence.
- 5.3.2 Where this RFB is silent on any matter, the relevant stipulations addressing such matter and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its

proposal submitted in terms hereof other than in the form of a clearly marked recommendation that NHLS may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NHLS.

- 5.3.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFB. It however remains the exclusive domain and election of NHLS as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of NHLS in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

#### **5.4 Preferential Procurement Reform**

- 5.4.1 NHLS supports B-BBEE as an essential ingredient of its business. In accordance with government policy, NHLS insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.
- 5.4.2 NHLS shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal.
- 5.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and sub-contractors, the preference certificate must be completed for each legal entity.

#### **5.5 National Industrial Participation Programme**

- 5.5.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD5).

#### **5.6 Language**

- 5.6.1 Bids shall be submitted in English.

#### **5.7 Gender**

- 5.7.1 Any word implying any gender shall be interpreted to imply all other genders.

#### **5.8 Headings**

- 5.8.1 Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

#### **5.9 Security clearances**

- 5.9.1 Employees and subcontractors of the successful bidder may be required to be in possession of valid security clearances to the level determined by the State Security Agency (SSA) and/or NHLS commensurate with the

nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

- 5.9.1 Employees and subcontractors of the successful bidder will be required to sign a non-disclosure agreement.

#### **5.10 Occupational Injuries and Diseases Act 13 of 1993**

- 5.10.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. NHLS reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to NHLS.

#### **5.11 Formal contract**

- 5.11.1 This RFB, all the appended documentation and the proposal in response thereto read together, form the basis for a formal contract to be negotiated and finalised between NHLS and/or its clients and the enterprise(s) to whom NHLS awards the bid in whole or in part.
- 5.11.2 Any offer and/or acceptance entered verbally between NHLS and any vendor, such offer shall not constitute a contract and thus not binding on the parties.

#### **5.12 Instructions for submitting a proposal**

- 5.12.1 One (1) original, one (1) hard copy and 1 (one) electronic copy on compact disk (CD) in Portable Document Format (**PDF**) of the Bid shall be submitted on the date of closure of the Bid.
- Pricing: Bid Price must be submitted in a separate envelop and marked clearly as follows: RFB number, RFB description and bidder's name).** One (1) original, one (1) hard copy and 1 (one) electronic copy on compact disk (CD) in Portable Document Format (PDF) of the Bid shall be submitted on the date of closure of the Bid.

The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.

- 5.12.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.
- 5.12.3 Bids must be submitted in a prescribed response format herewith reflected as **Response Format**, and be sealed in an envelope clearly marked.
- 5.12.4 Bids that are too large to fit into the tender box must be handed in at the reception desk during office hours from 08:00- 16:30 or before 11:00 on the closing date.
- 5.12.5 All Bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date, **03 May 2022 and stipulated time, 11h00 am.**
- 5.12.6 Bids received after the time stipulated shall not be considered.

5.12.7 Bid responses sent by post or courier must reach this office at least **36 hours** before the closing date to be deposited into the proposal box. Failure to comply with this requirement shall result in your proposal being treated as a “late proposal” and shall not be entertained. Such proposal shall be returned to the respective bidders.

5.12.8 **No proposal shall be accepted by NHLS if submitted in any manner other than as prescribed above.**

## **6. Response format**

6.1 Bidders shall submit response in accordance with the response format specified below. Failure to do so shall result rejecting vendor’s response. No referrals may be made to comment. Failure to comply shall result in the vendor being penalised.

### **6.2 Schedule Index:**

6.2.1 **Schedule 1:** Pages 1 –20 of this RFB document

6.2.2 **Schedule 2:** Mandatory Documents

6.2.2.1 An original valid Tax Clearance Certificate or a Tax Compliance Status letter (with pin) issued by the South African Revenue Services or a CSD Report reflecting active Tax Clearance Compliance status.

If a Consortium, Joint Venture or Subcontractor, an original valid Tax Clearance Certificate or a Tax Compliance Status letter (with pin) issued by the South African Revenue Services or a CSD Report reflecting active Tax Clearance Compliance status must be submitted for each member. (Annexure B)

6.2.2.2 National Industrial Participation Programme Certificate from the DTI (read paragraph 5.5 in conjunction with Annex E – SBD 5) (If applicable).

6.2.2.3 Central Supplier Database (CSD) Registration Report

6.2.2.4 SBD 8 – Declaration of Bidders’ Past Supply Chain Practices (Annexure H)

6.2.2.5 SBD 9 – Certificate of Independent Bid Determination (Annexure I)

6.2.2.6 General Conditions of Contract (Annexure J)

6.2.3 **Schedule 3:** Executive Summary of proposal

6.2.4 **Schedule 4:** Technical/Functionality

6.2.5 **Schedule 5:** Preferential Procurement Claim form and copy of the B-BBEE Verification Certificate(s) issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice.

6.2.6 **Schedule 7:** Declaration of Interest SBD 4 (Annexure D)

6.2.7 **Schedule 8:** Bidder Profile:

6.2.7.1 Credentials of the company/consortium members etc.

6.2.7.2 Structure of the company/ consortium members etc.

6.2.7.3 Partnership agreements/contracts

6.2.8 **Schedule 9:** Bid Price **(to be submitted in a separate envelop and marked clearly as follows: RFB number, RFB description and bidder’s name)** (Annexure C)

### **6.3 Bidder background information materials:**

- 6.3.1 Bidder Operating Organisation – Provide an overview of the operating structure and geographical locations of the firm at the national, regional, and local levels.
- 6.3.2 Standards – Include information regarding your firm’s utilization of widely known Industry Standards and guidelines, as they apply to your firm, your firm’s proposal and proposed hardware assets.
- 6.3.3 Company Contact(s) – Provide the name, title, street address, city, state, telephone and fax numbers and e-mail of the primary company’s contact person, and for any sub-Contractors.
- 6.3.4 Corporate Financial Solvency - Provide solvency statement signed by a qualified independent auditor that the financial position of the company is sound and that the company will be able to mobilise financial resources to deliver the project.

### **7. Key personnel**

- 7.1 Identify key personnel, by employer (include subcontractor(s), and provide contact information.

### **8. Reasons for Disqualification**

- 8.1 NHLS reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
  - 8.1.1 bidders who submitted did not sign the mandatory documents;
  - 8.1.2 bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, B-BBEE credentials, experience, etc.;
  - 8.1.3 bidders who received information not available to other vendors through fraudulent means;
  - 8.1.4 bidders who do not comply with **mandatory requirements** as stipulated in this RFB; and
  - 8.1.5 bidders who fail to price according to the costing template provided;
  - 8.1.6 bidders who failed to attend the compulsory briefing session and/or compulsory site visit

### **9. Bid Preparation**

- 9.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the goods offered etc. shall be neatly bound as part of the schedule concerned.
- 9.2 All responses regarding questions posed in the annex attached herewith shall be answered in accordance with the prescribed **RFB Response Format**.
- 9.3 Telephonic, faxed, e-mailed or oral tenders shall not be accepted.

### **10. Oral presentations and Briefing Sessions**

- 10.1 Bidders who submit Bids in response to this RFB may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to NHLS. This provides an opportunity

for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. NHLS shall schedule the time and location of these presentations. Oral presentations are an option of NHLS and may or may not be conducted and must not be construed as being successful in, or, awarded the tender.

**11. General Conditions of Bid and Conditions of Contract**

**11.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly indicate either "Comply/Accept (with a √)" or "Do not comply/Do not accept (with an X)" regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.**

**NOTE: It is mandatory for bidders to complete or answer this part fully (11.2 to 11.) otherwise their bid shall be treated as incomplete and shall be disqualified. Refer to paragraph 8 of this document (reasons for disqualification).**

11.2

This bid is subject to the General Conditions of Contract stipulated in this document.	<b>Accept</b>	<b>Do not Accept</b>

11.3

The laws of the Republic of South Africa shall govern this RFB and the Bidders hereby accept that the courts of the Republic of South Africa shall have the jurisdiction.	<b>Accept</b>	<b>Do not Accept</b>

11.4

NHLS shall not be liable for any costs incurred by the bidder in the preparation of response to this RFB. The preparation of response shall be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such vendor's or any other proposal was accepted or rejected.	<b>Accept</b>	<b>Do not Accept</b>

11.5

NHLS Procurement Services may request written clarification regarding any aspect of this proposal. The bidders must supply the requested information in writing within the specified time frames after the request has been made, otherwise the proposal shall be disqualified.	<b>Accept</b>	<b>Do not Accept</b>

11.6

	<b>Accept</b>	<b>Do not Accept</b>
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In the case of Consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.

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11.7

In the case of Consortium, Joint Venture or subcontractors, all bidders are required to provide mandatory documents as stipulated in schedule 1 of the Response format.

<b>Accept</b>	<b>Do not Accept</b>

11.8

NHLS reserves the right to; cancel or reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.

<b>Accept</b>	<b>Do not Accept</b>

11.9

Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.

<b>Accept</b>	<b>Do not Accept</b>

11.10

By submitting a proposal in response to this RFB, the bidders accept the evaluation criteria as it stands.

<b>Accept</b>	<b>Do not Accept</b>

11.11

Where applicable, NHLS reserves the right to conduct benchmarks on product/services offered during and after the evaluation.

<b>Accept</b>	<b>Do not Accept</b>

11.12

NHLS reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFB and supporting documents.

<b>Accept</b>	<b>Do not Accept</b>

11.13

Where the bid calls for commercially available solutions, bidders who offer future based solutions will be disqualified.

<b>Accept</b>	<b>Do not Accept</b>

11.14



<p>The bidder should not qualify the proposal with own conditions.</p> <p><b>Caution:</b> If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the proposal response shall be declared invalid.</p>	<b>Accept</b>	<b>Do not Accept</b>

11.15

<p>Should the bidder withdraw the proposal before the proposal validity period expires, NHLS reserves the right to recover any additional expense incurred by NHLS having to accept any less favourable proposal or the additional expenditure incurred by NHLS in the preparation of a new RFB and by the subsequent acceptance of any less favourable proposal.</p>	<b>Accept</b>	<b>Do not Accept</b>

11.16

<p>Delivery of and acceptance of correspondence between NHLS and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents shall be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.</p>	<b>Accept</b>	<b>Do not Accept</b>

**11.17**

<p>Should the parties at any time before and/or after the award of the proposal and prior to, and-or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. NHLS shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations.</p> <p>Such cancellation shall mean that NHLS reserves the right to award the same proposal to next best bidders as it deems fit.</p>	<b>Accept</b>	<b>Do not Accept</b>

**11.18**

<p>In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.</p>	<b>Accept</b>	<b>Do not Accept</b>

**11.19**

<p>Any amendment or change of any nature made to this RFB shall only be of force and effect if it is in writing, and an Amendment to the RFB will be issued. Bidders will be required to utilise the latest Amendment in preparation of their bid response.</p>	<b>Accept</b>	<b>Do not Accept</b>

**11.20**

<p>Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.</p>	<b>Accept</b>	<b>Do not Accept</b>

11.21

Bidders who make use of subcontractors.	<b>Accept</b>	<b>Do not Accept</b>
<b>The proposal shall however be awarded to the Vendor as a primary contractor who shall be responsible for the management of the awarded proposal. No separate contract shall be entered into between NHLS and/or its client and any such subcontractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.</b>		

11.22

All services supplied in accordance with this proposal must be certified to all legal requirements as per the South African law.	<b>Accept</b>	<b>Do not Accept</b>

11.23

No interest shall be payable on accounts due to the successful vendor in an event of a dispute arising on any stipulation in the contract.	<b>Accept</b>	<b>Do not Accept</b>

11.24

Evaluation of Bids shall be performed by a CFET established by NHLS.	<b>Accept</b>	<b>Do not Accept</b>
Bids shall be evaluated on the basis of conformance to the required specifications as outlined in the RFB. Points shall be allocated to each bidder, on the basis that the maximum number of points that may be scored for price is 80/90, and the maximum number of preference points that may be claimed for B-BBEE (according to the PPPFA) is 20/10.		

11.25

Prior to the award of any tender or contract the NHLS will check the Prohibition status of recommended suppliers/ service providers on the Treasury website ( <a href="mailto:restricted@treasury.gov.za">restricted@treasury.gov.za</a> ) as well as the Treasury Register for Tender Defaulters ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> )	<b>Accept</b>	<b>Do not Accept</b>

11.26

The NHLS will act against the bidder or person awarded the contract upon detecting that the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the contract conditions have not been fulfilled.	<b>Accept</b>	<b>Do not Accept</b>



11.27

<p>The NHLS may, in addition to any other remedy that it may have against the bidder or person:</p> <ul style="list-style-type: none"> <li>• Disqualify the bidder or person from the bidding process;</li> <li>• Recover all costs, losses or damages it has incurred;</li> <li>• or suffered as a result of that person’s conduct;</li> <li>• Cancel the contract and claim any damages which it;</li> <li>• has suffered as a result of having to make less;</li> <li>• favourable arrangements due to such cancellation;</li> <li>• Restrict the bidder or contractor, its shareholders;</li> <li>• and directors, or only the shareholders and directors;</li> <li>• who acted on a fraudulent basis, from obtaining business;</li> <li>• from any organ of state for a period not exceeding 10;</li> <li>• years, after applying the audi alteram partem (hear the other side) rule;</li> <li>• Forward the matter for Blacklisting by Treasury; and</li> <li>• Forward the matter for criminal prosecution</li> </ul>	<b>Accept</b>	<b>Do not Accept</b>
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11.28

<p>If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.</p>	<b>Accept</b>	<b>Do not Accept</b>
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11.29

<p>The bidders’ response to this Tender, or parts of the response, shall be included as a whole or by reference in the final contract.</p>	<b>Accept</b>	<b>Do not Accept</b>
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11.30

<p>NHLS has discretion to extend the validity period should the evaluation of this bid not be completed within the stipulated validity period.</p>	<b>Accept</b>	<b>Do not Accept</b>
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11.31

<p>Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required time frames and in writing on whether or not he agrees to hold his original bid response valid under the same terms and conditions for a further period.</p>	<b>Accept</b>	<b>Do not Accept</b>
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11.32

Should the bidder change any wording or phrase in this document, the bid shall be deemed unresponsive and may lead to the disqualification of the bid response.	<b>Accept</b>	<b>Do not Accept</b>

11.33

No alternative tender offers will be considered.	<b>Accept</b>	<b>Do not Accept</b>

## 12. Evaluation Criteria and Methodology

### 12.1 Evaluation of tenders and selection of contractors'/service providers

The NHLS is a Schedule 3A Government Institution subjected to the Public Finance Management Act (PFMA), the Public Preferential Framework Act (PPPFA) and Treasury Regulations/ Instructions. Bidders must assist the NHLS to eliminate corruption and fraud by completing and submitting form SBD4.

- 12.1.1. Any tender closing is followed by a Public Opening where the names and pricing of all bids received are read out to the bidders attending. NHLS tender opening officials sign the pages where pricing is indicated to prevent any alterations.
- 12.1.2 Next steps of evaluation is Administrative pre-qualification verification and the “technical” or so called “functional” evaluation which is purely based on NHLS specifications (Annexure 2) and Scope of Work. NHLS end-user department (who *requested the bid*), Procurement Services, Finance and subject specialists are part of the Cross Functional Evaluation Team (CFET) meeting which is chaired by Quality Assurance (QA). *All the members of the CFET must complete Declaration of Interest forms and must recuse themselves in case of any conflict of interest.*
- 12.1.3 The final stage of evaluation is done after the CFET has reached their verdict and is done by NHLS Procurement Services and separately from the CFET meeting. B-BBEE score (commercial evaluation) is being added in order to get the final order of merit for the bidders being evaluated.
- 12.1.4 Bidders that score the minimum threshold are recommended and submitted to the NHLS Tender Evaluation Committee (TAC) for adjudication and the bid MUST be awarded to the bidder who scored the highest points (Merit 1) during the CFET and Commercial evaluation(B-BBEE). *All the members of the CFET must complete Declaration of Interest forms and must recuse themselves in case of any conflict of interest. **Should the TAC decide on a bidder other than Merit 1, this decision must be motivated as a Deviation from NHLS Policy & procedure and Treasury must be advised accordingly.***
- 12.1.5 The CEO of the NHLS must finally approve the recommendation by the TAC, in his capacity as the Accounting Officer.
- 12.1.6 Details of the successful bidder to be advertised in the Government Tender Bulletin.

12.1.7 Suppliers must accept the Terms & Conditions of our contract(s) which will result from the RFB document”. RFB conditions and pricing shall be fixed and firm from RFB closing date to the end of contract.

## 12.2 BID EVALUATION STAGES

The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined below:

Stage 1: Administrative pre-qualification verification

Stage 2: Technical Functionality requirement evaluation

Stage 3: Price / B-BBEE evaluation

**NOTE: The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

## 12.3 ADMINISTRATIVE COMPLIANCE REQUIREMENTS

✚ Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.

✚ At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorised as follows:

### a) Mandatory Returnable Documents

(NOTE: Failure to provide the below listed documents ***WILL*** lead to disqualification)

1. Fully completed and Signed Declaration of Interest SBD 4, SBD 8 and SBD 9	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4, SBD 8 and SBD 9</b>		
2. The Service Providers to have to agree with NHLS General Conditions of Bid and Conditions of Contract	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid and Conditions of Contract</b>		
3. Proof of compulsory briefing session.	<b>Comply</b>	<b>Do Not Comply</b>
<b>Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4</b>		

**b) Essential Returnable Documents**

(NOTE: Failure to provide the below listed documents MAY lead to disqualification)

No.	Description	Comply	Do Not Comply
1.	Preferential Procurement Claim form and copy of B-BBEE Verification Certificate(s) issued by an authorised body or person, or a sworn affidavit prescribed by the B-BBEE Codes of Good Practice		
2.	Submission of original valid Tax Clearance Certificate or a Tax Compliance Status letter (with pin) issued by the South African Revenue Services		
3.	Audited financial statement not older than two years		
4.	Proof of Central Supplier Database (CSD) Registration		

12.4 The evaluation of the Bids shall be based on the 80/20 or 90/10 PPPFA principle and the points for evaluation criteria are as follows:

Price points	80 / 90 <select relevant point>
B-BBEE status level contribution	20 / 10 <select relevant point>
<b>Total</b>	<b>100 points</b>

## ANNEXURE A: Technical Specification

### 1 SPECIAL INSTRUCTIONS TO VENDORS

- 1.1 Should a Bidder have reasons to believe that the Technical Specification is not open and/or is written for a particular brand or product; the Bidder shall notify Procurement Services within ten (10) days after publication of the bid.
- 1.2 Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.
- 1.3 Bidders are encouraged to promote the growth and development of SMME's, and will be assessed on their efforts in this regard during the evaluation of this Tender.

### 2 ACRONYMS AND ABBREVIATIONS

Term	Definition
EBS	Oracle e-Business Suite
DR	Disaster Recovery
DB	Database
NHLS	National Health Laboratory Service
PMO	Project Management Office
SLA	Service Level Agreement

### 3 BACKGROUND

The use of stationery plays an important role in the organisation and it helps on day to day administration, especially for the record keeping. It makes an organisation to look organised by ensuring that the information of its business dealings are recorded and stored

### 4 SCOPE OF WORK

Northern Cape and Western Cape

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES)
CD-R 700MB 80Min	Per pack		8	
CD-RW	Per pack		32	
Fine Permanent Marker 1.0mm Assorted	Per box		5	
Fine Permanent Marker 1.0mm Black	Per box		65	



Fine Permanent Marker 1.0mm Blue	Per box		40	
Fine Permanent Marker 1.0mm Red	Per box		60	
Giant No66 /11 staples	Per box		3	
GIANT STAPLER	Each		2	
INDEX SET 102mmX 152mm (A-Z)	Per pack		5	
INDEX SET 210mmX 297mm (1-31)	Per pack		22	
INDEX SET 210mmX 297mm (A-Z)	Per pack		32	
LABEL MAKER TAPE 12mmX8m Blk/C TZe131	Per pack		10	
LABEL MAKER TAPE 9mmX8M Blk/W TZE221	Per pack		3	
LABELLING MACHINE (P-TOUCH 1250) 9MM TAPE	Each		3	
LONG ARM STAPLER	Each		2	
Overhead Projector Pens Permanent Super Fine Black 841	Per set		64	
Padded Envelopes 180X260 -D/1	Per box		8	
Padded Envelopes 220X260 -E/2	Per box		2	
P-TOUCH LABELLING TAPE 12MM MK231B PT55 BLACK ON WHITE	Each		13	
staples 26/6	Per Box		40	
TZ 231 12mm Laminated Tapes - Black/white	Each		3	
24UP LABELS 70X37MM 100/BOX	Per box		18	
30cm Ruler Clear	Each		48	
30cm Shatterproof Ruler Clear	Each		8	
8 GB Flash Drive USB	Each		2	
9MM TAPE - BLACK ON BLUE (EA 7M LENGTH)	Each		8	
9V Alkaline Battery	Per set		13	
A3 80gsm Copy Paper - White (500/Ream)	Per ream 500 (pages)		3000	
A3 Laminating pouches 150 microns (100/pkt)	Per packet		5	
A3 Laminating pouches 250 microns (100/pkt)	Per packet		5	
A4 Laminating pouches 150 microns (100/pkt)	Per packet		3	
A4 Laminating pouches 250 microns (100/pkt)	Per packet		4	
A4 1AM POUCH 30X216 250MIC	Each		3	
A4 25mm 2-Ring PVC Binder Black	Per pack		80	
A4 25mm PVC 2-Ring Binder Black	Per pack		64	
A4 40mm PVC 2-Ring Binder Black	Per pack		18	
A4 75mm PP Lever Arch File Green	Per pack		22	

A4 75mm PP Lever Arch File Lilac	Per pack		10	
A4 75mm PP Lever Arch File Orange	Per pack		2	
A4 75mm PP Lever Arch File Pink	Per pack		2	
A4 75mm PP Lever Arch File Red	Per pack		2	
A4 80gsm Copy Paper - White (500/Ream)	Per ream		30 000	
A4 ARCHIVE BOX - BROWN (h=245mm x w=325 x d=105mm) 5/pkt	Per pack		16	
A4 Counter Book 2QR 192pg F/M	Per pack		80	
A4 Counter Book3QR 288pg F/M	Per pack		34	
A4 Display File 30 Pockets	Each		8	
A4 DIVIDER CARDS 50/PKT	Per pack		8	
A4 Dividers with insertable labels 5 Division PP	Per pack		3	
A4 Exam Pad F/M 100 pg	Per pack		10	
A4 Exam Pad F/M 80 pg Punched	Per pack		11	
A4 Executive Clipboards Blue	Eack		32	
A4 FILE DIVIDERS 50/PKT	Per packet		3	
A4 Heavy Duty Suspension File 200 Sheets capacity 25/Pkt	Per pack		16	
A4 Medium Weight File with Flap and clip 200 Sheet capacity (50/Pkt)	Per packet		4	
A4 Page a Day Diary Linen Cover	Each		22	
A4 PLASTIC CONTAINERS -BLUE 5/PKT	Per packet		2	
A4 PLASTIC CONTAINERS -GREY 5/PKT	Per packet		2	
A4 PLASTIC CONTAINERS -MAUVE 5/PKT	Per packet		2	
A4 Plastic Pockets 40micron	Per pack		2	
A4 PROJECT BOARD 160gsm White	Per pack		5	
A4 PVC 40mm Lever Arch File Black	Per pack		18	
A4 PVC 40mm Lever Arch File Green	Per pack		2	
A4 PVC 40mm Lever Arch File Pink	Per pack		2	
A4 PVC 40mm Lever Arch File Red	Per pack		2	
A4 PVC 70mm Lever Arch File Blue	Per pack		118	
A4 PVC 70mm Lever Arch File Green	Per pack		3	
A4 PVC 70mm Lever Arch File Red	Per pack		26	
A4 Slide Binder 10mm Black	Per pack		32	
A5 25mm 2-Ring PVC Binder Black	Per pack		0	
A6 HARDCOVER BOOK	Per pack		416	
AA Alkaline Battery	Per pack		102	
AA Alkaline Battery (Pack 4)	Per pack		29	
AAA Alkaline Battery	Per pack		158	
Adhesive Clear Tape 12mmx33m	Per pack		11	
Adhesive Clear Tape 12mmx66m	Per pack		22	

Adhesive Clear Tape 24mmx66m	Per pack		546	
Adhesive Notes 75x70mm	Per pack		11	
Adhesive RING REINFORCE VINYL 250"S	Per box		3	
Adhesive Tape Flags 25mmx43mm -Blue (Pkt 50)	Per packed		11	
Adhesive Tape Flags 25mmx43mm -Green (Pkt 50)	Per packed		3	
Adhesive Tape Flags 25mmx43mm - Orange (Pkt 50)	Per packed		3	
Adhesive Tape Flags 25mmx43mm -Red (Pkt 50)	Per packed		2	
Adhesive Tape Flags 25mmx43mm -White (Pkt 50)	Per packed		2	
Adhesive Tape Flags 25mmx43mm -Yellow (Pkt 50)	Per packed		3	
B4 Envelopes 250mmx353mm Manilla (Box250)	Per box		6	
Ballpoint Pen Fine Black	Per pack		350	
Ballpoint Pen Medium Red	Per pack		728	
C3 Envelopes 324mmx458mm White (Box250)	Per box		3	
C4 Envelopes 229mmx324mm Manilla (Box250)	Per box		34	
C4 Envelopes 229mmx324mm White (Box250)	Per box		2	
C5 Envelopes 162mmx229mm Manilla (Box 500)	Per box		3	
C5 Envelopes 162mmx229mm Self Seak White (Box 500)	Per box		6	
CALENDAR DESK PAD	Each		2	
CARRY FOLDER A4 PKT5 (ASSORTED)	Per pack		11	
CD-R marker 0.5mm Black	Per pack		22	
Click Ballpoint Pen Medium Red	Per pack		93	
CLUTCH PENCILS 0-5MM	Per pack		19	
Cotton twine 104 500g Thin	Each		10	
OCR2032 Lithium Round Battery	Per pack		19	
Crystal Gel Ballpoint Pen Assorted Colours	Per pack		38	
CUBE REFILL 4X4X4 WHITE				
Dater Stamp no 4	Each		3	
Desk Tape Dispenser Large	Each		5	
Display Binder A4 20 Pocket	Per pack		3	
DL Envelopes 110mmx220mm Self-Seal Manilla Window (Box 500)	Per box		11	
Document Wallet Blue	Per pack		3	
Document Wallet Pink	Per pack		3	
Double sided adhesive tape 12x33	Each		5	

Double sided adhesive tape 24x33	Each		10	
DRAWING PINS CLR.HEAD ASST COL	Per pack		10	
DVD-R 16X 43520/43521 PRINTABLE	Per pack		12	
ENDORISING INK 30ML BLACK	Each		3	
eraser in a pen-shaped barrel.	Per box			
EXEC BUS CARD HOLDER 392D	Each		2	
EXEC DIS FILE A4 20P (3107 TYP	Each		8	
EXEC DIS FILE A4 30P (3108 TYP	Each			
EXERCISE BOOK A5 32P F/M	Per pack		5	
Extra Fine Permanent Marker 0.4mm BLACK	Per box		29	
FILE FASTENERS W4 50/Box	Per box		10	
Fingerettes Size 0	Per pack		77	
Fingerettes Size 00	Per pack		158	
Fingerettes Size 1	Per pack		115	
Flat (Ready) Sorter A-Z Jan-Dec	Per pack		42	
Flipchart Pads 60gsm bond	Per pack		2	
Flipchart Stand	Per pack		2	
Glue Stick 20g	Each		8	
Glue Stick 40g	Each		59	
Heavy Duty Stapler	Each		2	
Highlighter Orange	Per box		506	
Highlighter Pink	Per box		429	
Highlighter Purple	Per box		67	
Highlighters Set of 6 Assorted Colours	Per box		43	
INDEX SET 210mmX 297mm (MONTHLY)			42	
Ink Pad Black for Self Inking Stamp Red	Each		2	
JUNIOR CUTTER	Each		5	
Junior Office Stapler	Each		2	
KEY RING PLASTIC IDENTITABS	Per pack		2	
LABELS RECT CONFIDENTIAL 125	Per box		11	
LABELS RECT URGENT 15mm x 40mm box 125	Per box		38	
Labels Rectangular "Urgent"	Per box		93	
Labels roll pack 13mm round -black	Per box		13	
Labels roll pack 13mm round -green	Per box		200	
Labels roll pack 13mm round -orange	Per box		68	
Labels roll pack 13mm round -purple	Per box		63	
Labels roll pack 13mm round -red	Per box		211	
Labels roll pack 13mm round -yellow	Per box		213	
Labels roll pack 19mm round -Black	Per box		32	

Labels roll pack 19mm round -Purple	Per box		64	
Labels roll pack 19mm round -Red	Per box		32	
LABELS SELF ADHESIVE 19MMX25MM WHITE	Per box		16	
LASER LABELS WHITE (64X34MM) L 7159			2	
Letter Tray Risers Set of 4	Set of 4		5	
Lever Arch Label Self Adhesive Blue	Each		3	
LINE DATER 3.8MM	Each		6	
MAGAZINE HOLDER	Each		10	
MANILLA FOLDER 14mm 160gsm 100/pack	Per pack		2	
MANUSCRIPT BOOK A5 128PG F/M	Per pack		8	
MANUSCRIPT BOOK A5 FNT/MARG 192pg JD6255	Per pack		8	
Masking Tape 12mmx40m	Each		24	
Masking Tape 18mmx50m	Each		6	
Masonite Clipboard A4	Each		16	
Memo Cube Holders	Per pack		6	
Metal Sharpners	Per pack		2	
MOUNTING SQUARES 25X25 12 PER CARD	Per pack		11	
No.1 Stapler	Each		69	
Notice Board 600mmx900mm	Each		2	
Overhead projector marker non-permanent Medium Black	Per box		8	
Overhead projector marker non-permanent Medium Green	Per box		10	
Overhead projector marker non-permanent Medium Red	Per box		10	
Overhead projector marker permanent Fine Black	Per box		64	
Overhead projector marker permanent Fine Blue	Per box		3	
Overhead projector marker permanent Fine Green	Per box		3	
Overhead projector marker permanent Fine Red	Per box		3	
Overhead projector marker permanent Fine 8 assorted colours	Per box		3	
Overhead projector marker permanent Medium Black	Per box		5	
Packaging Tape 48mmx50m Clear	Each		1206	
Paper Clips Large Plastic Coated	Per box		224	
Paper Cube Refill Rainbow	Each		13	
Paper Punch 2-hole Heavy Duty	Each		3	
Paper Punch Heavy Duty	Each		5	
Pencil 4B	Per pack		69	

Pencil Eraser	Per pack		21	
Pencil HB	Per pack		349	
Permanent Marker Bullet 1.5mm Red	Per box		55	
Permanent Marker Bullet Point 1.5mm Black	Per box		672	
Permanent Marker Bullet Point 1.5mm Blue	Per box		19	
Permanent Marker Bullet Point 1.5mm Green	Per box		3	
Permanent Marker Bullet Point 1.5mm Red	Per box		54	
Permanent Marker Fine 0.7mm Black	Per box		672	
Permanent Marker Fine 0.7mm Blue	Per box		38	
Permanent Marker Fine 0.7mm Green	Per box		30	
Permanent Marker Fine 0.7mm Red	Per box		58	
PLASTIC CONTAINER (STORAGE BOX FILE) GRAY	Each		2	
Project Boards A4 160gsm -Buff	Per box		2	
Project Boards A4 160gsm -Pink	Per box		2	
Project Boards A4 160gsm -Yellow	Per box		2	
P-TOUCH LABEL TAPE 12mm MK231 BZ PT55 Black/White	Each		2	
PVC HEAVY DUTY POCKETS A4 120mic e	Per box		10	
RECEIPT BOOK NCR DUPL.5 TO VIEW	Per Pack		2	
Rubber Bands No.32 (100gm)	Per box		162	
Rubber Bands No.34 (100gm)	Per box		48	
Rubber Bands No.38 (100gm)	Per box		10	
Rubber Bands No.8 (100gm)	Per box		54	
Scissors Paper 130mm	Per pack		40	
Scissors Paper 215mm	Per pack		70	
Self Inking Stamp - "URGENT" Red	Each		2	
SHARPENER METAL 2 HOLE EASTERN	Per pack		2	
SMALL METAL PETTY CASH BOX	Each		2	
Spiral Counter Book F/M	Each		120	
Spiral Note Book F/M 100pg	Per pack		15	
Spiral Note Book Student	Per pack		10	
Stamp pad ink 30ml bottle -Blue	Each		5	
Stamp pad ink 30ml bottle -Green	Each		5	
Stamp pad ink 30ml bottle -Red	Each		6	
Stamp pad ink 30ml bottle -Violet	Each		5	
STAPLE REMOVER	Per pack		8	
Stapler Full Strip	Each		5	
Stapler half strip	Each		5	

Staples #16	Each		2	
Staples #56 Box 5000	Per box		330	
Storage ARCHIVE BOX A4 320 X 108 X 245 PK/5	Per pack		20	
Storage Box	Per pack		180	
STORAGE BOX (370X305X252MM)(W354/C)	Per box		80	
Storage Box File	Per pack		146	
Super Fine Permanent Marker 0.3mm Black	Per box		10	
Super Glue 3g	Per pack		37	
Super Glue 5g	Per pack		18	
Suspension File Crystal Foolsap	Per pack		20	
Tab PVC File Dividers	Per pack		5	
Tape Dispenser Desk Medium	Each		10	
TELEPHONE INDEX BK A-Z	Per pack		2	
White Board Cleaner Kit	Per pack		10	
White Board Non-Magnetic 450x600	Each		2	
White Board Year Planner 600mmx800mm	Each		10	
Whiteboard Cleaner 118ml	Per box		2	
Whiteboard Marker Blue	Per box		32	
Whiteboard Marker Dry Erase Black	Per box		20	
Whiteboard Marker Green	Per box		8	
Whiteboard Marker Red	Per box		10	
Year Planner	Each		27	
Battery Alkaline AG13 LR44 1.5V			15	
Pritt			60	
Presstick			150	
MonAmi Acculiner black			150	
Artline 700 black			250	
Double sided tape			10	
Labels 8 up			25	
labels 1 -up			25	

#### Eastern Cape

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES)
A4 80gsm Copy Paper - White (500/Ream)	Per ream	ream	7 835	
Adhesive Clear Tape 24mmx66m	Per pack	roll	278	

Click Ballpoint Pen Medium Black	Per pack	each	1644	
Packaging Tape 48mmx50m Buff	Each	roll	1735	
Pencil HB	Per pack	each	48	
Rubber Bands No.34 (100gm)	Per box	box	88	
Staples #56 Box 5000	Per box	box	60	

KwaZulu Natal

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	ESTIMATED ANNUAL VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES))
0.5MM GEL PEN NEEDLE TIP BLACK	Each		12	
0.5MM GEL PEN NEEDLE TIP Blue	Each		12	
0.7mm gel black ink retractable rollerball pen	Each		60	
30cm Shatterproof Ruler Clear	Each		45	
32Gig Flash Drive USB	Each		10	
5 PENCIL SHARPENER DESK MECHANICAL AUTO FEED CLAMP	Per Box		2	
8 WHEEL ACTION NUMBERING MACHINE	Each		2	
9V Alkaline Battery	Per set		10	
A1 F/CHART 48GSM ECONO pad	Each		20	
A3 80gsm Copy Paper - White (500/Ream)	Per ream		20	
A3 Laminating pouches 250 microns (100/pkt)	Per packet		5	
A4 Laminating pouches 250 microns (100/pkt)	Per packet		39	
A4 160gsm Board white (Pkt 25)	Per Packet		20	
A4 25mm PVC 2-Ring Binder Black	Per pack		18	
A4 40mm PVC 2-Ring Binder Black	Per pack		20	
A4 40mm PVC 2-Ring Binder Black	Per pack		50	
A4 75mm PP Lever Arch File Blue	Per pack		20	



A4 75mm PP Lever Arch File Orange	Per pack		16	
A4 75mm PP Lever Arch File Pink	Per pack		21	
A4 80gsm Copy Paper - White (500/Ream)	Per ream		54000	
A4 80gsm Copy Paper - Yellow (500/Ream)	Per ream		3	
A4 Attendance Register 140pg Hard Cover	Per pack		10	
A4 Counter Book 2QR 192pg F/M	Per pack		75	
A4 Counter Book3QR 288pg F/M	Per pack		85	
A4 DISPLAY Book 100 Pockets PVC	Each		30	
A4 DIVIDER CARDS 50/PKT	Per pack		30	
A4 Exam Pad F/M 100 pg	Per pack		34	
A4 Exam Pad F/M 80 pg Punched	Per pack		324	
A4 Executive Clipboards Blue	Each		20	
A4 EXERCISE BK 288PG	Per pack		25	
A4 Expanda File with Flap and Clips 500 Sheet capacity (25/Pkt)	Per packet		220	
A4 FILE DIVIDERS 50/PKT	Per packet		12	
A4 Letter Tray	Each		32	
A4 Lever Arch File No Index Cardboard	Each		226	
A4 Lightweight File with Flap 100 Sheet capacity (100/Pkt)	Per packet		153	
A4 Medium Weight File with Flap and clip 200 Sheet capacity (50/Pkt)	Per packet		128	
A4 Plastic Pockets 40micron	Per pack		429	
A4 Portable Filing Module to accommodate 6 A4 Lever arch Files	Each		102	
A4 PROJECT BOARD 160gsm White	Per pack		12	
A4 PVC 40mm Lever Arch File Black	Per pack		22	
A4 PVC 40mm Lever Arch File Blue	Per pack		15	
A4 PVC 40mm Lever Arch File Green	Per pack		48	
A4 PVC 40mm Lever Arch File Pink	Per pack		18	
A4 PVC 40mm Lever Arch File Red	Per pack		15	
A4 PVC 68mm 2-ring File Black	Per pack		87	
A4 PVC 68mm 2-ring File Green	Per pack		36	
A4 PVC 68mm 2-ring File Red	Per pack		74	
A4 PVC 70mm Lever Arch File Black	Per pack		508	
A4 PVC 70mm Lever Arch File Blue	Per pack		635	
A4 PVC 70mm Lever Arch File Green	Per pack		188	
A4 PVC 70mm Lever Arch File Red	Per pack		153	
A4 PVC 70mm Lever Arch File Yellow	Per pack		103	
A4 Slide Binder 10mm Black	Per pack		100	
A4 Slide Binder 15mm Black	Per pack		100	
A4 Slide Binder 5mm Black	Per pack		60	
A4 SWINGLOCK FILE	Per pack		42	

A5 25mm 2-Ring PVC Binder Black	Per pack		91
A6 HARDCOVER BOOK	Per pack		297
AA Alkaline Battery	Per pack		115
AA Alkaline Battery (Pack 4)	Per pack		51
AAA Alkaline Battery	Per pack		382
Acetate sheet A4 Clear	Per pack		210
Adhesive Label 13mmx19mm	Per pack		157
Adhesive Label 19mmx19mm	Per pack		210
Adhesive Clear Tape 12mmx66m	Per pack		21
Adhesive Clear Tape 24mmx66m	Per pack		91
Adhesive Notes 38X55mm	Per pack		9
Adhesive Notes 75x70xmm	Per pack		54
Adhesive RING REINFORCE VINYL 250"S	Per box		15
Adhesive Tape Flags 25mmx43mm - "Sign Here" (Pkt 50)	Per packed		20
Adhesive Tape Flags 25mmx43mm -Blue (Pkt 50)	Per packed		6
Adhesive Tape Flags 25mmx43mm -Neon (Pkt 50)	Per packed		24
Adhesive Tape Flags 25mmx43mm -White (Pkt 50)	Per packed		42
Adhesive Tape Flags 25mmx43mm -Yellow (Pkt 50)	Per packed		185
Ahhesive Notes Memo Cube	Per pack		7
Attendance register 14 leaf daily	Each		8
B4 Envelopes 250mmx353mm Manilla (Box250)	Per box		28
B4 Envelopes 250mmx353mm White (Box250)	Per box		22
B5 Envelopes 250mmx176mm Self Seal White (Box 250)	Per box		4
Ballpoint Pen Click Black	Each		2482
Ballpoint Pen Click Gel Ink Black	Per pack		13
Ballpoint Pen Click Gel Ink Blue	Per pack		12
Ballpoint Pen Click Red	Each		40
Ballpoint Pen Fine Black	Each		2233
Ballpoint Pen Fine Red	Each		281
Ballpoint Pen Medium Black	Each		1494
Ballpoint Pen Medium Blue	Each		17
Ballpoint Pen Medium Red	Each		12
Binding Element 21 Ring 10mm Black (Box 100)	Per box		5
Binding Element 21 Ring 12mm Black (Box 100)	Per box		8
Binding Element 21 Ring 14mm Black (Box 100)	Per box		28
Binding Element 21 Ring 16mm Black (Box 100)	Per box		34
Binding Element 21 Ring 19mm Black (Box 100)	Per box		178
Binding Element 21 Ring 20mm Black (Box 100)	Per box		12

Binding Element 21 Ring 25mm Black (Box 100)	Per box		9
Binding Element 21 Ring 32mm Black (Box 100)	Per box		32
Binding Element 21 Ring 51mm Black (Box 100)	Per box		8
Binding Element 21 Ring 6mm Black (Box 100)	Per box		120
Binding Element 21 Ring 8mm Black (Box 100)	Per box		100
Blotting Paper 445x570 White	Per pack		1485
Broad Marker White	Per box		25
BUSINESS CARD HOLDER	Per pack		6
C3 Envelopes 324mmx458mm White (Box250)	Per box		11
C4 Envelopes 229mmx324mm Self Seal Brown (Box250)	Per box		21
C4 Envelopes 229mmx324mm Self Seal White (Box250)	Per box		34
C4 Envelopes 229mmx324mm White Window (Box250)	Per box		128
C5 Envelopes 162mmx229mm Manilla Seal Easy (Box 500)	Per box		12
Calculator 12 Digits 4 Key memory Extra large angle LCD Sign change +/-Tax	Each		11
CD-R 700MB 80Min	Per pack		12
CD-RW	Per pack		36
CLEAR CONTACT ADHESIVE 25ML TUBE	Each		4
COLLEGE EXERCISE BK A4 72PG F	Per pack		10
Correction Paint Thinners	Each		6
CUBE REFILL 4X4X4 WHITE	Each		10
Desk Tape Dispenser Large	Each		4
Desk Top Calculator 10/12 digit LCD Display Dual Power	Each		3
Display Binder A4 20 Pocket	Per pack		38
DOCUMENT BASKET PVC BLUE	Per pack		9
Double sided adhesive tape 24x33	Each		10
Drawing Ink 23ml Black	Each		23
DRAWING PINS CLR.HEAD ASST COL	Per pack		11
DVD-R 16X 43520/43521 PRINTABLE	Per pack		26
ENDORISING INK 30ML BLACK	Each		5
EXEC BUS CARD HOLDER 392D	Each		12
EXERCISE BOOK A5 32P F/M	Per pack		10
Extra Fine Permanent Marker 0.4mm BLACK	Per box		12
Extra Fine Permanent Marker 0.4mm Blue	Per box		36
Extra Fine Permanent Marker 0.4mm Green	Per box		8
Extra Fine Permanent Marker 0.4mm Red	Per box		42
FILE CLIPER MAGIC (NO 1175	Per box		20
FILE DIV BRIGHT 100X230 5COL PKT 100	Per pack		32
FILE FASTENERS W4 50/Box	Per box		15

Fine Permanent Marker 1.0mm Assorted	Per box		60
Fine Permanent Marker 1.0mm Black	Per box		20
Fine Permanent Marker 1.0mm Blue	Per box		16
Fine Permanent Marker 1.0mm Red	Per box		6
Fingerettes Size 00	Per pack		15
Fingerettes Size 2	Per pack		40
Fingerettes Size 3	Per pack		40
Flat (Ready) Sorter A-Z Jan-Dec	Per pack		8
FLAT FILES 200GRM 25/PACKET	Per pack		42
FLAT FILES ASST COLS	Per pack		26
Flipchart Pads 60gsm bond	Per pack		28
Flipchart Stand	Per pack		16
Foldback Clips 14mm	Per pack		6
Foldback Clips 19mm	Per pack		12
Foldback Clips 51mm	Per pack		42
FOLDER 239MM X352MM 200GSM M200F EACH	Each		86
FOLDER 239X352MM 200GSM M200F (BLUE)	Each		16
FOLDER 239X352MM 200GSM M200F (PINK)	Each		43
FOLDER 239X352MM 200GSM M200F (YELLOW)	Each		12
FOLDER OPEN 2 SIDES E310 ASST			66
Foolscap Concertina File 16 Pockets	Each		14
Foolscap Economy Suspension Files Blue (25/Box)	Per box		36
Foolscap Economy Suspension Files Green (25/Box)	Per box		210
Foolscap Spring Clip File Box	Per box		40
Giant No66 /11 staples	Per box		5
GIANT STAPLER	Each		5
Glue Stick 20g	Each		6
Glue Stick 40g	Each		4
Heavy Duty Stapler	Each		4
Highlighter Green	Per box		12
Highlighter Orange	Each		22
Highlighter Pink	Each		3
Highlighter Purple	Each		3
Highlighter Yellow	Each		12
Highlighters Set of 6 Assorted Colours	Per box		134
Highlighters Set of 8 Assorted Colours	Per box		37
INDEX SET 102mmX 152mm (A-Z)	Per pack		5
INDEX SET 210mmX 297mm (MONTHLY)	Per pack		90
INDEX SET 210mmX 297mm (1-10)	Per pack		484
INDEX SET 210mmX 297mm (1-31)	Per pack		31
INDEX SET 210mmX 297mm (A-Z)	Per pack		70
Ink Pad Black for Self Inking Stamp Black	Each		4

Ink Pad Black for Self Inking Stamp Red	Each		12
Invisible Tape 12mmx50m	Each		6
Invisible Tape 24mmx50m	Each		4
JUNIOR CUTTER	Each		56
Junior Office Stapler	Each		57
KEY RING PLASTIC IDENTITABS	Per pack		11
LABEL MAKER TAPE 12mmX8m Blk/C TZe131	Per pack		14
LABEL MAKER TAPE 18mmX8m Blk/W TZe241	Per pack		30
LABEL MAKER TAPE 6mmX8m Blk/W TZe211	Per pack		14
LABEL MAKER TAPE 9mmX8M Blk/W TZE221	Per pack		18
LABELLING MACHINE (P-TOUCH 1250) 9MM TAPE	Each		12
LABELS RECT CONFIDENTIAL 125	Per box		42
LABELS RECT URGENT 15mm x 40mm box 125	Per box		103
Labels Rectangular "Urgent"	Per box		16
Labels roll pack 13mm round –black	Per box		100
Labels roll pack 13mm round –Blue	Per box		40
Labels roll pack 13mm round –green	Per box		50
Labels roll pack 13mm round –orange	Per box		12
Labels roll pack 13mm round –purple	Per box		12
Labels roll pack 13mm round –red	Per box		45
Labels roll pack 13mm round –white	Per box		4
Labels roll pack 13mm round –yellow	Per box		20
Labels roll pack 19mm round –Black	Per box		4
Labels roll pack 19mm round –Blue	Per box		10
Labels roll pack 19mm round –Green	Per box		100
Labels roll pack 19mm round –Orange	Per box		10
Labels roll pack 19mm round –Pink	Per box		15
Labels roll pack 19mm round –Purple	Per box		12
Labels roll pack 19mm round –Red	Per box		10
Labels roll pack 19mm round –White	Per box		10
Labels roll pack 19mm round –Yellow	Per box		90
Labels roll pack 25mm round – Green	Per box		10
Labels roll pack 25mm round – Orange	Per box		70
Labels roll pack 25mm round – Red	Per box		150
LABELS SELF ADHESIVE 19MMX25MM WHITE	Per box		220
LASER LABELS 199,5mm x143,5mm 2up	Each		26
LASER LABELS 199,6MMX289MM BOX/100	Per box		6
LASER LABELS 38,1mmx21.2mm 65up	Each		22
LASER LABELS WHITE (64X34MM) L 7159	Each		16
LEAVE/ABSENCE WALL CHART	Each		10
Letter Delivery Books	Per box		16
Letter Tray Risers Set of 4	Set of 4		10

Lever Arch Label Self Adhesive Blue	Each		60
LONG ARM STAPLER	Each		21
LR44 Alkaline Round Battery	Per set		20
MANUSCRIPT BOOK A5 128PG F/M	Per pack		32
MANUSCRIPT BOOK A5 FNT/MARG 192pg JD6255	Per pack		86
Marking Ink 20ml Black	Each		40
Marking Ink 20ml Blue	Each		26
Masking Tape 12mmx40m	Each		60
Masking Tape 18mmx50m	Each		12
Masking Tape 48mmx50m	Each		50
Masonite Clipboard A4	Each		96
Memo Cube Holders	Per pack		3
Metal Sharpners	Per pack		4
METEOR STAPLER	Each		18
MOUNTING SQUARES 25X25 12 PER CARD	Per pack		24
No.1 Stapler	Each		10
Notice Board 600mmx900mm	Each		2
Notice Board 900mmx900mm	Each		2
Overhead projector marker non-permanent Medium Black	Per box		12
Overhead projector marker non-permanent Medium Green	Per box		16
Overhead projector marker non-permanent Medium Red	Per box		2
Overhead projector marker permanent Fine Black	Per box		2
Overhead projector marker permanent Fine Green	Per box		8
Overhead projector marker permanent Fine 8 assorted colours	Per box		11
Overhead projector marker permanent Medium Black	Per box		10
Overhead Projector Pens Permanent Super Fine Black 841	Per set		4
Overhead Projector Pens Permanent Super Fine Blue 841	Per set		8
Overhead Projector Pens Permanent Super Fine Green 841	Per set		12
Overhead Projector Pens Permanent Super Fine Red 841	Per set		4
Packaging Tape 48mmx100m Clear	Each		41
Packaging Tape 48mmx50m Buff	Each		34
Packaging Tape 48mmx50m Clear	Each		297
Paper Clips 28mm (Box 100)	Per box		30
Paper Clips Giant 50mm Plain	Per box		5
Paper Clips Large Plastic Coated	Per box		32
Paper Clips Wavy 78mm	Per box		12
Paper Cube complete with refill White	Each		40

Paper Cube Refill Rainbow	Each		33
Paper Punch 2-hole Heavy Duty	Each		9
Paper Punch Heavy Duty	Each		4
Parcel Delivery Book	Per pack		4
Pencil 4B	Per pack		36
Pencil Eraser	Per pack		83
Pencil HB	Per pack		497
Pencil HB Rubber Tipped	Per pack		10
Permanent Marker Bullet Point 1.5mm Black	Per box		2536
Permanent Marker Bullet Point 1.5mm Red	Per box		51
Permanent Marker Fine 0.7mm Black	Per box		296
Permanent Marker Fine 0.7mm Blue	Per box		50
Permanent Marker Fine 0.7mm Green	Per box		60
Permanent Marker Fine 0.7mm Red	Per box		18
Project Boards A4 160gsm –Blue	Per box		3
Project Boards A4 160gsm –Green	Per box		2
P-TOUCH LABEL MAKER(TZ241)	Each		12
P-TOUCH LABEL TAPE 12mm MK231 BZ PT55 Black/White	Each		4
P-TOUCH LABEL TAPE 18MMX8M TZ241 BLACK/WHITE	Each		6
P-TOUCH LABELLING TAPE 12MM MK231B PT55 BLACK ON WHITE	Each		2
HEAVY DUTY PLASTIC SLEEVES	Each		1020
PVC HEAVY DUTY POCKETS A4 120mic e	Per box		30
RECEIPT BOOK NCR DUPL.5 TO VIEW	Per Pack		20
REPORT COVER PVC TRANSPARENT	Each		40
Re-usable putty-like adhesive White 100g	Per box		24
Re-usable putty-like adhesive White 120g	Per box		12
Rollerball Retractable 0.7 mm (Black)	Per pack		82
Rubber Bands No.14 (100gm)	Per box		12
Rubber Bands No.32 (100gm)	Per box		517
Rubber Bands No.34 (100gm)	Per box		218
Rubber Bands No.36 (100gm)	Per box		46
Rubber Bands No.38 (100gm)	Per box		10
Rubber Bands No.8 (100gm)	Per box		10
Scientific Calculator	Each		2
Scissors Paper 130mm	Per pack		8
Scissors Paper 215mm	Per pack		98
Seed Envelope 108mmx60mm White	Per box		2
Self-Adhesive Foil 10mx450mm	Each		4
SHORTHAND N/BOOK C/LINE 140PG	Per pack		12
SMALL METAL PETTY CASH BOX	Each		4
Solid plastic dust bins –black	Each		2

Solid plastic dust bins –blue	Each		4	
Solid plastic dust bins –red	Each		4	
Spiral Note Book F/M 100pg	Per pack		60	
Stamp pad ink 30ml bottle –Blue	Each		20	
STAPLE REMOVER	Per pack		56	
Stapler Full Strip	Each		40	
Staples #16	Each		9	
Staples #56 Box 5000	Per box		49	
Staples 24/8 (Box 5000)	Per box		6	
Staples 26/6	Per Box		429	
STAPLES 8MM N066/8 BOX 5000	Per Box		46	
Staples H/Duty 10mm No 26/10 PER 1000	Per box		12	
Super Glue 3g	Per pack		5	
WHITE CHALK 100/BOX	Per box		5	
Whiteboard Cleaner 118ml	Per box		4	
Whiteboard Eraser	Per pack		2	
Whiteboard Marker Black	Per box		40	
Whiteboard Marker Blue	Per box		30	
Whiteboard Marker Green	Per box		30	
Whiteboard Marker Red	Per box		30	
Whiteboard Marker Dry Erase Black	Per box		10	
Whiteboard Marker Dry Erase Blue	Per box		8	
Whiteboard Marker Dry Erase Green	Per box		8	
Whiteboard Marker Dry Erase Red	Per box		8	

Limpopo and Mpumalanga

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES)
CD-R 700MB 80Min	Per pack		125	
CD-RW	Per pack		335	
Combo Elements 20mm Plastic (black)	Per box		253	
Combo Elements 25mm Plastic (black)	Per box		65	
DK11201 STD ADDRESS LABELS 29X90MM	Per box		15	
DK11204 M/PURPOSE LABEL 17X54MM	Per box		15	
DVD-RW 4,7GB REWRITABLE	Per pack		50	
Fine Permanent Marker 1.0mm Assorted	Per box		95	
Fine Permanent Marker 1.0mm Black	Per box		1 363	



Fine Permanent Marker 1.0mm Blue	Per box	375	
Fine Permanent Marker 1.0mm Red	Per box	115	
Giant No66 /11 staples	Per box	45	
GIANT STAPLER	Each	65	
INDEX SET 102mmX 152mm (A-Z)	Per pack	25	
INDEX SET 210mmX 297mm (1-10)	Per pack	11 105	
INDEX SET 210mmX 297mm (1-31)	Per pack	1 505	
INDEX SET 210mmX 297mm (A-Z)	Per pack	1 758	
LABEL MAKER TAPE 12mmX8m Blk/C TZe131	Per pack	355	
LABEL MAKER TAPE 18mmX8m Blk/W TZe241	Per pack	165	
LABEL MAKER TAPE 24mm x 8m - TZe 251	Per pack	8	
LABEL MAKER TAPE 6mmX8m Blk/W TZe211	Per pack	50	
LABEL MAKER TAPE 9mmX8M Blk/W TZE221	Per pack	58	
Labelling Tape TZ641 18MM Black on Yellow Tape	Each	8	
LABELLING MACHINE (P-TOUCH 1250) 9MM TAPE	Each	73	
LABELLING TAPE MK223B 9MM	Per pack	3	
LASER LABELS 199,5mm x143,5mm 2up	Each	403	
LASER LABELS 199,6MMX289MM BOX/100	Per box	40	
LASER LABELS 38,1mmx21.2mm 65up	Each	603	
LONG ARM STAPLER	Each	228	
METEOR STAPLER	Each	150	
Overhead Projector Pens Permanent Super Fine Black 841	Per set	50	
Overhead Projector Pens Permanent Super Fine Blue 841	Per set	138	
Overhead Projector Pens Permanent Super Fine Green 841	Per set	1 418	
Overhead Projector Pens Permanent Super Fine Red 841	Per set	70	
Padded Envelopes 180X260 -D/1	Per box	1 063	
Padded Envelopes 220X260 -E/2	Per box	698	
Padded Envelopes 240x330 -G/4	Per box	5	
Padded Envelopes 270X360 -H/5	Per box	295	
Padded Envelopes 300X440 -I/6	Per box	3	
Padded Envelopes 350X490 -J/7	Per box	83	
PT 1250VSP/1280 LABEL PRINTER	Each	160	
P-TOUCH LABEL MAKER(TZ241)	Each	1 700	
P-TOUCH LABELLING TAPE 12MM MK231B PT55 BLACK ON WHITE	Each	13	
Rollerball Retractable 0.7 mm (Black)	Per pack	8	
Rollerball Retractable 0.7 mm (Blue)	Per pack	30	
Rollerball Retractable 0.7 mm (Green)	Per pack	3	
Self-Adhesive Foil 10mx450mm	Each	6 968	
STAPLES 10MM NO73/10	Per Box	40	

staples 26/6	Per Box	253	
STAPLES 8MM N066/8 BOX 5000	Per Box	1 208	
TZ 231 12mm Laminated Tapes -Black/white	Each	305	
0.5MM GEL PEN NEEDLE TIP BLACK	Each	430	
0.5MM GEL PEN NEEDLE TIP Colour	Each	133	
0.7mm gel black ink retractable rollerball pen	Each	1 758	
1 PART PERFORATED BLANK CONSOLE PAPER 58GSM BOND WHITE 280X240MM	Per box	23	
24UP LABELS 70X37MM 100/BOX	Per box	38	
2-Hole Paper Punch Small	Each	5	
30cm Ruler Clear	Each	13	
30cm Shatterproof Ruler Clear	Each	400	
32Gig Flash Drive USB	Each	15	
5 PENCIL SHARPENER DESK MECHANICAL AUTO FEED CLAMP	Per Box	93	
7 wheel automatic numbering machine	Each	420	
8 GB Flash Drive USB	Each	28	
8 WHEEL ACTION NUMBERING MACHINE	Each	1 280	
9MM TAPE - BLACK ON BLUE (EA 7M LENGTH)	Each	28	
9V Alkaline Battery	Per set	1 423	
A1 F/CHART 48GSM ECONO pad	Each	405	
A1 Time Book	Each	523	
A3 80gsm Copy Paper - White (500/Ream)	Per ream 500 (pages)	365	
A3 Laminating pouches 150 microns (100/pkt)	Per packet	18	
A3 Laminating pouches 250 microns (100/pkt)	Per packet	88	
A4 160gsm Board white (Pkt 25)	Per Packet	275	
A4 1AM POUCH 30X216 250MIC	Each	283	
A4 25mm 2-Ring PVC Binder Black	Per pack	490	
A4 25mm 2-Ring PVC Binder Blue	Per pack	523	
A4 25mm 2-Ring PVC Binder Green	Per pack	448	
A4 25mm 2-Ring PVC Binder Red	Per pack	1 060	
A4 25mm PVC 2-Ring Binder Black	Per pack	520	
A4 40mm PVC 2-Ring Binder Black	Per pack	85	
A4 40mm PVC 2-Ring Binder White	Per pack	18	
A4 40mm PVC 2-Ring Binder Black	Per pack	764 850	
A4 75mm PP Lever Arch File Blue	Per pack	58	
A4 75mm PP Lever Arch File Green	Per pack	213	
A4 75mm PP Lever Arch File Grey	Per pack	25	
A4 75mm PP Lever Arch File Lilac	Per pack	25	
A4 75mm PP Lever Arch File Orange	Per pack	838	

A4 75mm PP Lever Arch File Pink	Per pack	45	
A4 75mm PP Lever Arch File Red	Per pack	2 693	
A4 80gsm Copy Paper - Blue (500/Ream)	Per ream	2 553	
A4 80gsm Copy Paper - Colour (500/Ream)	Per ream	25	
A4 80gsm Copy Paper - Green (500/Ream)	Per ream	455	
A4 80gsm Copy Paper - Pink (500/Ream)	Per ream	55	
A4 80gsm Copy Paper - White (500/Ream)	Per ream	764 850	
A4 80gsm Copy Paper - Yellow (500/Ream)	Per ream	508	
A4 80gsm Copy Paper -Green (500/Ream)	Per ream	295	
A4 accounting book, titled, quarter bound, cut flush, thread sewn, white woven paper, 2 quire (192 Pages)		98	
A4 ARCHIVE BOX - BROWN (h=245mm x w=325 x d=105mm) 5/pkt	Per pack	565	
A4 Attendance Register 104pg Soft Cover	Per pack	50	
A4 Attendance Register 140pg Hard Cover	Per pack	500	
A4 Attendance Register 96 pg Quarter Bound Hard Cover	Per pack	18	
A4 Binding Cover Clear	Per pack	253	
A4 Counter Book	Per pack	45	
A4 Counter Book 2QR 192pg F/M	Per pack	38	
A4 Counter Book3QR 288pg F/M	Per pack	13	
A4 Diary	Each	373	
A4 DISPLAY Book 100 Pockets PVC	Each	6 810	
A4 Display File 10 Pockets	Each	3	
A4 Display File 30 Pockets	Each	3	
A4 DIVIDER CARDS 50/PKT	Per pack	203	
A4 Dividers with insertable labels 5 Division PP	Per pack	3	
A4 Envelopes Self Seal White	Per box	3	
A4 Exam Pad F/M 100 pg	Per pack	3	
A4 Exam Pad F/M 80 pg Punched	Per pack	12 378	
A4 Excercise Book 288 pg	Per pack	1 178	
A4 Executive Clipboards Blue	Each	60	
A4 Expand File with Flap and Clips 500 Sheet capacity (25/Pkt)	Per packet	49 035	
A4 FILE DIVIDERS 50/PKT	Per packet	80	
A4 FOLDER SWING CLIP A4	Per pack	730	
A4 Frosted Sheets	Per Pack	988	
A4 Heavy Duty Suspension File 200 Sheets capacity 25/Pkt	Per pack	578	
A4 Index Book 2quire	Per pack	1 268	
A4 JUMBOARCHIVE BOX - BROWN (h=245mm x w=325mm x d=175mm) 5/PKT	Each	10 100	
A4 Letter Tray	Each	8 840	
A4 Lever Arch File No Index Cardboard	Each	3 095	

A4 Lightweight File with Flap 100 Sheet capacity (100/Pkt)	Per packet		2 863	
A4 Medium Weight File with Flap and clip 200 Sheet capacity (50/Pkt)	Per packet		3 115	
A4 Page a Day Diary Linen Cover	Each		123	
A4 PLASTIC CONTAINERS -BLUE 5/PKT	Per packet		20	
A4 PLASTIC CONTAINERS -GREY 5/PKT	Per packet		8	
A4 PLASTIC CONTAINERS -MAUVE 5/PKT	Per packet		98	
A4 Plastic Pockets 40micron	Per pack		50	
A4 Portable Filing Module to accommodate 6 A4 Lever arch Files	Each		3	
A4 presentation File 10 Pocket	Each		20	
A4 PROJECT BOARD 160gsm White	Per pack		40	
A4 PVC 40mm Lever Arch File Assorted Colours	Per pack		98	
A4 PVC 40mm Lever Arch File Black	Per pack		53	
A4 PVC 40mm Lever Arch File Blue	Per pack		230	
A4 PVC 40mm Lever Arch File Green	Per pack		2 758	
A4 PVC 40mm Lever Arch File Pink	Per pack		100	
A4 PVC 40mm Lever Arch File Red	Per pack		78	
A4 PVC 68mm 2-ring File Black	Per pack		2 648	
A4 PVC 68mm 2-ring File Green	Per pack		783	
A4 PVC 68mm 2-ring File Red	Per pack		6 623	
A4 PVC 70mm Lever Arch File Black	Per pack		208	
A4 PVC 70mm Lever Arch File Blue	Per pack		558	
A4 PVC 70mm Lever Arch File Green	Per pack		13	
A4 PVC 70mm Lever Arch File Red	Per pack		3	
A4 PVC 70mm Lever Arch File Yellow	Per pack		230	
A4 Slide Binder 10mm Black	Per pack		905	
A4 Slide Binder 15mm Black	Per pack		6 288	
A4 Slide Binder 5mm Black	Per pack		668	
A4 SWINGLOCK FILE	Per pack		338	
A5 25mm 2-Ring PVC Binder Black	Per pack		88	
A5 Diary	Each		700	
A5 Diary Refill Page a Day	Each		38	
A5 Duplicate Carbon Book	Each		145	
A5 Index Book	Each		45	
A5 Page a Day Diary Linen Cover	Each		45	
A5 Plastic Pockets (Pkt 100)	Per packed		23	
A5 Wiro Note Book 100pg	Each		53	
A6 HARDCOVER BOOK	Per pack		3 978	
A6 Index Book	Per pack		20	

A6 Pocket Notebook black.	Per pack		545	
AA Alkaline Battery	Per pack		155	
AA Alkaline Battery	Per pack		18	
AA Alkaline Battery (Pack 4)	Per pack		93	
AAA Alkaline Battery	Per pack		32 365	
Accessible Files Foolscap – Blue	Per pack		30 060	
Acetate sheet A4 Clear	Per pack		13 915	
Address Labels 100x50	Per box		75	
Adhesive Label 13mmx19mm	Per pack		1 258	
Adhesive Label 19mmx19mm	Per pack		2 083	
Adhesive Clear Tape 12mmx33m	Per pack		5	
Adhesive Clear Tape 12mmx66m	Per pack		233	
Adhesive Clear Tape 24mmx66m	Per pack		53	
Adhesive Notes 75x70mm	Per pack		5	
Adhesive Notes 75x70xmm	Per pack		63	
Adhesive RING REINFORCE VINYL 250"S	Per box		5	
Adhesive Tape Flags 25mmx43mm - "Sign Here" (Pkt 50)	Per packed		185	
Adhesive Tape Flags 25mmx43mm -Blue (Pkt 50)	Per packed		8	
Adhesive Tape Flags 25mmx43mm -Green (Pkt 50)	Per packed		3	
Adhesive Tape Flags 25mmx43mm -Neon (Pkt 50)	Per packed		130	
Adhesive Tape Flags 25mmx43mm -Orange (Pkt 50)	Per packed		50	
Adhesive Tape Flags 25mmx43mm -Red (Pkt 50)	Per packed		50	
Adhesive Tape Flags 25mmx43mm -White (Pkt 50)	Per packed		490	
Adhesive Tape Flags 25mmx43mm -Yellow (Pkt 50)	Per packed		6 433	
Adhesive Notes Memo Cube	Per pack		60	
Attendance register 14 leaf daily	Each		913	
B4 Envelopes 250mmx353mm Manilla (Box250)	Per box		1 223	
B4 Envelopes 250mmx353mm White (Box250)	Per box		525	
B5 Envelopes 250mmx176mm Self Seal White (Box 250)	Per box		25	
B5 Envelopes 250mmx176mm White (Box 250)	Per box		15	
Ball Point Pen Retractable Blue	Per pack		3	
Ballpoint Pen Medium Black	Per pack		40	
Ballpoint Pen Click Blue	Per pack		13	
Ballpoint Pen Click Gel Ink Black	Per pack		1 053	
Ballpoint Pen Click Gel Ink Blue	Per pack		120	
Ballpoint Pen Fine Black	Per pack		28	
Ballpoint Pen Medium	Per pack		78	

Ballpoint Pen Medium Blue	Per pack	58
Ballpoint Pen Medium Red	Per pack	33
Ballpoint Pen Rubber Grip	Per pack	95
Binding Element 21 Ring 10mm Black (Box 100)	Per box	85
Binding Element 21 Ring 12mm Black (Box 100)	Per box	40
Binding Element 21 Ring 14mm Black (Box 100)	Per box	268
Binding Element 21 Ring 16mm Black (Box 100)	Per box	318
Binding Element 21 Ring 19mm Black (Box 100)	Per box	1 723
Binding Element 21 Ring 20mm Black (Box 100)	Per box	150
Binding Element 21 Ring 25mm Black (Box 100)	Per box	118
Binding Element 21 Ring 32mm Black (Box 100)	Per box	623
Binding Element 21 Ring 51mm Black (Box 100)	Per box	60
Binding Element 21 Ring 6mm Black (Box 100)	Per box	1 603
Binding Element 21 Ring 8mm Black (Box 100)	Per box	66 763
Blotting Paper 445x570 White	Per pack	5 608
Broad Marker White	Per box	510
Bulldog Clip 20mm Silver	Per box	23
Bulldog Clip 32mm Silver	Per box	100
Bulldog Clip 41mm Silver	Per box	25
Bulldog Clip 51mm Silver	Per box	38
Bulldog Clip 75mm Silver	Per box	18
BUSINESS CARD HOLDER	Per pack	48
C3 Envelopes 324mmx458mm Manilla (Box250)	Per box	8
C3 Envelopes 324mmx458mm White (Box250)	Per box	5
C4 Envelopes 229mmx324mm Manilla (Box250)	Per box	25
C4 Envelopes 229mmx324mm White (Box250)	Per box	23
C4 Envelopes 229mmx324mm White Window (Box250)	Per box	2 798
C5 Envelopes 162mmx229mm Manilla (Box 500)	Per box	75
C5 Envelopes 162mmx229mm Manilla Seal Easy (Box 500)	Per box	478
C5 Envelopes 162mmx229mm Self Seak White (Box 500)	Per box	108
Calculator 12 Digits 4 Key memory Extra large angle LCD Sign change +/-Tax	Each	20
Calculator 8 digit LCD screen Battery operated (AA x1) Large screen display	Each	25
CALENDAR DESK PAD	Each	3
CARRY FOLDER A4 PKT5 (ASSORTED)	Per pack	58
CARRY FOLDER(5/PKT)	Per pack	188
CARRY FOLDERS ASS COLOURS	Per pack	200
CD-R marker 0.5mm Black	Per pack	5
CLEAR CONTACT ADHESIVE 25ML TUBE	Each	113
CLEAR FRONT COVER PRESENTATION FOLDER	Per pack	108

Click Ballpoint Pen Medium Black	Per pack	70	
Click Ballpoint Pen Medium Red	Per pack	220	
Clips (Nal) for non-staple clipper6.4mm (Box 50).	Per pack	283	
CLUTCH PENCILS 0-5MM	Per pack	80	
COLLEGE EXERCISE A4 JD6245 JOTTER BOOK	Per pack	73	
COLLEGE EXERCISE BK A4 72PG F	Per pack	95	
Console Paper 280x240 1 part	Per box	5	
Correction Fluid Pen	Each	220	
Correction Paint Thinners	Each	55	
CORRECTION TAPE ROLLER 4,2MM	Each	38	
Cotton twine 104 500g Thin	Each	90	
Cotton twine 304 500g medium	Each	10	
Cotton Wool Absorbent 500g roll	Each	63	
CR2032 Lithium Round Battery	Per pack	18	
Crystal Gel Ballpoint Pen Assorted Colours	Per pack	70	
CUBE REFILL 4X4X4 WHITE		3 410	
Dater Stamp no 4	Each	83	
Desk Diary Calendars	Each	58	
Desk Drawer Organisers	Each	745	
DESK ORGANISER A-Z	Per pack	15	
Desk Tape Dispenser Large	Each	135	
DESK TIDY TUBE (PEN & PENCIL HOLDER)	Each	760	
Desk Top Calculator 10/12 digit LCD Display Dual Power	Each	858	
Display Binder A4 20 Pocket	Per pack	1 238	
DL Envelopes 110mmx220mm Self-Seal Manilla (Box 500)	Per box	550	
DL Envelopes 110mmx220mm Self-Seal Manilla Window (Box 500)	Per box	205	
DL Envelopes 110mmx220mm Self-Seal White (Box 500)	Per box	63	
DL Envelopes 110mmx220mm Self-Seal White Window (Box 500)	Per box	125	
DOCUMENT BASKET PVC BLUE	Per pack	38	
Document Wallet Blue	Per pack	105	
Document Wallet Pink	Per pack	173	
Double sided adhesive tape 12x33	Each	3	
Double sided adhesive tape 24x33	Each	155	
Drawing Ink 23ml Black	Each	813	
DRAWING PINS CLR.HEAD ASST COL	Per pack	1 295	
DVD-R 16X 43520/43521 PRINTABLE	Per pack	1 035	
EASY CLIP FILES A4 ASS COLOURS	Per pack	13	
ENDORISING INK 30ML BLACK	Each	3	
eraser in a pen-shaped barrel.	Per box	5	

EXEC BUS CARD HOLDER 392D	Each		1 735	
EXEC DIS FILE A4 20P (3107 TYP	Each		23	
EXEC DIS FILE A4 30P (3108 TYP	Each		128	
EXERCISE BOOK A5 32P F/M	Per pack		80	
Expandable file - B360010 – Black	Each		50	
Extra Fine Permanent Marker 0.4mm BLACK	Per box		250	
Extra Fine Permanent Marker 0.4mm Blue	Per box		1 588	
Extra Fine Permanent Marker 0.4mm Green	Per box		133	
Extra Fine Permanent Marker 0.4mm Red	Per box		3 855	
FILE CLIPER MAGIC (NO 1175	Per box		2 850	
FILE DIV BRIGHT 100X230 5COL PKT 100	Per pack		1 295	
FILE FASTENERS W4 50/Box	Per box		1 980	
Fingerettes Size 0	Per pack		175	
Fingerettes Size 00	Per pack		1 405	
Fingerettes Size 1	Per pack		145	
Fingerettes Size 2	Per pack		245	
Fingerettes Size 3	Per pack		4 918	
Flat (Ready) Sorter A-Z Jan-Dec	Per pack		55	
FLAT FILES 200GRM 25/PACKET	Per pack		4 218	
FLAT FILES ASST COLS	Per pack		1 593	
Flipchart Pads 60gsm bond	Per pack		290	
Flipchart Stand	Per pack		843	
Foldback Clips 14mm	Per pack		35	
Foldback Clips 19mm	Per pack		118	
Foldback Clips 51mm	Per pack		3 320	
FOLDER 239MM X352MM 200GSM M200F EACH	Each		4 335	
FOLDER 239X352MM 200GSM M200F (BLUE)	Each		205	
FOLDER 239X352MM 200GSM M200F (PINK)	Each		535	
FOLDER 239X352MM 200GSM M200F (YELLOW)	Each		155	
FOLDER OPEN 2 SIDES E310 ASST			3 803	
Foolscap Concertina File 16 Pockets	Each		2 450	
Foolscap Economy Suspension Files Blue (25/Box)	Per box		668	
Foolscap Economy Suspension Files Green (25/Box)	Per box		4 435	
Foolscap Economy Suspension Files Red (25/Box)	Per box		28	
Foolscap Spring Clip File Box	Per box		2 623	
Glue Stick 20g	Each		55	
Glue Stick 40g	Each		1 975	
Heavy Duty Stapler	Each		710	
Highlighter Green	Per box		233	
Highlighter Orange	Per box		20	
Highlighter Pink	Per box		338	
Highlighter Purple	Per box		1 045	



Highlighters Set of 6 Assorted Colours	Per box		38	
Highlighters Set of 8 Assorted Colours	Per box		638	
Hi-Tech 0.5mm pen Black	Per pack		100	
Hi-Tech 0.5mm pen Blue	Per pack		8	
Hi-Tech 0.5mm pen Red	Per pack		18	
INDEX SET 210mmX 297mm (MONTHLY)			5	
Ink Pad Black for Self Inking Stamp Black	Each		13	
Ink Pad Black for Self Inking Stamp Red	Each		185	
Invisible Tape 12mmx50m	Each		55	
Invisible Tape 24mmx50m	Each		15	
JUNIOR CUTTER	Each		5	
Junior Office Stapler	Each		50	
KEY RING PLASTIC IDENTITABS	Per pack		88	
LABELS RECT CONFIDENTIAL 125	Per box		1 805	
LABELS RECT URGENT 15mm x 40mm box 125	Per box		593	
Labels Rectangular "Urgent"	Per box		80	
Labels roll pack 10mm round -Pink	Per box		5	
Labels roll pack 13mm round -black	Per box		395	
Labels roll pack 13mm round -Blue	Per box		448	
Labels roll pack 13mm round -green	Per box		3 045	
Labels roll pack 13mm round -orange	Per box		105	
Labels roll pack 13mm round -purple	Per box		123	
Labels roll pack 13mm round -red	Per box		13	
Labels roll pack 13mm round -white	Per box		63	
Labels roll pack 13mm round -yellow	Per box		300	
Labels roll pack 19mm round -Black	Per box		40	
Labels roll pack 19mm round -Blue	Per box		438	
Labels roll pack 19mm round -Green	Per box		125	
Labels roll pack 19mm round -Orange	Per box		28	
Labels roll pack 19mm round -Pink	Per box		1 475	
Labels roll pack 19mm round -Purple	Per box		285	
Labels roll pack 19mm round -Red	Per box		113	
Labels roll pack 19mm round -White	Per box		80	
Labels roll pack 19mm round -Yellow	Per box		105	
Labels roll pack 25mm round - Green	Per box		30	
Labels roll pack 25mm round - Orange	Per box		6 175	
Labels roll pack 25mm round - Red	Per box		17 593	
LABELS SELF ADHESIVE 19MMX25MM WHITE	Per box		6 890	
LARGE UNINKED STAMP PAD	Each		150	
LASER LABELS WHITE (64X34MM) L 7159			558	
LEAVE/ABSENCE WALL CHART			283	
Letter Delivery Books	Per box		93	

Letter Tray Risers Set of 4	Set of 4		105	
Lever Arch Label Self Adhesive Blue	Each		1 020	
LINE DATER 3.8MM	Each		45	
LR44 Alkaline Round Battery	Per set		193	
MAGAZINE HOLDER	Each		25	
MANILLA FOLDER 14mm 160gsm 100/pack	Per pack		3	
MANUSCRIPT BOOK A5 128PG F/M	Per pack		163	
MANUSCRIPT BOOK A5 FNT/MARG 192pg JD6255	Per pack		3	
Map Pins Assorted Colours 100	Per pack		13	
Marking Ink 20ml Black	Each		1 443	
Marking Ink 20ml Blue	Each		1 238	
Masking Tape 12mmx40m	Each		11 853	
Masking Tape 18mmx50m	Each		263	
Masking Tape 48mmx50m	Each		19 155	
Masonite Clipboard A4	Each		655	
Mechanical Pencil 0.5mm	Per pack		138	
Memo Cube Holders	Per pack		16 405	
Metal Sharpners	Per pack		318	
Minute Book 200 pg	Each		175	
Modular Storage 3 Drawer	Each		1 135	
MOUNTING SQUARES 25X25 12 PER CARD	Per pack		1 858	
No.1 Stapler	Each		11 995	
Notice Board 600mmx900mm	Each		965	
Overhead projector marker non-permanent Medium Black	Per box		405	
Overhead projector marker non-permanent Medium Green	Per box		613	
Overhead projector marker non-permanent Medium Red	Per box		25	
Overhead projector marker permanent Fine Black	Per box		35	
Overhead projector marker permanent Fine Blue	Per box		10	
Overhead projector marker permanent Fine Green	Per box		305	
Overhead projector marker permanent Fine Red	Per box		3	
Overhead projector marker permanent Fine 8 assorted colours	Per box		50	
Overhead projector marker permanent Medium Black	Per box		280	
Packaging Tape 48mmx100m Clear	Each		40	
Packaging Tape 48mmx50m Buff	Each		10	
Packaging Tape 48mmx50m Clear	Each		3	
Packaging Tape Dispenser	Each		5	
Paper Clips 28mm (Box 100)	Per box		11 473	
Paper Clips Giant 50mm Plain	Per box		258	
Paper Clips Large 33mm Silver	Per box		13	

Paper Clips Large Plastic Coated	Per box	78	
Paper Clips Wavy 78mm	Per box	728	
Paper Cube complete with refill White	Each	803	
Paper Cube Refill Rainbow	Each	405	
Paper Punch 2-hole Heavy Duty	Each	13	
Paper Punch 4-hole Heavy Duty Adjustable	Each	5	
Paper Punch Heavy Duty	Each	58	
Parcel Delivery Book	Per pack	5 978	
Pen Carbon Book A5 Printed 100pg (STATEMENT)	Per pack	4 345	
Pencil 4B	Per pack	835	
Pencil Eraser	Per pack	38	
Pencil HB	Per pack	2 285	
Pencil HB Rubber Tipped	Per pack	35	
Permanent Marker Bullet 1.5mm Black	Per box	538	
Permanent Marker Bullet 1.5mm Blue	Per box	700	
Permanent Marker Bullet 1.5mm Red	Per box	1 625	
Permanent Marker Bullet Point 1.5mm Black	Per box	355	
Permanent Marker Bullet Point 1.5mm Blue	Per box	18	
Permanent Marker Bullet Point 1.5mm Green	Per box	3	
Permanent Marker Bullet Point 1.5mm Red	Per box	3	
Permanent Marker Chisel Tip 2.0-5.0mm Black	Per box	3	
Permanent Marker Fine 0.7mm Black	Per box	150	
Permanent Marker Fine 0.7mm Blue	Per box	13	
Permanent Marker Fine 0.7mm Green	Per box	1 008	
Permanent Marker Fine 0.7mm Red	Per box	115	
Petty Cash Vouchers	Per pack	20	
PLASTIC CONTAINER (STORAGE BOX FILE) GRAY	Each	170	
Plastic Container A4 325mm 1+4flat (grey292) PACK	Per pack	13	
Project Boards A4 160gsm -Blue	Per box	5	
Project Boards A4 160gsm -Buff	Per box	40	
Project Boards A4 160gsm -Green	Per box	123	
Project Boards A4 160gsm -Pink	Per box	143	
Project Boards A4 160gsm -Yellow	Per box	83	
P-TOUCH LABEL TAPE 12mm MK231 BZ PT55 Black/White	Each	20	
P-TOUCH LABEL TAPE 18MMX8M TZ241 BLACK/WHITE	Each	40	
PUNCHLESS BINDER	Per pack	60	
PVC HEAVY DUTY POCKETS A4 120mic e	Per box	960	
PVC Tape 12x50 Assorted Colours	Each	878	
Quotation Folder A4 3420 grey	Per Pack	315	
RECEIPT BOOK NCR DUPL.5 TO VIEW	Per Pack	233	
REPORT COVER PVC TRANSPARENT	Each	3 410	

Retractable Pencil Leads 0.5mm HB	Per Pack		10	
Re-usable putty-like adhesive White 100g	Per box		58	
Re-usable putty-like adhesive White 120g	Per box		68	
RIBBON OKI 521			20	
Rotating Business Card Holder	Per box		1 850	
Rubber Bands No.128 (100gm)	Per box		643	
Rubber Bands No.14 (100gm)	Per box		423	
Rubber Bands No.32 (100gm)	Per box		33	
Rubber Bands No.34 (100gm)	Per box		703	
Rubber Bands No.36 (100gm)	Per box		758	
Rubber Bands No.38 (100gm)	Per box		50	
Rubber Bands No.8 (100gm)	Per box		80	
RUBBER GRIP BALLPEN (BLACK)	Per pack		105	
Scientific Calculator	Each		30	
Scissors Paper 130mm	Per pack		1 395	
Scissors Paper 130mm Blunt nose	Per pack		5	
Scissors Paper 215mm	Per pack		5	
Seed Envelope 108mmx60mm White	Per box		65	
Self Adhesive Foil 3m x 450mm	Each		35	
Self Inking Ink Pad Red	Each		8	
Self Inking Stamp - "URGENT" Red	Each		5	
SHARPENER METAL 2 HOLE EASTERN	Per pack		3	
SHORT HAND NOTE BOOK -FEINT 10/PACK	Per pack		3	
SHORTHAND N/BOOK C/LINE 140 PG	Per pack		5	
SHORTHAND N/BOOK C/LINE 140PG	Per pack		18	
SMALL METAL PETTY CASH BOX	Each		23	
Solid plastic dust bins -black	Each		5	
Solid plastic dust bins -blue	Each		20	
Solid plastic dust bins -red	Each		168	
Spiral Counter Book F/M	Each		923	
Spiral Note Book F/M 100pg	Per pack		513	
Spiral Note Book Student	Per pack		70	
Stamp pad ink 30ml bottle -Blue	Each		743	
Stamp pad ink 30ml bottle -Green	Each		980	
Stamp pad ink 30ml bottle -Red	Each		55	
Stamp pad ink 30ml bottle -Violet	Each		60	
STAPLE REMOVER	Per pack		960	
Stapler Full Strip	Each		878	
Stapler half strip	Each		315	
Staples #16	Each		233	
Staples #56 Box 5000	Per box		3 410	
STAPLES 14MM NO66/11 BOX 5000	Per box		10	

Staples 24/8 (Box 5000)	Per box		58	
Staples H/Duty 10mm No 26/10 PER 1000	Per box		68	
Storage ARCHIVE BOX A4 320 X 108 X 245 PK/5	Per pack		20	
Storage Box	Per pack		1 850	
STORAGE BOX (370X305X252MM)(W354/C)	Per box		643	
Storage Box File	Per pack		423	
STORAGE BOX FILES OPENING LONG SIDE 383X283X105mm	Per pack		33	
STORAGE BOXES WITH LIDS W=255mm x W=330mm xD=460mm 5/pkt	Per pack		703	
Storage FILES M/WEIGHT A4 190G 425 (PKT-50)	Per pack		758	
Storage LIGHTWEIGHT FILES WITH FLAP AND GUSSET 120g PKT	Per pack		50	
Super Fine Permanent Marker 0.3mm Black	Per box		80	
Super Glue 3g	Per pack		105	
Super Glue 5g	Per pack		30	
Suspension File Crystal Foolscap	Per pack		1 395	
Tab PVC File Dividers	Per pack		5	
Tape Dispenser Desk Medium	Each		5	
TELEPHONE INDEX BK A-Z	Per pack		65	
Telephone Message Book 400 Duplicate	Per pack		35	
Telephone Message Pad "While U were Out	Per pack		8	
WASTE BIN WOODEN	Each		5	
White Board Cleaner Kit	Per pack		3	
White Board magnetic 1200x1500	Each		3	
White Board magnetic 2000x1200	Each		5	
White Board magnetic 900x1200	Each		18	
White Board Monthly Planner 600mmx800mm	Each		23	
White Board NON MAGNET 1000X1000	Each		5	
White Board Non-Magnetic 1500x1200	Each		20	
White Board Non-Magnetic 450x600	Each		168	
White Board Year Planner 600mmx800mm	Each		923	
WHITE CHALK 100/BOX	Per box		513	
Whiteboard Cleaner 118ml	Per box		70	
Whiteboard Eraser	Per pack		743	
Whiteboard Marker Blue	Per box		980	
Whiteboard Marker Dry Erase Black	Per box		55	
Whiteboard Marker Dry Erase Blue	Per box		168	
Whiteboard Marker Dry Erase Green	Per box		923	
Whiteboard Marker Dry Erase Red	Per box		513	
Whiteboard Marker Dry EraseRed	Per box		70	
Whiteboard Marker Green	Per box		743	
Whiteboard Marker Red	Per box		980	

Year Planner	Each		55	
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**North West and Free State**

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES)
CD-R 700MB 80Min	Per pack		34	
CD-RW	Per pack		28	
Combo Elements 20mm Plastic (black)	Per box		15	
Combo Elements 25mm Plastic (black)	Per box		1213	
DK11201 STD ADDRESS LABELS 29X90MM	Per box		23	
DK11204 M/PURPOSE LABEL 17X54MM	Per box		32	
DVD-RW 4,7GB REWRITABLE	Per pack		73	
Fine Permanent Marker 1.0mm Assorted	Per box		99	
Fine Permanent Marker 1.0mm Black	Per box		2659	
Fine Permanent Marker 1.0mm Blue	Per box		141	
Fine Permanent Marker 1.0mm Red	Per box		212	
Giant No66 /11 staples	Per box		363	
GIANT STAPLER	Each		112	
INDEX SET 102mmX 152mm (A-Z)	Per pack		98	
INDEX SET 210mmX 297mm (1-10)	Per pack		73	
INDEX SET 210mmX 297mm (1-31)	Per pack		427	
INDEX SET 210mmX 297mm (A-Z)	Per pack		727	
LABEL MAKER TAPE 12mmX8m Blk/C TZe131	Per pack		78	
LABEL MAKER TAPE 18mmX8m Blk/W TZe241	Per pack		25	
LABEL MAKER TAPE 24mm x 8m - TZe 251	Per pack		25	
LABEL MAKER TAPE 6mmX8m Blk/W TZE211	Per pack		25	
LABEL MAKER TAPE 9mmX8M Blk/W TZE221	Per pack		85	
Labeling Tape TZ641 18MM Black on Yellow Tape	Each		22	
LABELLING MACHINE (P-TOUCH 1250) 9MM TAPE	Each		46	
LABELLING TAPE MK223B 9MM	Per pack		22	
LASER LABELS 199,5mm x143,5mm 2up	Each		25	
LASER LABELS 199,6MMX289MM BOX/100	Per box		25	
LASER LABELS 38,1mmx21.2mm 65up	Each		25	
LONG ARM STAPLER	Each		69	



METEOR STAPLER	Each		257	
Overhead Projector Pens Permanent Super Fine Black 841	Per set		28	
Overhead Projector Pens Permanent Super Fine Blue 841	Per set		24	
Overhead Projector Pens Permanent Super Fine Green 841	Per set		12	
Overhead Projector Pens Permanent Super Fine Red 841	Per set		12	
Padded Envelopes 180X260 -D/1	Per box		289	
Padded Envelopes 220X260 -E/2	Per box		29	
Padded Envelopes 240x330 -G/4	Per box		32	
Padded Envelopes 270X360 -H/5	Per box		20	
Padded Envelopes 300X440 -I/6	Per box		18	
Padded Envelopes 350X490 -J/7	Per box		89	
PT 1250VSP/1280 LABEL PRINTER	Each		7	
P-TOUCH LABEL MAKER(TZ241)	Each		13	
P-TOUCH LABELLING TAPE 12MM MK231B PT55 BLACK ON WHITE	Each		13	
Rollerball Retractable 0.7 mm (Black)	Per pack		9	
Rollerball Retractable 0.7 mm (Blue)	Per pack		8	
Rollerball Retractable 0.7 mm (Green)	Per pack		8	
Self-Adhesive Foil 10mx450mm	Each		20	
STAPLES 10MM NO73/10	Per Box		240	
staples 26/6	Per Box		1492	
STAPLES 8MM N066/8 BOX 5000	Per Box		185	
TZ 231 12mm Laminated Tapes -Black/white	Each		20	
0.5MM GEL PEN NEEDLE TIP BLACK	Each		438	
0.5MM GEL PEN NEEDLE TIP Colour	Each		12	
0.7mm gel black ink retractable rollerball pen	Each		82	
1 PART PERFORATED BLANK CONSOLE PAPER 58GSM BOND WHITE 280X240MM	Per box		6	
24UP LABELS 70X37MM 100/BOX	Per box		34	
2-Hole Paper Punch Small	Each		76	
30cm Ruler Clear	Each		71	
30cm Shatterproof Ruler Clear	Each		341	
32Gig Flash Drive USB	Each		347	
5 PENCIL SHARPENER DESK MECHANICAL AUTO FEED CLAMP	Per Box		89	
7 wheel automatic numbering machine	Each		30	
8 GB Flash Drive USB	Each		49	
8 WHEEL ACTION NUMBERING MACHINE	Each		30	
9MM TAPE - BLACK ON BLUE (EA 7M LENGTH)	Each		19	

9V Alkaline Battery	Per set		102	
A1 F/CHART 48GSM ECONO pad	Each		39	
A1 Time Book	Each		12	
A3 80gsm Copy Paper - White (500/Ream)	Per ream 500 (pages)		3151	
A3 Laminating pouches 150 microns (100/pkt)	Per packet		315	
A3 Laminating pouches 250 microns (100/pkt)	Per packet		144	
A4 160gsm Board white (Pkt 25)	Per Packet		119	
A4 1AM POUCH 30X216 250MIC	Each		326	
A4 25mm 2-Ring PVC Binder Black	Per pack		164	
A4 25mm 2-Ring PVC Binder Blue	Per pack		160	
A4 25mm 2-Ring PVC Binder Green	Per pack		145	
A4 25mm 2-Ring PVC Binder Red	Per pack		145	
A4 25mm PVC 2-Ring Binder Black	Per pack		13	
A4 40mm PVC 2-Ring Binder Black	Per pack		25	
A4 40mm PVC 2-Ring Binder White	Per pack		12	
A4 40mm PVC 2-Ring Binder Black	Per pack		57	
A4 75mm PP Lever Arch File Blue	Per pack		548	
A4 75mm PP Lever Arch File Green	Per pack		379	
A4 75mm PP Lever Arch File Grey	Per pack		292	
A4 75mm PP Lever Arch File Lilac	Per pack		300	
A4 75mm PP Lever Arch File Orange	Per pack		288	
A4 75mm PP Lever Arch File Pink	Per pack		288	
A4 75mm PP Lever Arch File Red	Per pack		289	
A4 80gsm Copy Paper - Blue (500/Ream)	Per ream		14	
A4 80gsm Copy Paper - Colour (500/Ream)	Per ream		15	
A4 80gsm Copy Paper - Green (500/Ream)	Per ream		14	
A4 80gsm Copy Paper - Pink (500/Ream)	Per ream		15	
A4 80gsm Copy Paper - White (500/Ream)	Per ream		27690	
A4 80gsm Copy Paper - Yellow (500/Ream)	Per ream		13	
A4 80gsm Copy Paper -Green (500/Ream)	Per ream		13	
A4 accounting book, titled, quarter bound, cut flush, thread sewn, white woven paper, 2 quire (192 Pages)			36	
A4 ARCHIVE BOX - BROWN (h=245mm x w=325 x d=105mm) 5/pkt	Per pack		951	
A4 Attendance Register 104pg Soft Cover	Per pack		318	
A4 Attendance Register 140pg Hard Cover	Per pack		53	
A4 Attendance Register 96 pg Quarter Bound Hard Cover	Per pack		85	



A4 Binding Cover Clear	Per pack		73	
A4 Counter Book	Per pack		245	
A4 Counter Book 2QR 192pg F/M	Per pack		112	
A4 Counter Book3QR 288pg F/M	Per pack		61	
A4 Diary	Each		160	
A4 DISPLAY Book 100 Pockets PVC	Each		1260	
A4 Display File 10 Pockets	Each		65	
A4 Display File 30 Pockets	Each		789	
A4 DIVIDER CARDS 50/PKT	Per pack		155	
A4 Dividers with insertable labels 5 Division PP	Per pack		94	
A4 Envelopes Self Seal White	Per box		1965	
A4 Exam Pad F/M 100 pg	Per pack		58	
A4 Exam Pad F/M 80 pg Punched	Per pack		44	
A4 Excercise Book 288 pg	Per pack		100	
A4 Executive Clipboards Blue	Eack		135	
A4 Expanda File with Flap and Clips 500 Sheet capacity (25/Pkt)	Per packet		24	
A4 FILE DIVIDERS 50/PKT	Per packet		116	
A4 FOLDER SWING CLIP A4	Per pack		17	
A4 Frosted Sheets	Per Pack		19	
A4 Heavy Duty Suspension File 200 Sheets capacity 25/Pkt	Per pack		15	
A4 Index Book 2quire	Per pack		15	
A4 JUMBOARCHIVE BOX - BROWN (h=245mm x w=325mm x d=175mm) 5/PKT	Each		35	
A4 Letter Tray	Each		670	
A4 Lever Arch File No Index Cardboard	Each		221	
A4 Lightweight File with Flap 100 Sheet capacity (100/Pkt)	Per packet		13	
A4 Medium Weight File with Flap and clip 200 Sheet capacity (50/Pkt)	Per packet		13	
A4 Page a Day Diary Linen Cover	Each		41	
A4 PLASTIC CONTAINERS -BLUE 5/PKT	Per packet		64	
A4 PLASTIC CONTAINERS -GREY 5/PKT	Per packet		12	
A4 PLASTIC CONTAINERS -MAUVE 5/PKT	Per packet		17	
A4 Plastic Pockets 40micron	Per pack		906	
A4 Portable Filing Module to accommodate 6 A4 Lever arch Files	Each		55	
A4 presentation File 10 Pocket	Each		18	
A4 PROJECT BOARD 160gsm White	Per pack		7	
A4 PVC 40mm Lever Arch File Assorted Colours	Per pack		13	

A4 PVC 40mm Lever Arch File Black	Per pack	75	
A4 PVC 40mm Lever Arch File Blue	Per pack	39	
A4 PVC 40mm Lever Arch File Green	Per pack	30	
A4 PVC 40mm Lever Arch File Pink	Per pack	0	
A4 PVC 40mm Lever Arch File Red	Per pack	42	
A4 PVC 68mm 2-ring File Black	Per pack	5	
A4 PVC 68mm 2-ring File Green	Per pack	13	
A4 PVC 68mm 2-ring File Red	Per pack	12	
A4 PVC 70mm Lever Arch File Black	Per pack	126	
A4 PVC 70mm Lever Arch File Blue	Per pack	128	
A4 PVC 70mm Lever Arch File Green	Per pack	135	
A4 PVC 70mm Lever Arch File Red	Per pack	120	
A4 PVC 70mm Lever Arch File Yellow	Per pack	22	
A4 Slide Binder 10mm Black	Per pack	8	
A4 Slide Binder 15mm Black	Per pack	2	
A4 Slide Binder 5mm Black	Per pack	1	
A4 SWINGLOCK FILE	Per pack	0	
A5 25mm 2-Ring PVC Binder Black	Per pack	0	
A5 Diary	Each	289	
A5 Diary Refill Page a Day	Each	13	
A5 Duplicate Carbon Book	Each	0	
A5 Index Book	Each	34	
A5 Page a Day Diary Linen Cover	Each	1	
A5 Plastic Pockets (Pkt 100)	Per packed	0	
A5 Wiro Note Book 100pg	Each	0	
A6 HARDCOVER BOOK	Per pack	14	
A6 Index Book	Per pack	0	
A6 Pocket Notebook black.	Per pack	0	
AA Alkaline Battery	Per pack	101	
AA Alkaline Battery	Per pack	11	
AA Alkaline Battery (Pack 4)	Per pack	111	
AAA Alkaline Battery	Per pack	500	
Accesible Files Foolscap - Blue	Per pack	38	
Acetate sheet A4 Clear	Per pack	600	
Address Labels 100x50	Per box	13	
Adhesive Label 13mmx19mm	Per pack	13	
Adhesive Label 19mmx19mm	Per pack	14	
Adhesive Clear Tape 12mmx33m	Per pack	173	
Adhesive Clear Tape 12mmx66m	Per pack	316	

Adhesive Clear Tape 24mmx66m	Per pack		349	
Adhesive Notes 75x70mm	Per pack		110	
Adhesive Notes 75x70xmm	Per pack		14	
Adhesive RING REINFORCE VINYL 250"S	Per box		14	
Adhesive Tape Flags 25mmx43mm - "Sign Here" (Pkt 50)	Per packed		19	
Adhesive Tape Flags 25mmx43mm -Blue (Pkt 50)	Per packed		12	
Adhesive Tape Flags 25mmx43mm -Green (Pkt 50)	Per packed		25	
Adhesive Tape Flags 25mmx43mm -Neon (Pkt 50)	Per packed		24	
Adhesive Tape Flags 25mmx43mm -Orange (Pkt 50)	Per packed		13	
Adhesive Tape Flags 25mmx43mm -Red (Pkt 50)	Per packed		13	
Adhesive Tape Flags 25mmx43mm -White (Pkt 50)	Per packed		1	
Adhesive Tape Flags 25mmx43mm -Yellow (Pkt 50)	Per packed		13	
Ahhesive Notes Memo Cube	Per pack		127	
Attendance register 14 leaf daily	Each		0	
B4 Envelopes 250mmx353mm Manilla (Box250)	Per box		500	
B4 Envelopes 250mmx353mm White (Box250)	Per box		25	
B5 Envelopes 250mmx176mm Self Seal White (Box 250)	Per box		3	
B5 Envelopes 250mmx176mm White (Box 250)	Per box		0	
Ball Point Pen Retractable Blue	Per pack		70	
Ballpoint Pen Medium Black	Per pack		1787	
Ballpoint Pen Click Blue	Per pack		22	
Ballpoint Pen Click Gel Ink Black	Per pack		25	
Ballpoint Pen Click Gel Ink Blue	Per pack		0	
Ballpoint Pen Fine Black	Per pack		94	
Ballpoint Pen Medium	Per pack		0	
Ballpoint Pen Medium Blue	Per pack		11	
Ballpoint Pen Medium Red	Per pack		61	
Ballpoint Pen Rubber Grip	Per pack		0	
Binding Element 21 Ring 10mm Black (Box 100)	Per box		3	
Binding Element 21 Ring 12mm Black (Box 100)	Per box		3	
Binding Element 21 Ring 14mm Black (Box 100)	Per box		4	
Binding Element 21 Ring 16mm Black (Box 100)	Per box		4	
Binding Element 21 Ring 19mm Black (Box 100)	Per box		4	
Binding Element 21 Ring 20mm Black (Box 100)	Per box		10	

Binding Element 21 Ring 25mm Black (Box 100)	Per box		54	
Binding Element 21 Ring 32mm Black (Box 100)	Per box		54	
Binding Element 21 Ring 51mm Black (Box 100)	Per box		304	
Binding Element 21 Ring 6mm Black (Box 100)	Per box		2	
Binding Element 21 Ring 8mm Black (Box 100)	Per box		2	
Blotting Paper 445x570 White	Per pack		0	
Broad Marker White	Per box		5	
Bulldog Clip 20mm Silver	Per box		25	
Bulldog Clip 32mm Silver	Per box		2	
Bulldog Clip 41mm Silver	Per box		14	
Bulldog Clip 51mm Silver	Per box		1	
Bulldog Clip 75mm Silver	Per box		6	
BUSINESS CARD HOLDER	Per pack		2	
C3 Envelopes 324mmx458mm Manilla (Box250)	Per box		17	
C3 Envelopes 324mmx458mm White (Box250)	Per box		0	
C4 Envelopes 229mmx324mm Manilla (Box250)	Per box		32	
C4 Envelopes 229mmx324mm White (Box250)	Per box		3	
C4 Envelopes 229mmx324mm White Window (Box250)	Per box		1	
C5 Envelopes 162mmx229mm Manilla (Box 500)	Per box		2	
C5 Envelopes 162mmx229mm Manilla Seal Easy (Box 500)	Per box		0	
C5 Envelopes 162mmx229mm Self Seak White (Box 500)	Per box		0	
Calculator 12 Digits 4 Key memory Extra large angle LCD Sign change +/-Tax	Each		48	
Calculator 8 digit LCD screen Battery operated (AA x1) Large screen display	Each		6	
CALENDAR DESK PAD	Each		28	
CARRY FOLDER A4 PKT5 (ASSORTED)	Per pack		12	
CARRY FOLDER(5/PKT)	Per pack		1	
CARRY FOLDERS ASS COLOURS	Per pack		24	
CD-R marker 0.5mm Black	Per pack		4	
CLEAR CONTACT ADHESIVE 25ML TUBE	Each		30	
CLEAR FRONT COVER PRESENTATION FOLDER	Per pack		4	
Click Ballpoint Pen Medium Black	Per pack		270	
Click Ballpoint Pen Medium Red	Per pack		793	
Clips (Nal) for non-staple clipper6.4mm (Box 50).	Per pack		7	
CLUTCH PENCILS 0-5MM	Per pack		6	
COLLEGE EXERCISE A4 JD6245 JOTTER BOOK	Per pack		0	
COLLEGE EXERCISE BK A4 72PG F	Per pack		0	
Console Paper 280x240 1 part	Per box		0	

Correction Fluid Pen	Each		6	
Correction Paint Thinners	Each		0	
CORRECTION TAPE ROLLER 4,2MM	Each		5	
Cotton twine 104 500g Thin	Each		0	
Cotton twine 304 500g medium	Each		0	
Cotton Wool Absorbent 500g roll	Each		5	
CR2032 Lithium Round Battery	Per pack		20	
Crystal Gel Ballpoint Pen Assorted Colours	Per pack		2	
CUBE REFILL 4X4X4 WHITE			17	
Dater Stamp no 4	Each		75	
Desk Diary Calendars	Each		29	
Desk Drawer Organisers	Each		39	
DESK ORGANISER A-Z	Per pack		46	
Desk Tape Dispenser Large	Each		9	
DESK TIDY TUBE (PEN & PENCIL HOLDER)	Each		17	
Desk Top Calculator 10/12 digit LCD Display Dual Power	Each		19	
Display Binder A4 20 Pocket	Per pack		0	
DL Envelopes 110mmx220mm Self-Seal Manilla (Box 500)	Per box		1	
DL Envelopes 110mmx220mm Self-Seal Manilla Window (Box 500)	Per box		1	
DL Envelopes 110mmx220mm Self-Seal White (Box 500)	Per box		1	
DL Envelopes 110mmx220mm Self-Seal White Window (Box 500)	Per box		24	
DOCUMENT BASKET PVC BLUE	Per pack		17	
Document Wallet Blue	Per pack		0	
Document Wallet Pink	Per pack		0	
Double sided adhesive tape 12x33	Each		88	
Double sided adhesive tape 24x33	Each		45	
Drawing Ink 23ml Black	Each		0	
DRAWING PINS CLR.HEAD ASST COL	Per pack		0	
DVD-R 16X 43520/43521 PRINTABLE	Per pack		0	
EASY CLIP FILES A4 ASS COLOURS	Per pack		2	
ENDORISING INK 30ML BLACK	Each		26	
eraser in a pen-shaped barrel.	Per box		18	
EXEC BUS CARD HOLDER 392D	Each		1	
EXEC DIS FILE A4 20P (3107 TYP	Each		0	
EXEC DIS FILE A4 30P (3108 TYP	Each		0	
EXERCISE BOOK A5 32P F/M	Per pack		0	
Expandable file - B360010 - Black	Each		0	

Extra Fine Permanent Marker 0.4mm BLACK	Per box		475	
Extra Fine Permanent Marker 0.4mm Blue	Per box		7	
Extra Fine Permanent Marker 0.4mm Green	Per box		7	
Extra Fine Permanent Marker 0.4mm Red	Per box		7	
FILE CLIPER MAGIC (NO 1175	Per box		36	
FILE DIV BRIGHT 100X230 5COL PKT 100	Per pack		38	
FILE FASTENERS W4 50/Box	Per box		37	
Fingerettes Size 0	Per pack		4	
Fingerettes Size 00	Per pack		4	
Fingerettes Size 1	Per pack		13	
Fingerettes Size 2	Per pack		13	
Fingerettes Size 3	Per pack		13	
Flat (Ready) Sorter A-Z Jan-Dec	Per pack		24	
FLAT FILES 200GRM 25/PACKET	Per pack		125	
FLAT FILES ASST COLS	Per pack		20	
Flipchart Pads 60gsm bond	Per pack		5	
Flipchart Stand	Per pack		0	
Foldback Clips 14mm	Per pack		1	
Foldback Clips 19mm	Per pack		1	
Foldback Clips 51mm	Per pack		7	
FOLDER 239MM X352MM 200GSM M200F EACH	Each		0	
FOLDER 239X352MM 200GSM M200F (BLUE)	Each		0	
FOLDER 239X352MM 200GSM M200F (PINK)	Each		0	
FOLDER 239X352MM 200GSM M200F (YELLOW)	Each		0	
FOLDER OPEN 2 SIDES E310 ASST			0	
Foolscap Concertina File 16 Pockets	Each		0	
Foolscap Economy Suspension Files Blue (25/Box)	Per box		3	
Foolscap Economy Suspension Files Green (25/Box)	Per box		0	
Foolscap Economy Suspension Files Red (25/Box)	Per box		0	
Foolscap Spring Clip File Box	Per box		1	
Glue Stick 20g	Each		1	
Glue Stick 40g	Each		252	
Heavy Duty Stapler	Each		14	
Highlighter Green	Per box		799	
Highlighter Orange	Per box		979	
Highlighter Pink	Per box		787	
Highlighter Purple	Per box		68	
Highlighters Set of 6 Assorted Colours	Per box		101	
Highlighters Set of 8 Assorted Colours	Per box		202	
Hi-Tech 0.5mm pen Black	Per pack		18	

Hi-Tech 0.5mm pen Blue	Per pack		7	
Hi-Tech 0.5mm pen Red	Per pack		6	
INDEX SET 210mmX 297mm (MONTHLY)			21	
Ink Pad Black for Self Inking Stamp Black	Each		13	
Ink Pad Black for Self Inking Stamp Red	Each		0	
Invisible Tape 12mmx50m	Each		285	
Invisible Tape 24mmx50m	Each		257	
JUNIOR CUTTER	Each		0	
Junior Office Stapler	Each		68	
KEY RING PLASTIC IDENTITABS	Per pack		37	
LABELS RECT CONFIDENTIAL 125	Per box		108	
LABELS RECT URGENT 15mm x 40mm box 125	Per box		30	
Labels Rectangular "Urgent"	Per box		501	
Labels roll pack 10mm round -Pink	Per box		46	
Labels roll pack 13mm round -black	Per box		24	
Labels roll pack 13mm round -Blue	Per box		48	
Labels roll pack 13mm round -green	Per box		53	
Labels roll pack 13mm round -orange	Per box		236	
Labels roll pack 13mm round -purple	Per box		252	
Labels roll pack 13mm round -red	Per box		249	
Labels roll pack 13mm round -white	Per box		25	
Labels roll pack 13mm round -yellow	Per box		238	
Labels roll pack 19mm round -Black	Per box		29	
Labels roll pack 19mm round -Blue	Per box		29	
Labels roll pack 19mm round -Green	Per box		54	
Labels roll pack 19mm round -Orange	Per box		65	
Labels roll pack 19mm round -Pink	Per box		29	
Labels roll pack 19mm round -Purple	Per box		53	
Labels roll pack 19mm round -Red	Per box		54	
Labels roll pack 19mm round -White	Per box		30	
Labels roll pack 19mm round -Yellow	Per box		29	
Labels roll pack 25mm round - Green	Per box		24	
Labels roll pack 25mm round - Orange	Per box		24	
Labels roll pack 25mm round - Red	Per box		24	
LABELS SELF ADHESIVE 19MMX25MM WHITE	Per box		20	
LARGE UNINKED STAMP PAD	Each		2	
LASER LABELS WHITE (64X34MM) L 7159			6	
LEAVE/ABSENCE WALL CHART			87	
Letter Delivery Books	Per box		24	
Letter Tray Risers Set of 4	Set of 4		47	

Lever Arch Label Self Adhesive Blue	Each		1	
LINE DATER 3.8MM	Each		0	
LR44 Alkaline Round Battery	Per set		12	
MAGAZINE HOLDER	Each		28	
MANILLA FOLDER 14mm 160gsm 100/pack	Per pack		1	
MANUSCRIPT BOOK A5 128PG F/M	Per pack		0	
MANUSCRIPT BOOK A5 FNT/MARG 192pg JD6255	Per pack		0	
Map Pins Assorted Colours 100	Per pack		13	
Marking Ink 20ml Black	Each		24	
Marking Ink 20ml Blue	Each		0	
Masking Tape 12mmx40m	Each		12	
Masking Tape 18mmx50m	Each		310	
Masking Tape 48mmx50m	Each		212	
Masonite Clipboard A4	Each		94	
Mechanical Pencil 0.5mm	Per pack		0	
Memo Cube Holders	Per pack		31	
Metal Sharpners	Per pack		93	
Minute Book 200 pg	Each		32	
Modular Storage 3 Drawer	Each		6	
MOUNTING SQUARES 25X25 12 PER CARD	Per pack		12	
No.1 Stapler	Each		51	
Notice Board 600mmx900mm	Each		13	
Overhead projector marker non-permanent Medium Black	Per box		5	
Overhead projector marker non-permanent Medium Green	Per box		0	
Overhead projector marker non-permanent Medium Red	Per box		0	
Overhead projector marker permanent Fine Black	Per box		5	
Overhead projector marker permanent Fine Blue	Per box		0	
Overhead projector marker permanent Fine Green	Per box		0	
Overhead projector marker permanent Fine Red	Per box		0	
Overhead projector marker permanent Fine 8 assorted colours	Per box		0	
Overhead projector marker permanent Medium Black	Per box		5	
Packaging Tape 48mmx100m Clear	Each		472	
Packaging Tape 48mmx50m Buff	Each		506	
Packaging Tape 48mmx50m Clear	Each		285	
Packaging Tape Dispenser	Each		107	
Paper Clips 28mm (Box 100)	Per box		253	
Paper Clips Giant 50mm Plain	Per box		187	



Paper Clips Large 33mm Silver	Per box		39	
Paper Clips Large Plastic Coated	Per box		48	
Paper Clips Wavy 78mm	Per box		35	
Paper Cube complete with refill White	Each		10	
Paper Cube Refill Rainbow	Each		4	
Paper Punch 2-hole Heavy Duty	Each		109	
Paper Punch 4-hole Heavy Duty Adjustable	Each		1	
Paper Punch Heavy Duty	Each		4	
Parcel Delivery Book	Per pack		12	
Pen Carbon Book A5 Printed 100pg (STATEMENT)	Per pack		0	
Pencil 4B	Per pack		28	
Pencil Eraser	Per pack		86	
Pencil HB	Per pack		565	
Pencil HB Rubber Tipped	Per pack		242	
Permanent Marker Bullet 1.5mm Black	Per box		421	
Permanent Marker Bullet 1.5mm Blue	Per box		57	
Permanent Marker Bullet 1.5mm Red	Per box		46	
Permanent Marker Bullet Point 1.5mm Black	Per box		263	
Permanent Marker Bullet Point 1.5mm Blue	Per box		21	
Permanent Marker Bullet Point 1.5mm Green	Per box		21	
Permanent Marker Bullet Point 1.5mm Red	Per box		21	
Permanent Marker Chisel Tip 2.0-5.0mm Black	Per box		4	
Permanent Marker Fine 0.7mm Black	Per box		421	
Permanent Marker Fine 0.7mm Blue	Per box		35	
Permanent Marker Fine 0.7mm Green	Per box		23	
Permanent Marker Fine 0.7mm Red	Per box		35	
Petty Cash Vouchers	Per pack		5	
PLASTIC CONTAINER (STORAGE BOX FILE) GRAY	Each		12	
Plastic Container A4 325mm 1+4flat (grey292) PACK	Per pack		0	
Project Boards A4 160gsm -Blue	Per box		0	
Project Boards A4 160gsm -Buff	Per box		0	
Project Boards A4 160gsm -Green	Per box		6	
Project Boards A4 160gsm -Pink	Per box		0	
Project Boards A4 160gsm -Yellow	Per box		0	
P-TOUCH LABEL TAPE 12mm MK231 BZ PT55 Black/White	Each		1	
P-TOUCH LABEL TAPE 18MMX8M TZ241 BLACK/WHITE	Each		1	
PUNCHLESS BINDER	Per pack		12	
PVC HEAVY DUTY POCKETS A4 120mic e	Per box		1	
PVC Tape 12x50 Assorted Colours	Each		6	
Quotation Folder A4 3420 grey	Per Pack		0	

RECEIPT BOOK NCR DUPL.5 TO VIEW	Per Pack		0	
REPORT COVER PVC TRANSPARENT	Each		0	
Retractable Pencil Leads 0.5mm HB	Per Pack		2	
Re-usable putty-like adhesive White 100g	Per box		1	
Re-usable putty-like adhesive White 120g	Per box		1	
RIBBON OKI 521			0	
Rotating Business Card Holder	Per box		0	
Rubber Bands No.128 (100gm)	Per box		124	
Rubber Bands No.14 (100gm)	Per box		12	
Rubber Bands No.32 (100gm)	Per box		290	
Rubber Bands No.34 (100gm)	Per box		52	
Rubber Bands No.36 (100gm)	Per box		12	
Rubber Bands No.38 (100gm)	Per box		10	
Rubber Bands No.8 (100gm)	Per box		104	
RUBBER GRIP BALLPEN (BLACK)	Per pack		1	
Scientific Calculator	Each		46	
Scissors Paper 130mm	Per pack		125	
Scissors Paper 130mm Blunt nose	Per pack		61	
Scissors Paper 215mm	Per pack		51	
Seed Envelope 108mmx60mm White	Per box		0	
Self Adhesive Foil 3m x 450mm	Each		3	
Self Inking Ink Pad Red	Each		0	
Self Inking Stamp - "URGENT" Red	Each		147	
SHARPENER METAL 2 HOLE EASTERN	Per pack		5	
SHORT HAND NOTE BOOK -FEINT 10/PACK	Per pack		10	
SHORTHAND N/BOOK C/LINE 140 PG	Per pack		4	
SHORTHAND N/BOOK C/LINE 140PG	Per pack		0	
SMALL METAL PETTY CASH BOX	Each		1	
Solid plastic dust bins -black	Each		52	
Solid plastic dust bins -blue	Each		30	
Solid plastic dust bins -red	Each		25	
Spiral Counter Book F/M	Each		0	
Spiral Note Book F/M 100pg	Per pack		0	
Spiral Note Book Student	Per pack		0	
Stamp pad ink 30ml bottle -Blue	Each		4	
Stamp pad ink 30ml bottle -Green	Each		0	
Stamp pad ink 30ml bottle -Red	Each		2	
Stamp pad ink 30ml bottle -Violet	Each		0	
STAPLE REMOVER	Per pack		292	
Stapler Full Strip	Each		25	

Stapler half strip	Each		0	
Staples #16	Each		156	
Staples #56 Box 5000	Per box		332	
STAPLES 14MM NO66/11 BOX 5000	Per box		84	
Staples 24/8 (Box 5000)	Per box		6	
Staples H/Duty 10mm No 26/10 PER 1000	Per box		132	
Storage ARCHIVE BOX A4 320 X 108 X 245 PK/5	Per pack		2	
Storage Box	Per pack		1	
STORAGE BOX (370X305X252MM)(W354/C)	Per box		0	
Storage Box File	Per pack		66	
STORAGE BOX FILES OPENING LONG SIDE 383X283X105mm	Per pack		4	
STORAGE BOXES WITH LIDS W=255mm x W=330mm xD=460mm 5/pkt	Per pack		243	
Storage FILES M/WEIGHT A4 190G 425 (PKT-50)	Per pack		0	
Storage LIGHTWEIGHT FILES WITH FLAP AND GUSSET 120g PKT	Per pack		0	
Super Fine Permanent Marker 0.3mm Black	Per box		2	
Super Glue 3g	Per pack		18	
Super Glue 5g	Per pack		38	
Suspension File Crystal Foolscap	Per pack		0	
Tab PVC File Dividers	Per pack		15	
Tape Dispenser Desk Medium	Each		16	
TELEPHONE INDEX BK A-Z	Per pack		4	
Telephone Message Book 400 Duplicate	Per pack		6	
Telephone Message Pad "While U were Out	Per pack		29	
WASTE BIN WOODEN	Each		38	
White Board Cleaner Kit	Per pack		57	
White Board magnetic 1200x1500	Each		4	
White Board magnetic 2000x1200	Each		3	
White Board magnetic 900x1200	Each		13	
White Board Monthly Planner 600mmx800mm	Each		15	
White Board NON MAGNET 1000X1000	Each		4	
White Board Non-Magnetic 1500x1200	Each		13	
White Board Non-Magnetic 450x600	Each		1	
White Board Year Planner 600mmx800mm	Each		27	
WHITE CHALK 100/BOX	Per box		0	
Whiteboard Cleaner 118ml	Per box		16	
Whiteboard Eraser	Per pack		43	
Whiteboard Marker Blue	Per box		18	
Whiteboard Marker Dry Erase Black	Per box		62	
Whiteboard Marker Dry Erase Blue	Per box		60	

Whiteboard Marker Dry Erase Green	Per box		63	
Whiteboard Marker Dry Erase Red	Per box		50	
Whiteboard Marker Dry EraseRed	Per box		7	
Whiteboard Marker Green	Per box		8	
Whiteboard Marker Red	Per box		21	
Year Planner	Each		187	

Gauteng

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES)
CD-R 700MB 80Min	Per pack		65	
CD-RW	Per pack		139	
Combo Elements 20mm Plastic (black)	Per box		60	
Combo Elements 25mm Plastic (black)	Per box		84	
DK11201 STD ADDRESS LABELS 29X90MM	Per box		24	
DK11204 M/PURPOSE LABEL 17X54MM	Per box		6	
DVD-RW 4,7GB REWRITABLE	Per pack		26	
Fine Permanent Marker 1.0mm Assorted	Per box		36	
Fine Permanent Marker 1.0mm Black	Per box		30	
Fine Permanent Marker 1.0mm Blue	Per box		15	
Fine Permanent Marker 1.0mm Red	Per box		10	
Giant No66 /11 staples	Per box		20	
GIANT STAPLER	Each		15	
INDEX SET 102mmX 152mm (A-Z)	Per pack		30	
INDEX SET 210mmX 297mm (1-10)	Per pack		55	
INDEX SET 210mmX 297mm (1-31)	Per pack		100	
INDEX SET 210mmX 297mm (A-Z)	Per pack		30	
LABEL MAKER TAPE 12mmX8m Blk/C TZe131	Per pack		16	
LABEL MAKER TAPE 18mmX8m Blk/W TZe241	Per pack		6	
LABEL MAKER TAPE 24mm x 8m - TZe 251	Per pack		2	
LABEL MAKER TAPE 6mmX8m Blk/W TZe211	Per pack		5	
LABEL MAKER TAPE 9mmX8M Blk/W TZE221	Per pack		15	
Labeling Tape TZ641 18MM Black on Yellow Tape	Each		10	
LABELLING MACHINE (P-TOUCH 1250) 9MM TAPE	Each		1	
LABELLING TAPE MK223B 9MM	Per pack		15	
LASER LABELS 199,5mm x143,5mm 2up	Each		15	
LASER LABELS 199,6MMX289MM BOX/100	Per box		1	

LASER LABELS 38,1mmx21.2mm 65up	Each	26
LONG ARM STAPLER	Each	1
METEOR STAPLER	Each	129
Overhead Projector Pens Permanent Super Fine Black 841	Per set	11
Overhead Projector Pens Permanent Super Fine Blue 841	Per set	13
Overhead Projector Pens Permanent Super Fine Green 841	Per set	20
Overhead Projector Pens Permanent Super Fine Red 841	Per set	35
Padded Envelopes 180X260 -D/1	Per box	100
Padded Envelopes 220X260 -E/2	Per box	250
Padded Envelopes 240x330 -G/4	Per box	1122
Padded Envelopes 270X360 -H/5	Per box	2168
Padded Envelopes 300X440 -I/6	Per box	3
Padded Envelopes 350X490 -J/7	Per box	12
PT 1250VSP/1280 LABEL PRINTER	Each	15
P-TOUCH LABEL MAKER(TZ241)	Each	48
P-TOUCH LABELLING TAPE 12MM MK231B PT55 BLACK ON WHITE	Each	4
Rollerball Retractable 0.7 mm (Black)	Per pack	5
Rollerball Retractable 0.7 mm (Blue)	Per pack	5
Rollerball Retractable 0.7 mm (Green)	Per pack	15
Self-Adhesive Foil 10mx450mm	Each	100
STAPLES 10MM NO73/10	Per Box	10
staples 26/6	Per Box	1314
STAPLES 8MM NO66/8 BOX 5000	Per Box	190
TZ 231 12mm Laminated Tapes -Black/white	Each	52
0.5MM GEL PEN NEEDLE TIP BLACK	Each	150
0.5MM GEL PEN NEEDLE TIP Colour	Each	163
0.7mm gel black ink retractable rollerball pen	Each	250
1 PART PERFORATED BLANK CONSOLE PAPER 58GSM BOND WHITE 280X240MM	Per box	10
24UP LABELS 70X37MM 100/BOX	Per box	32
2-Hole Paper Punch Small	Each	7
30cm Ruler Clear	Each	150
30cm Shatterproof Ruler Clear	Each	50
32Gig Flash Drive USB	Each	10
5 PENCIL SHARPENER DESK MECHANICAL AUTO FEED CLAMP	Per Box	35
7 wheel automatic numbering machine	Each	20
8 GB Flash Drive USB	Each	10
8 WHEEL ACTION NUMBERING MACHINE	Each	120
9MM TAPE - BLACK ON BLUE (EA 7M LENGTH)	Each	15

9V Alkaline Battery	Per set		200	
A1 F/CHART 48GSM ECONO pad	Each		16	
A1 Time Book	Each		65	
A3 80gsm Copy Paper - White (500/Ream)	Per ream 500 (pages)		500	
A3 Laminating pouches 150 microns (100/pkt)	Per packet		63	
A3 Laminating pouches 250 microns (100/pkt)	Per packet		88	
A4 160gsm Board white (Pkt 25)	Per Packet		29	
A4 1AM POUCH 30X216 250MIC	Each		5	
A4 25mm 2-Ring PVC Binder Black	Per pack		215	
A4 25mm 2-Ring PVC Binder Blue	Per pack		253	
A4 25mm 2-Ring PVC Binder Green	Per pack		217	
A4 25mm 2-Ring PVC Binder Red	Per pack		60	
A4 25mm PVC 2-Ring Binder Black	Per pack		135	
A4 40mm PVC 2-Ring Binder Black	Per pack		183	
A4 40mm PVC 2-Ring Binder White	Per pack		101	
A4 40mm PVC 2-Ring Binder Black	Per pack		105	
A4 75mm PP Lever Arch File Blue	Per pack		225	
A4 75mm PP Lever Arch File Green	Per pack		53	
A4 75mm PP Lever Arch File Grey	Per pack		20	
A4 75mm PP Lever Arch File Lilac	Per pack		20	
A4 75mm PP Lever Arch File Orange	Per pack		20	
A4 75mm PP Lever Arch File Pink	Per pack		20	
A4 75mm PP Lever Arch File Red	Per pack		20	
A4 80gsm Copy Paper - Blue (500/Ream)	Per ream		10	
A4 80gsm Copy Paper - Colour (500/Ream)	Per ream		10	
A4 80gsm Copy Paper - Green (500/Ream)	Per ream		10	
A4 80gsm Copy Paper - Pink (500/Ream)	Per ream		10	
A4 80gsm Copy Paper - White (500/Ream)	Per ream		202052	
A4 80gsm Copy Paper - Yellow (500/Ream)	Per ream		10	
A4 80gsm Copy Paper -Green (500/Ream)	Per ream		10	
A4 accounting book, titled, quarter bound, cut flush, thread sewn, white woven paper, 2 quire (192 Pages)			30	
A4 ARCHIVE BOX - BROWN (h=245mm x w=325 x d=105mm) 5/pkt	Per pack		150	
A4 Attendance Register 104pg Soft Cover	Per pack		20	
A4 Attendance Register 140pg Hard Cover	Per pack		80	
A4 Attendance Register 96 pg Quarter Bound Hard Cover	Per pack		14	
A4 Binding Cover Clear	Per pack		50	
A4 Counter Book	Per pack		50	

A4 Counter Book 2QR 192pg F/M	Per pack	100
A4 Counter Book3QR 288pg F/M	Per pack	100
A4 Diary	Each	120
A4 DISPLAY Book 100 Pockets PVC	Each	30
A4 Display File 10 Pockets	Each	50
A4 Display File 30 Pockets	Each	60
A4 DIVIDER CARDS 50/PKT	Per pack	200
A4 Envelopes Self Seal White	Per box	2
A4 Exam Pad F/M 100 pg	Per pack	5
A4 Exam Pad F/M 80 pg Punched	Per pack	338
A4 Excercise Book 288 pg	Per pack	30
A4 Executive Clipboards Blue	Eack	1
A4 Expanda File with Flap and Clips 500 Sheet capacity (25/Pkt)	Per packet	5
A4 FILE DIVIDERS 50/PKT	Per packet	33
A4 FOLDER SWING CLIP A4	Per pack	0
A4 Frosted Sheets	Per Pack	150
A4 Heavy Duty Suspension File 200 Sheets capacity 25/Pkt	Per pack	200
A4 Index Book 2quire	Per pack	50
A4 JUMBOARCHIVE BOX - BROWN (h=245mm x w=325mm x d=175mm) 5/PKT	Each	500
A4 Letter Tray	Each	150
A4 Lever Arch File No Index Cardboard	Each	300
A4 Lightweight File with Flap 100 Sheet capacity (100/Pkt)	Per packet	50
A4 Medium Weight File with Flap and clip 200 Sheet capacity (50/Pkt)	Per packet	100
A4 Page a Day Diary Linen Cover	Each	35
A4 PLASTIC CONTAINERS -BLUE 5/PKT	Per packet	5
A4 PLASTIC CONTAINERS -GREY 5/PKT	Per packet	5
A4 PLASTIC CONTAINERS -MAUVE 5/PKT	Per packet	5
A4 Plastic Pockets 40micron	Per pack	50
A4 Portable Filing Module to accommodate 6 A4 Lever arch Files	Each	20
A4 presentation File 10 Pocket	Each	10
A4 PROJECT BOARD 160gsm White	Per pack	10
A4 PVC 40mm Lever Arch File Assorted Colours	Per pack	41
A4 PVC 40mm Lever Arch File Black	Per pack	80
A4 PVC 40mm Lever Arch File Blue	Per pack	30
A4 PVC 40mm Lever Arch File Green	Per pack	20
A4 PVC 40mm Lever Arch File Pink	Per pack	15

A4 PVC 40mm Lever Arch File Red	Per pack	10
A4 PVC 68mm 2-ring File Black	Per pack	20
A4 PVC 68mm 2-ring File Green	Per pack	40
A4 PVC 68mm 2-ring File Red	Per pack	35
A4 PVC 70mm Lever Arch File Black	Per pack	35
A4 PVC 70mm Lever Arch File Blue	Per pack	20
A4 PVC 70mm Lever Arch File Green	Per pack	20
A4 PVC 70mm Lever Arch File Red	Per pack	28
A4 PVC 70mm Lever Arch File Yellow	Per pack	25
A4 Slide Binder 10mm Black	Per pack	150
A4 Slide Binder 15mm Black	Per pack	300
A4 Slide Binder 5mm Black	Per pack	50
A4 SWINGLOCK FILE	Per pack	14
A5 25mm 2-Ring PVC Binder Black	Per pack	24
A5 Diary	Each	150
A5 Diary Refill Page a Day	Each	10
A5 Duplicate Carbon Book	Each	10
A5 Index Book	Each	10
A5 Page a Day Diary Linen Cover	Each	10
A5 Plastic Pockets (Pkt 100)	Per packed	18
A5 Wiro Note Book 100pg	Each	24
A6 HARDCOVER BOOK	Per pack	261
A6 Index Book	Per pack	33
A6 Pocket Notebook black.	Per pack	100
AA Alkaline Battery	Per pack	80
AA Alkaline Battery	Per pack	20
AA Alkaline Battery (Pack 4)	Per pack	50
AAA Alkaline Battery	Per pack	122
Accesible Files Foolscap - Blue	Per pack	100
Acetate sheet A4 Clear	Per pack	26
Address Labels 100x50	Per box	10
Adhesive Label 13mmx19mm	Per pack	10
Adhesive Label 19mmx19mm	Per pack	10
Adhesive Clear Tape 12mmx33m	Per pack	10
Adhesive Clear Tape 12mmx66m	Per pack	10
Adhesive Clear Tape 24mmx66m	Per pack	10
Adhesive Notes 75x70mm	Per pack	10
Adhesive Notes 75x70xmm	Per pack	35
Adhesive RING REINFORCE VINYL 250"S	Per box	3
Adhesive Tape Flags 25mmx43mm - "Sign Here" (Pkt 50)	Per packed	100



Adhesive Tape Flags 25mmx43mm -Blue (Pkt 50)	Per packed		2	
Adhesive Tape Flags 25mmx43mm -Green (Pkt 50)	Per packed		50	
Adhesive Tape Flags 25mmx43mm -Neon (Pkt 50)	Per packed		1	
Adhesive Tape Flags 25mmx43mm -Orange (Pkt 50)	Per packed		50	
Adhesive Tape Flags 25mmx43mm -Red (Pkt 50)	Per packed		50	
Adhesive Tape Flags 25mmx43mm -White (Pkt 50)	Per packed		50	
Adhesive Tape Flags 25mmx43mm -Yellow (Pkt 50)	Per packed		34	
Ahhesive Notes Memo Cube	Per pack		100	
Attendance register 14 leaf daily	Each		38	
B4 Envelopes 250mmx353mm Manilla (Box250)	Per box		60	
B5 Envelopes 250mmx176mm Self Seal White (Box 250)	Per box		0	
B5 Envelopes 250mmx176mm White (Box 250)	Per box		0	
Ball Point Pen Retractable Blue	Per pack		794	
Ballpoint Pen Medium Black	Per pack		0	
Ballpoint Pen Click Blue	Per pack		0	
Ballpoint Pen Click Gel Ink Black	Per pack		540	
Ballpoint Pen Click Gel Ink Blue	Per pack		0	
Ballpoint Pen Fine Black	Per pack		68	
Ballpoint Pen Medium	Per pack		168	
Ballpoint Pen Medium Blue	Per pack		0	
Ballpoint Pen Medium Red	Per pack		50	
Ballpoint Pen Rubber Grip	Per pack		10	
Binding Element 21 Ring 10mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 12mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 14mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 16mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 19mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 20mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 25mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 32mm Black (Box 100)	Per box		20	
Binding Element 21 Ring 51mm Black (Box 100)	Per box		0	
Binding Element 21 Ring 6mm Black (Box 100)	Per box		30	
Binding Element 21 Ring 8mm Black (Box 100)	Per box		0	
Blotting Paper 445x570 White	Per pack		0	
Broad Marker White	Per box		0	
Bulldog Clip 20mm Silver	Per box		132	
Bulldog Clip 32mm Silver	Per box		50	

Bulldog Clip 41mm Silver	Per box		50	
Bulldog Clip 51mm Silver	Per box		13	
Bulldog Clip 75mm Silver	Per box		15	
BUSINESS CARD HOLDER	Per pack		0	
C3 Envelopes 324mmx458mm Manilla (Box250)	Per box		0	
C3 Envelopes 324mmx458mm White (Box250)	Per box		0	
C4 Envelopes 229mmx324mm Manilla (Box250)	Per box		34	
C4 Envelopes 229mmx324mm White (Box250)	Per box		24	
C4 Envelopes 229mmx324mm White Window (Box250)	Per box		20	
C5 Envelopes 162mmx229mm Manilla (Box 500)	Per box		0	
C5 Envelopes 162mmx229mm Manilla Seal Easy (Box 500)	Per box		0	
C5 Envelopes 162mmx229mm Self Seak White (Box 500)	Per box		0	
Calculator 12 Digits 4 Key memory Extra large angle LCD Sign change +/-Tax	Each		10	
Calculator 8 digit LCD screen Battery operated (AA x1) Large screen display	Each		5	
CALENDAR DESK PAD	Each		0	
CARRY FOLDER A4 PKT5 (ASSORTED)	Per pack		17	
CARRY FOLDER(5/PKT)	Per pack		10	
CARRY FOLDERS ASS COLOURS	Per pack		0	
CD-R marker 0.5mm Black	Per pack		01	
CLEAR CONTACT ADHESIVE 25ML TUBE	Each		6	
CLEAR FRONT COVER PRESENTATION FOLDER	Per pack		154	
Click Ballpoint Pen Medium Black	Per pack		152	
Click Ballpoint Pen Medium Red	Per pack		217	
Clips (Nal) for non-staple clipper6.4mm (Box 50).	Per pack		0	
CLUTCH PENCILS 0-5MM	Per pack		10	
COLLEGE EXERCISE A4 JD6245 JOTTER BOOK	Per pack		15	
COLLEGE EXERCISE BK A4 72PG F	Per pack		50	
Console Paper 280x240 1 part	Per box		0	
Correction Fluid Pen	Each		15	
Correction Paint Thinners	Each		8	
CORRECTION TAPE ROLLER 4,2MM	Each		0	
Cotton twine 104 500g Thin	Each		0	
Cotton twine 304 500g medium	Each		11	
Cotton Wool Absorbent 500g roll	Each		0	
CR2032 Lithium Round Battery	Per pack		0	
Crystal Gel Ballpoint Pen Assorted Colours	Per pack		32	
CUBE REFILL 4X4X4 WHITE			36	
Dater Stamp no 4	Each		10	
Desk Diary Calendars	Each		10	

Desk Drawer Organisers	Each		10	
DESK ORGANISER A-Z	Per pack		0	
Desk Tape Dispenser Large	Each		15	
DESK TIDY TUBE (PEN & PENCIL HOLDER)	Each		7	
Desk Top Calculator 10/12 digit LCD Display Dual Power	Each		55	
Display Binder A4 20 Pocket	Per pack		48	
DL Envelopes 110mmx220mm Self-Seal Manilla (Box 500)	Per box		115	
DL Envelopes 110mmx220mm Self-Seal Manilla Window (Box 500)	Per box		100	
DL Envelopes 110mmx220mm Self-Seal White (Box 500)	Per box		80	
DL Envelopes 110mmx220mm Self-Seal White Window (Box 500)	Per box		50	
DOCUMENT BASKET PVC BLUE	Per pack		2	
Document Wallet Blue	Per pack		0	
Document Wallet Pink	Per pack		0	
Double sided adhesive tape 12x33	Each		0	
Double sided adhesive tape 24x33	Each		0	
Drawing Ink 23ml Black	Each		0	
DRAWING PINS CLR.HEAD ASST COL	Per pack		53	
DVD-R 16X 43520/43521 PRINTABLE	Per pack		42	
EASY CLIP FILES A4 ASS COLOURS	Per pack		0	
ENDORISING INK 30ML BLACK	Each		0	
eraser in a pen-shaped barrel.	Per box		0	
EXEC BUS CARD HOLDER 392D	Each		1	
EXEC DIS FILE A4 20P (3107 TYP	Each		12	
EXEC DIS FILE A4 30P (3108 TYP	Each		27	
EXERCISE BOOK A5 32P F/M	Per pack		5	
Expandable file - B360010 - Black	Each		10	
Extra Fine Permanent Marker 0.4mm BLACK	Per box		70	
Extra Fine Permanent Marker 0.4mm Blue	Per box		83	
Extra Fine Permanent Marker 0.4mm Green	Per box		47	
Extra Fine Permanent Marker 0.4mm Red	Per box		33	
FILE CLIPER MAGIC (NO 1175	Per box		205	
FILE DIV BRIGHT 100X230 5COL PKT 100	Per pack		69	
FILE FASTENERS W4 50/Box	Per box		133	
Fingerettes Size 0	Per pack		10	
Fingerettes Size 00	Per pack		160	
Fingerettes Size 1	Per pack		118	
Fingerettes Size 2	Per pack		15	
Fingerettes Size 3	Per pack		27	
Flat (Ready) Sorter A-Z Jan-Dec	Per pack		10	

FLAT FILES 200GRM 25/PACKET	Per pack		440	
FLAT FILES ASST COLS	Per pack		154	
Flipchart Pads 60gsm bond	Per pack		33	
Flipchart Stand	Per pack		33	
Foldback Clips 14mm	Per pack		115	
Foldback Clips 19mm	Per pack		58	
Foldback Clips 51mm	Per pack		205	
FOLDER 239MM X352MM 200GSM M200F EACH	Each		414	
FOLDER 239X352MM 200GSM M200F (BLUE)	Each		5	
FOLDER 239X352MM 200GSM M200F (PINK)	Each		22	
FOLDER 239X352MM 200GSM M200F (YELLOW)	Each		25	
FOLDER OPEN 2 SIDES E310 ASST			50	
Foolscap Concertina File 16 Pockets	Each		148	
Foolscap Economy Suspension Files Blue (25/Box)	Per box		98	
Foolscap Economy Suspension Files Green (25/Box)	Per box		15	
Foolscap Economy Suspension Files Red (25/Box)	Per box		15	
Foolscap Spring Clip File Box	Per box		50	
Glue Stick 20g	Each		27	
Glue Stick 40g	Each		228	
Heavy Duty Stapler	Each		15	
Highlighter Green	Per box		150	
Highlighter Orange	Per box		544	
Highlighter Pink	Per box		255	
Highlighter Purple	Per box		232	
Highlighters Set of 6 Assorted Colours	Per box		134	
Highlighters Set of 8 Assorted Colours	Per box		24	
Hi-Tech 0.5mm pen Black	Per pack		0	
Hi-Tech 0.5mm pen Blue	Per pack		0	
Hi-Tech 0.5mm pen Red	Per pack		0	
INDEX SET 210mmX 297mm (MONTHLY)			0	
Ink Pad Black for Self Inking Stamp Black	Each		38	
Ink Pad Black for Self Inking Stamp Red	Each		15	
Invisible Tape 12mmx50m	Each		22	
Invisible Tape 24mmx50m	Each		12	
JUNIOR CUTTER	Each		39	
Junior Office Stapler	Each		169	
KEY RING PLASTIC IDENTITABS	Per pack		115	
LABELS RECT CONFIDENTIAL 125	Per box		56	
LABELS RECT URGENT 15mm x 40mm box 125	Per box		100	
Labels Rectangular "Urgent"	Per box		235	
Labels roll pack 10mm round -Pink	Per box		30	
Labels roll pack 13mm round -black	Per box		19	

Labels roll pack 13mm round -Blue	Per box		33	
Labels roll pack 13mm round -green	Per box		215	
Labels roll pack 13mm round -orange	Per box		218	
Labels roll pack 13mm round -purple	Per box		17	
Labels roll pack 13mm round -red	Per box		79	
Labels roll pack 13mm round -white	Per box		12	
Labels roll pack 13mm round -yellow	Per box		208	
Labels roll pack 19mm round -Black	Per box		32	
Labels roll pack 19mm round -Blue	Per box		41	
Labels roll pack 19mm round -Green	Per box		34	
Labels roll pack 19mm round -Orange	Per box		37	
Labels roll pack 19mm round -Pink	Per box		32	
Labels roll pack 19mm round -Purple	Per box		42	
Labels roll pack 19mm round -Red	Per box		160	
Labels roll pack 19mm round -White	Per box		13	
Labels roll pack 19mm round -Yellow	Per box		30	
Labels roll pack 25mm round - Green	Per box		15	
Labels roll pack 25mm round - Orange	Per box		100	
Labels roll pack 25mm round - Red	Per box		138	
LABELS SELF ADHESIVE 19MMX25MM WHITE	Per box		115	
LARGE UNINKED STAMP PAD	Each		3	
LASER LABELS WHITE (64X34MM) L 7159			10	
LEAVE/ABSENCE WALL CHART			15	
Letter Delivery Books	Per box		5	
Letter Tray Risers Set of 4	Set of 4		54	
Lever Arch Label Self Adhesive Blue	Each		7	
LINE DATER 3.8MM	Each		5	
LR44 Alkaline Round Battery	Per set		10	
MAGAZINE HOLDER	Each		2	
MANILLA FOLDER 14mm 160gsm 100/pack	Per pack		35	
MANUSCRIPT BOOK A5 128PG F/M	Per pack		393	
MANUSCRIPT BOOK A5 FNT/MARG 192pg JD6255	Per pack		50	
Map Pins Assorted Colours 100	Per pack		15	
Marking Ink 20ml Black	Each		100	
Marking Ink 20ml Blue	Each		20	
Masking Tape 12mmx40m	Each		22	
Masking Tape 18mmx50m	Each		10	
Masking Tape 48mmx50m	Each		84	
Masonite Clipboard A4	Each		50	
Mechanical Pencil 0.5mm	Per pack		16	
Memo Cube Holders	Per pack		6	
Metal Sharpners	Per pack		28	

Minute Book 200 pg	Each		1	
Modular Storage 3 Drawer	Each		38	
MOUNTING SQUARES 25X25 12 PER CARD	Per pack		20	
No.1 Stapler	Each		16	
Notice Board 600mmx900mm	Each		12	
Overhead projector marker non-permanent Medium Black	Per box		68	
Overhead projector marker non-permanent Medium Green	Per box		42	
Overhead projector marker non-permanent Medium Red	Per box		12	
Overhead projector marker permanent Fine Black	Per box		154	
Overhead projector marker permanent Fine Blue	Per box		112	
Overhead projector marker permanent Fine Green	Per box		12	
Overhead projector marker permanent Fine Red	Per box		14	
Overhead projector marker permanent Fine 8 assorted colours	Per box		28	
Packaging Tape 48mmx100m Clear	Each		15	
Packaging Tape 48mmx50m Buff	Each		0	
Packaging Tape 48mmx50m Clear	Each		0	
Packaging Tape Dispenser	Each		0	
Paper Clips 28mm (Box 100)	Per box		243	
Paper Clips Giant 50mm Plain	Per box		38	
Paper Clips Large 33mm Silver	Per box		0	
Paper Clips Large Plastic Coated	Per box		50	
Paper Clips Wavy 78mm	Per box		100	
Paper Cube complete with refill White	Each		34	
Paper Cube Refill Rainbow	Each		6	
Paper Punch 2-hole Heavy Duty	Each		23	
Paper Punch 4-hole Heavy Duty Adjustable	Each		16	
Paper Punch Heavy Duty	Each		9	
Parcel Delivery Book	Per pack		50	
Pen Carbon Book A5 Printed 100pg (STATEMENT)	Per pack		56	
Pencil 4B	Per pack		27	
Pencil Eraser	Per pack		15	
Pencil HB	Per pack		2525	
Pencil HB Rubber Tipped	Per pack		11	
Permanent Marker Bullet 1.5mm Black	Per box		50	
Permanent Marker Bullet 1.5mm Blue	Per box		50	
Permanent Marker Bullet 1.5mm Red	Per box		50	
Permanent Marker Bullet Point 1.5mm Black	Per box		50	
Permanent Marker Bullet Point 1.5mm Blue	Per box		2	
Permanent Marker Bullet Point 1.5mm Green	Per box		2	
Permanent Marker Bullet Point 1.5mm Red	Per box		4	

Permanent Marker Chisel Tip 2.0-5.0mm Black	Per box		2	
Permanent Marker Fine 0.7mm Black	Per box		152	
Permanent Marker Fine 0.7mm Blue	Per box		15	
Permanent Marker Fine 0.7mm Green	Per box		36	
Permanent Marker Fine 0.7mm Red	Per box		44	
Petty Cash Vouchers	Per pack		15	
PLASTIC CONTAINER (STORAGE BOX FILE) GRAY	Each		7	
Plastic Container A4 325mm 1+4flat (grey292) PACK	Per pack		1	
Project Boards A4 160gsm -Blue	Per box		910	
Project Boards A4 160gsm -Buff	Per box		10	
Project Boards A4 160gsm -Green	Per box		1010	
Project Boards A4 160gsm -Pink	Per box		1120	
Project Boards A4 160gsm -Yellow	Per box		1513	
P-TOUCH LABEL TAPE 12mm MK231 BZ PT55 Black/White	Each		0	
P-TOUCH LABEL TAPE 18MMX8M TZ241 BLACK/WHITE	Each		10	
PUNCHLESS BINDER	Per pack		14	
PVC HEAVY DUTY POCKETS A4 120mic e	Per box		113	
PVC Tape 12x50 Assorted Colours	Each		92	
Quotation Folder A4 3420 grey	Per Pack		94	
RECEIPT BOOK NCR DUPL.5 TO VIEW	Per Pack		65	
REPORT COVER PVC TRANSPARENT	Each		204	
Retractable Pencil Leads 0.5mm HB	Per Pack		0	
Re-usable putty-like adhesive White 100g	Per box		15	
Re-usable putty-like adhesive White 120g	Per box		15	
RIBBON OKI 521			10	
Rotating Business Card Holder	Per box		80	
Rubber Bands No.128 (100gm)	Per box		150	
Rubber Bands No.14 (100gm)	Per box		50	
Rubber Bands No.32 (100gm)	Per box		5	
Rubber Bands No.34 (100gm)	Per box		100	
Rubber Bands No.36 (100gm)	Per box		100	
Rubber Bands No.38 (100gm)	Per box		10	
Rubber Bands No.8 (100gm)	Per box		10	
RUBBER GRIP BALLPEN (BLACK)	Per pack		15	
Scientific Calculator	Each		6	
Scissors Paper 130mm	Per pack		150	
Scissors Paper 130mm Blunt nose	Per pack		5	
Scissors Paper 215mm	Per pack		6	
Seed Envelope 108mmx60mm White	Per box		10	
Self Adhesive Foil 3m x 450mm	Each		10	
Self Inking Ink Pad Red	Each		13	

Self Inking Stamp - "URGENT" Red	Each	10
SHARPENER METAL 2 HOLE EASTERN	Per pack	27
SHORT HAND NOTE BOOK -FEINT 10/PACK	Per pack	1
SHORTHAND N/BOOK C/LINE 140 PG	Per pack	40
SHORTHAND N/BOOK C/LINE 140PG	Per pack	52
SMALL METAL PETTY CASH BOX	Each	6
Solid plastic dust bins -black	Each	120
Solid plastic dust bins -blue	Each	120
Solid plastic dust bins -red	Each	120
Spiral Counter Book F/M	Each	354
Spiral Note Book F/M 100pg	Per pack	150
Spiral Note Book Student	Per pack	20
Stamp pad ink 30ml bottle -Blue	Each	45
Stamp pad ink 30ml bottle -Green	Each	2
Stamp pad ink 30ml bottle -Red	Each	5
Stamp pad ink 30ml bottle -Violet	Each	25
STAPLE REMOVER	Per pack	82
Stapler Full Strip	Each	78
Stapler half strip	Each	56
Staples #16	Each	100
Staples #56 Box 5000	Per box	1314
STAPLES 14MM NO66/11 BOX 5000	Per box	5
Staples 24/8 (Box 5000)	Per box	100
Staples H/Duty 10mm No 26/10 PER 1000	Per box	50
Storage ARCHIVE BOX A4 320 X 108 X 245 PK/5	Per pack	700
Storage Box	Per pack	95
STORAGE BOX (370X305X252MM)(W354/C)	Per box	840
Storage Box File	Per pack	3
STORAGE BOX FILES OPENING LONG SIDE 383X283X105mm	Per pack	3
STORAGE BOXES WITH LIDS W=255mm x W=330mm xD=460mm 5/pkt	Per pack	935
Storage FILES M/WEIGHT A4 190G 425 (PKT-50)	Per pack	350
Storage LIGHTWEIGHT FILES WITH FLAP AND GUSSET 120g PKT	Per pack	240
Super Fine Permanent Marker 0.3mm Black	Per box	40
Super Glue 3g	Per pack	10
Super Glue 5g	Per pack	10
Suspension File Crystal Foolscap	Per pack	600
Tab PVC File Dividers	Per pack	10
Tape Dispenser Desk Medium	Each	17
TELEPHONE INDEX BK A-Z	Per pack	5
Telephone Message Book 400 Duplicate	Per pack	5



Telephone Message Pad "While U were Out	Per pack		5	
WASTE BIN WOODEN	Each		40	
White Board Cleaner Kit	Per pack		50	
White Board magnetic 1200x1500	Each		30	
White Board magnetic 2000x1200	Each		30	
White Board magnetic 900x1200	Each		30	
White Board Monthly Planner 600mmx800mm	Each		50	
White Board NON MAGNET 1000X1000	Each		30	
White Board Non-Magnetic 1500x1200	Each		30	
White Board Non-Magnetic 450x600	Each		30	
White Board Year Planner 600mmx800mm	Each		50	
WHITE CHALK 100/BOX	Per box		10	
Whiteboard Cleaner 118ml	Per box		2	
Whiteboard Eraser	Per pack		6	
Whiteboard Marker Blue	Per box		77	
Whiteboard Marker Dry Erase Black	Per box		14	
Whiteboard Marker Dry Erase Blue	Per box		5	
Whiteboard Marker Dry Erase Green	Per box		5	
Whiteboard Marker Dry Erase Red	Per box		5	
Whiteboard Marker Dry EraseRed	Per box		5	
Whiteboard Marker Green	Per box		50	
Whiteboard Marker Red	Per box		54	
Year Planner	Each		6	

## 1. SPECIFICATION

### CORPORATE

DESCRIPTION	UNIT OF MEASURE	RATE PER UNIT OF MEASURE	VOLUMES	TOTAL = (RATE PER UNIT OF MEASURE X VOLUMES))
Fine Permanent Marker 1.0mm Assorted	Per box		50	
Fine Permanent Marker 1.0mm Black	Per box		40	
Fine Permanent Marker 1.0mm Blue	Per box		24	
Fine Permanent Marker 1.0mm Red	Per box		24	
Giant No66 /11 staples	Per box		20	
GIANT STAPLER	Each		30	
INDEX SET 102mmX 152mm (A-Z)	Per pack		5	
INDEX SET 210mmX 297mm (1-31)	Per pack		22	
INDEX SET 210mmX 297mm (A-Z)	Per pack		32	
LONG ARM STAPLER	Each		6	
Padded Envelopes 180X260 -D/1	Per box		20	

Padded Envelopes 220X260 -E/2	Per box		20	
Self-Adhesive Foil 10mx450mm	Each		60	
STAPLES 10MM NO73/10	Per Box			
staples 26/6	Per Box		30	
2-Hole Paper Punch Small	Each		50	
30cm Ruler Clear	Each		48	
8 GB Flash Drive USB	Each		30	
9V Alkaline Battery	Per set		20	
A3 80gsm Copy Paper - White (500/Ream)	Per ream 500 (pages)		1000	
A4 Laminating pouches 150 microns (100/pkt)	Per packet		3	
A4 Laminating pouches 250 microns (100/pkt)	Per packet		4	
A4 25mm 2-Ring PVC Binder Black	Per pack		100	
A4 25mm PVC 2-Ring Binder Black	Per pack		64	
A4 40mm PVC 2-Ring Binder Black	Per pack		20	
A4 40mm PVC 2-Ring Binder Black	Per pack		40	
A4 80gsm Copy Paper - White (500/Ream)	Per ream		2500	
A4 Dividers with insertable labels 5 Division PP	Per pack		10	
A4 Exam Pad F/M 100 pg	Per pack		20	
A4 Exam Pad F/M 80 pg Punched	Per pack		18	
A4 FILE DIVIDERS 50/PKT	Per packet		30	
A4 Heavy Duty Suspension File 200 Sheets capacity 25/Pkt	Per pack		16	
A4 Index Book 2quire	Per pack			
A4 Medium Weight File with Flap and clip 200 Sheet capacity (50/Pkt)	Per packet		4	
A4 PVC 40mm Lever Arch File Black	Per pack		30	
AA Alkaline Battery	Per pack		200	
AA Alkaline Battery (Pack 4)	Per pack			
AAA Alkaline Battery	Per pack		158	
Adhesive Clear Tape 12mmx33m	Per pack		30	
Adhesive Clear Tape 24mmx66m	Per pack		50	
B4 Envelopes 250mmx353mm Manilla (Box250)	Per box		50	
Ballpoint Pen Fine Black	Per pack		350	
Ballpoint Pen Medium Blue	Per pack		100	
Ballpoint Pen Medium Red	Per pack		90	
CD-R marker 0.5mm Black	Per pack		80	
Click Ballpoint Pen Medium Black	Per pack		100	

Click Ballpoint Pen Medium Red	Per pack		93	
CLUTCH PENCILS 0-5MM	Per pack		100	
Dater Stamp no 4	Each		20	
DL Envelopes 110mmx220mm Self-Seal Manilla Window (Box 500)	Per box		50	
DVD-R 16X 43520/43521 PRINTABLE	Per pack		50	
EASY CLIP FILES A4 ASS COLOURS	Per pack			
ENDORISING INK 30ML BLACK	Each		10	
EXERCISE BOOK A5 32P F/M	Per pack		20	
Extra Fine Permanent Marker 0.4mm BLACK	Per box		50	
FILE FASTENERS W4 50/Box	Per box		10	
Fingerettes Size 0	Per pack		77	
Fingerettes Size 00	Per pack		158	
Fingerettes Size 1	Per pack		115	
Flat (Ready) Sorter A-Z Jan-Dec	Per pack		42	
Glue Stick 20g	Each		8	
Glue Stick 40g	Each		100	
Heavy Duty Stapler	Each		15	
Highlighter Orange	Per box		66	
Highlighter Pink	Per box		20	
Highlighter Purple	Per box		67	
Highlighters Set of 8 Assorted Colours	Per box		150	
INDEX SET 210mmX 297mm (MONTHLY)			42	
Ink Pad Black for Self Inking Stamp Red	Each		2	
JUNIOR CUTTER	Each		10	
Junior Office Stapler	Each		50	
Masking Tape 12mmx40m	Each		50	
Masking Tape 18mmx50m	Each		40	
No.1 Stapler	Each		89	
Overhead projector marker non-permanent Medium Black	Per box		8	
Overhead projector marker non-permanent Medium Green	Per box		10	
Overhead projector marker non-permanent Medium Red	Per box		10	
Overhead projector marker permanent Fine Black	Per box		64	
Overhead projector marker permanent Fine Blue	Per box		3	
Overhead projector marker permanent Fine Green	Per box		3	
Overhead projector marker permanent Fine Red	Per box		3	

Overhead projector marker permanent Fine 8 assorted colours	Per box		3	
Overhead projector marker permanent Medium Black	Per box		5	
Packaging Tape 48mmx50m Clear	Each		1000	
Paper Clips Large Plastic Coated	Per box		224	
Paper Cube Refill Rainbow	Each		20	
Paper Punch 2-hole Heavy Duty	Each		150	
Paper Punch Heavy Duty	Each		5	
Pencil 4B	Per pack		69	
Pencil Eraser	Per pack		60	
Pencil HB	Per pack		349	
Permanent Marker Bullet 1.5mm Red	Per box		55	
Permanent Marker Bullet Point 1.5mm Black	Per box		672	
Permanent Marker Bullet Point 1.5mm Blue	Per box		19	
Permanent Marker Bullet Point 1.5mm Green	Per box		3	
Permanent Marker Bullet Point 1.5mm Red	Per box		54	
Permanent Marker Fine 0.7mm Black	Per box		672	
Permanent Marker Fine 0.7mm Blue	Per box		38	
Permanent Marker Fine 0.7mm Green	Per box		30	
Permanent Marker Fine 0.7mm Red	Per box		58	
PLASTIC CONTAINER (STORAGE BOX FILE) GRAY	Each		2	
Project Boards A4 160gsm -Buff	Per box		2	
Project Boards A4 160gsm -Pink	Per box		2	
Project Boards A4 160gsm -Yellow	Per box		2	
P-TOUCH LABEL TAPE 12mm MK231 BZ PT55 Black/White	Each		2	
PVC HEAVY DUTY POCKETS A4 120mic e	Per box		10	
RECEIPT BOOK NCR DUPL.5 TO VIEW	Per Pack		2	
Rubber Bands No.32 (100gm)	Per box		162	
Rubber Bands No.34 (100gm)	Per box		48	
Rubber Bands No.38 (100gm)	Per box		10	
Rubber Bands No.8 (100gm)	Per box		54	
Scissors Paper 130mm	Per pack		40	
Scissors Paper 215mm	Per pack		70	
Self Adhesive Foil 3m x 450mm	Each		300	
Staples #56 Box 5000	Per box		330	
STORAGE BOXES WITH LIDS W=255mm x W=330mm xD=460mm 5/pkt	Per pack		2500	

Super Fine Permanent Marker 0.3mm Black	Per box		10	
Super Glue 3g	Per pack		37	
Super Glue 5g	Per pack		18	
Suspension File Crystal Foolscap	Per pack		20	
Tab PVC File Dividers	Per pack		5	
Tape Dispenser Desk Medium	Each		10	
TELEPHONE INDEX BK A-Z	Per pack		2	
Whiteboard Marker Dry Erase Black	Per box		100	
Whiteboard Marker Green	Per box		50	
Whiteboard Marker Red	Per box		50	

## 5 Technical Functionality

5.1 The bidder **must complete in full all of the TECHNICAL FUNCTIONALITY requirements.**

5.2 The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, NHLS reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.

**Evaluation per requirement.** The evaluation (scoring) of bidders’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.

5.3 Each TECHNICAL FUNCTIONALITY requirement will be evaluated using the following generic 5-point scale: <Score table below indicative and can be updated to suite requirement>

Evaluation Criteria	Score %	Evaluation Score
<b>Supply and Delivery of Stationery</b>	<b>100%</b>	
<b>COMPANY EXPERIENCE:</b> <b>Demonstrated experience of supply and delivery of stationery.</b> <b>Bidder must provide reference letters for successfully completed projects:</b> <ul style="list-style-type: none"> <li>• 3 or more reference letters = 30</li> <li>• 2 reference letters =20</li> <li>• 1 reference letter =10</li> </ul> <b>NB!! The duly signed reference letter with client’s letterhead must indicate Start date and completion date, company name and physical address, contactable person name, company</b>	<b>30</b>	

Evaluation Criteria	Score %	Evaluation Score
<p><b>contact number and email address) that similar work was done by your company.</b></p>		
<p><b>PRODUCT PERFORMANCE REQUIREMENTS</b>            Stationery supplies quality assurance warranty. The bidder must submit a copy (Prototype) of their stationery supplies quality assurance Warranty confirming validity, terms and conditions and eligibility for refunds.</p> <p>Criteria description: The bidder must submit a copy (Prototype) of their stationery supplies quality assurance Warranty confirming validity, terms and conditions and eligibility for refunds.</p> <p>Level of substantiation required, or information required</p> <p>No Stationery supplies quality assurance warranty submitted=<b>0</b></p> <p>Stationery supplies quality assurance warranty submitted but not confirming validity, terms and conditions and eligibility for refunds=<b>10</b></p> <p>Stationery supplies quality assurance warranty submitted and confirming validity, terms and conditions and eligibility for refunds=<b>30</b></p>	<b>30</b>	
<p><b>BIDDER AFFILIATION REQUIREMENTS</b></p> <p><b>Previous or Current Supplier Relations Confirmation</b></p> <p><b>The bidder must submit a letter as proof to confirm previous and/or current supplier relations (Wholesalers, Distributors, or manufacturers). The letter must be on the supplier’s letterhead and signed by someone who has delegated authority. The letter must clearly indicate the following:</b></p> <ul style="list-style-type: none"> <li><b>(a) Name of the bidder</b></li> <li><b>(b) Account number</b></li> <li><b>(c) The business relationship period (in months)</b></li> <li><b>(d) Good standing</b></li> </ul> <p><b>Criteria description: The bidder must submit a letter as proof to confirm previous and/or current supplier relations (Wholesalers, Distributors, or manufacturers)</b></p>	<b>40</b>	



Evaluation Criteria	Score %	Evaluation Score
Affiliation Letter provided – complying with all the letter requirements =40		

**Minimum threshold:** To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of **70%**.

**ANNEXURE B: Tax Clearance Requirements (SBD2)**

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- 1 It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 2 In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate requirements are also applicable to foreign bidders/individuals who wish to submit bids.
- 3 SARS shall then furnish the bidder with a Tax Clearance Certificate that shall be valid for a period of one (1) year from the date of approval.
- 4 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate shall result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate shall not be acceptable.
- 5 In bids where Consortia / Joint Ventures / subcontractors are involved, each party must submit a separate Tax Clearance Certificate.
- 6 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 7 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers shall need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



**Application for a Tax Clearance Certificate**

**Purpose**

Select the applicable option ..... Tenders  Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)			
Trading name (if applicable)			
ID/Passport no		Company/Close Corp. registered no	
Income Tax ref no		PAYE ref no	7
VAT registration no	4	SDL ref no	L
Customs code		UIF ref no	U
Telephone no	CODE - NUMBER	Fax no	CODE - NUMBER
E-mail address			
Physical address			
Postal address			

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname																																					
First names																																					
ID/Passport no															Income Tax ref no																						
Telephone no	CODE			NUMBER															Fax no	CODE			NUMBER														
E-mail address																																					
Physical address																																					

**Particulars of tender (If applicable)**

Tender number																												
Estimated Tender amount	R																											
Expected duration of the tender			year(s)																									
Particulars of the 3 largest contracts previously awarded																												
Date started	Date finalised	Principal	Contact person	Telephone number	Amount																							

**Audit**

Are you currently aware of any Audit investigation against you/the company?.....

If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  or .

I hereby authorise and instruct  to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

-  -

Date

Name of representative/agent

### Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

-  -

Date

Name of applicant/  
Public Officer

### Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act;
  - or
  - (b) without just cause shown by him, refuses or neglects to
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS shall, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate shall only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.



## ANNEXURE C: Pricing Schedule

---

Please indicate your total bid price here: R \_\_\_\_\_ (Vat Exclusive)

**Important:**

**It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the total bid price indicated above shall be considered the correct price.**

**The following must be noted:**

1. All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).
2. All prices must be firm and fixed from the tender closing date and for the duration of the contract
3. All the consortium or joint venture partners must submit a complete set of the latest audited financial statements.
4. All bidders must cost according to the costing template provided or this will lead to disqualification.

5.

The cost of installation, delivery, site preparation etc. Must be included in this proposal.	Comply	Do Not comply
Substantiate / Comments		

6.

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Do Not comply
Substantiate / Comments		

7.

The bidder must indicate <b>clearly</b> which portion of the purchase price as well as the monthly costs is linked to the exchange rate.	Comply	Do Not comply
Substantiate / Comments		

8.

All additional costs must be clearly specified.	Comply	Do Not comply
Substantiate / Comments		

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

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

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

Name of bidder: _____  Bid number: <b>RFB003/20/21</b> Closing Time 11:00 am Closing date: <b>03 May 2022</b>  Bid Price (Vat incl.) R_____
---

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

ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
<b>NO.</b>			<b>** (ALL APPLICABLE TAXES INCLUDED)</b>
-	<b>Required by:</b>		_____
-	<b>At:</b>		_____ _____
-	<b>Brand and model</b>		_____
-	<b>Country of origin</b>		_____
-	<b>Does the offer comply with the specification(s)?</b>	<b>*YES/NO</b>	
-	<b>If not to specification, indicate deviation(s)</b>		_____
-	<b>Period required for delivery</b>		_____ <b>*Delivery: Firm/not firm</b>
-	<b>Delivery basis</b>		_____

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

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

**\*Delete if not applicable**

**PRICE DECLARATION FORM-EASTERN CAPE**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words  
R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

We further confirm that all licences required for complete implementation of the solution, and the costs associated therewith, as well as any licences that may be required for future expansion have been fully described and disclosed in this document.

We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Print name of signatory)**

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**Designation**

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**FOR AND ON BEHALF OF:**

COMPANY NAME

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Tel No

---

Fax No

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Cell No

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**PRICE DECLARATION FORM-KWAZULU NATAL**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words  
R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

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**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Print name of signatory)**

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**Designation**

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**FOR AND ON BEHALF OF:**

COMPANY NAME

---

Tel No

---

Fax No

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Cell No

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**PRICE DECLARATION FORM-GAUTENG**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words  
R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

We further confirm that all licences required for complete implementation of the solution, and the costs associated therewith, as well as any licences that may be required for future expansion have been fully described and disclosed in this document.

We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

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We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print name of signatory)**

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**Designation**

---

**FOR AND ON BEHALF OF:**

COMPANY NAME

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Tel No

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Fax No

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Cell No

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**PRICE DECLARATION FORM-LIMPOPO AND MPUMALANGA**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words

R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

We further confirm that all licences required for complete implementation of the solution, and the costs associated therewith, as well as any licences that may be required for future expansion have been fully described and disclosed in this document.

We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

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**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print name of signatory)**

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**Designation**

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**FOR AND ON BEHALF OF:**

COMPANY NAME

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Tel No

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Fax No

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Cell No

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**PRICE DECLARATION FORM-FREE STATE AND NORTH WEST**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words

R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

We further confirm that all licences required for complete implementation of the solution, and the costs associated therewith, as well as any licences that may be required for future expansion have been fully described and disclosed in this document.

We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print name of signatory)**

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**Designation**

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**FOR AND ON BEHALF OF:**

COMPANY NAME

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Tel No

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Fax No

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Cell No

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**PRICE DECLARATION FORM-WESTERN CAPE AND NORTHERN CAPE**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words

R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

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Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print name of signatory)**

---

**Designation**

---

**FOR AND ON BEHALF OF:**

COMPANY NAME

---

Tel No

---

Fax No

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Cell No

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**PRICE DECLARATION FORM-CORPORATE OFFICE**

**Dear Madam /Sir,**

Having read through and examined the Tender Document, **RFB003/20/21** General Conditions, the requirement and all other Annexures to the Tender Document, we offer to provide **Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**, as detailed in the bid document, for the total Tendered Contract Sum of in:

\_\_\_\_\_ (VAT Incl.) Amount in Words

R \_\_\_\_\_ (VAT Incl.) Amount in Numbers

We confirm that this price covers all activities associated with **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally** but not limited to the supply of all required, for the **RFB003/20/21 Supply and Delivery of Stationery at National Health Laboratory Service for a period of five (5) years nationally**. We confirm that NHLS will incur no additional costs whatsoever over and above this amount in connection with the supply of this solution.

We further confirm that all licences required for complete implementation of the solution, and the costs associated therewith, as well as any licences that may be required for future expansion have been fully described and disclosed in this document.

We undertake to hold this offer open for acceptance for a period of **120 days** from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Print name of signatory)**

---

**Designation**

---

**FOR AND ON BEHALF OF:**

COMPANY NAME

---

Tel No

---

Fax No

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Cell No

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**ANNEXURE D: Declaration of Interest (SBD4)**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

1.1.1 the bidder is employed by the state; and/or

1.1.2 the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.

1.2 **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**

1.2.1 Full name of bidder or his or her representative: \_\_\_\_\_

1.2.2 Identity number: \_\_\_\_\_

1.2.3 Position occupied in the company (director, trustee, shareholder) \_\_\_\_\_

1.2.4 Company registration number: \_\_\_\_\_

1.2.5 Tax reference number: \_\_\_\_\_

1.2.6 VAT registration number: \_\_\_\_\_

1.2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

1.2.6.2 Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it

\_\_\_\_\_  
<sup>1</sup>"State" means –

- a) 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);
- b) any municipality or municipal entity;
- c) provincial legislature;
- d) national Assembly or the national Council of provinces; or
- e) Parliament.

is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- 1.2.6.2.1 the bidder is employed by the state; and/or
- 1.2.6.2.2 the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

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

2.1 Full name of the bidder or his or her representative: \_\_\_\_\_

2.2 Identity number: \_\_\_\_\_

2.3 Position occupied in the company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_

2.4 Company registration number: \_\_\_\_\_

2.5 Tax Reference Number: \_\_\_\_\_

2.6 VAT Registration Number: \_\_\_\_\_

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder **YES / NO**  
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: \_\_\_\_\_

Name of state institution at which you or the person connected to the bidder is employed:

\_\_\_\_\_

Position occupied in the state institution: \_\_\_\_\_

Any other particulars: \_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 
- 2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**
- If yes, did you attach proof of such authority to the Bid document? **YES / NO**
- (NOTE: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)**
- 2.7.2.1 If not, furnish reasons for non-submission of such proof: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**
- 2.8.1 If so, furnish other particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- 2.9.1 If so, furnish other particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and/or adjudication of this Bid? **YES/NO**
- 2.10.1 If so, furnish other particulars \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies **YES/NO**

whether or not they are bidding for this contract?

2.11.1 If so, furnish other particulars: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Full details of directors / trustees / members / shareholders**

Full name	Identity number	Personal tax reference number	State employee number / Persal number

**4. Declaration**

I, the undersigned (name) \_\_\_\_\_ certify that the information furnished in paragraphs 2 and 3 above is correct.

I accept that the State may reject the bid or act against me in terms of paragraph 23 of the GCC should this declaration prove to be false.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of bidder**



## **ANNEXURE E: National Industrial Participation (SBD5)**

This document must be signed and submitted together with your bid **THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

### **INTRODUCTION**

The National Industrial Participation (NIP) Program, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the program.

### **1 PILLARS OF THE PROGRAMME**

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million shall have an NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million. or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2-year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content shall exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above shall amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

1.3 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

1.1 In order to ensure effective implementation of the program, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million rand), submit details of such a contract to the DTI for reporting purposes.

1.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million rand) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million rand), to contact and furnish the DTI with the following information:

- bid or contract number.
- description of the goods, works or services.
- date on which the contract was accepted.
- name, address and contact details of the government institution.
- value of the contract.
- imported content of the contract, if possible.

3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr. Elias Malapane within five (5) working days after award of the contract. Mr. Malapane may be contacted at telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the program.

**4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps shall be followed:
- a. the contractor and the DTI shall determine the NIP obligation;
  - b. the contractor and the DTI shall sign the NIP obligation agreement;
  - c. the contractor shall submit a performance guarantee to the DTI;
  - d. the contractor shall submit a business concept for consideration and approval by the DTI;
  - e. upon approval of the business concept by the DTI, the contractor shall submit detailed business plans outlining the business concepts;
  - f. the contractor shall implement the business plans; and
  - g. the contractor shall submit bi-annual progress reports on approved plans to the DTI.
- 5.4 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

<b>Bid number</b> .....	<b>Closing date</b> .....
Name of bidder.....	
Postal address..... .....	
Signature.....Name(in print).....	
Date.....	

**ANNEXURE F: Preferential Procurement Claim Form (SBD6.1)**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2 The value of this bid is estimated to not exceed or exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 or 90/10 preference point system shall be applicable. <remove the point system not relevant>

1.2 Points for this bid shall be awarded for:

- a) Price; and
- b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
Price	80 /90
B-BBEE Status Level Of Contributor	20 / 10
Total points for Price and B-BBEE must not exceed	<b>100</b>

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

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

### 3. ADJUDICATION USING A POINT SYSTEM

#### 3.1 THE 80/20 or 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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

**4. Points awarded for B-BBEE Status Level of Contribution**

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 20 points) (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? \_\_\_\_\_%

(ii) the name of the sub-contractor? \_\_\_\_\_

(iii) the B-BBEE status level of the sub-contractor? \_\_\_\_\_

(iv) whether the sub-contractor is an EME?

**(Tick applicable box)**

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

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

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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 Type of Company/Firm

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 Describe Principal Business Activities

.....

.....

.....

.....



8.6 Company Classification

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution.

**WITNESSES**

1. ....

2. ....

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

DATE: .....

ADDRESS .....

.....

.....

.....

**SWORN AFFIDAVIT: B-BBEE QUALIFYING SMALL ENTERPRISE: GENERAL**


---

I, the Undersigned

<b>Full Name and Surname:</b>	
<b>Identity Number:</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading (if applicable):</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, Pty Ltd, Sole Prop etc.)</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People:</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <ol style="list-style-type: none"> <li>a. Who are citizens of the Republic of South Africa by birth or descent; or</li> <li>b. Who became citizens of the Republic of South Africa by naturalization-             <ol style="list-style-type: none"> <li>i. Before 27 April 1994; or</li> <li>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</li> </ol> </li> </ol>

3. I hereby declare under Oath that:

- The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
- The Enterprise is \_\_\_\_\_% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
- The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands).
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

<b>100% Black Owned</b>	Level One (135% B-BBEE procurement recognition level)	
<b>At least 51% Black Owned</b>	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** \_\_\_\_\_

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

\_\_\_\_\_

**Commissioner of Oaths**

**Signature and Stamp**

**SWORN AFFIDAVIT: B-BBEE QUALIFYING MICRO ENTERPRISE: GENERAL**


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I, the Undersigned

<b>Full Name and Surname:</b>	
<b>Identity Number:</b>	

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading (if applicable):</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, Pty Ltd, Sole Prop etc.)</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People:</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>c. Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>d. Who became citizens of the Republic of South Africa by naturalization-</p> <p>iii. Before 27 April 1994; or</p> <p>iv. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>

- I hereby declare under Oath that:
  - The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
  - The Enterprise is \_\_\_\_\_% Black Woman Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.
  - The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013.

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) or less.
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

<b>100% Black Owned</b>	<b>Level One</b> (135% B-BBEE procurement recognition level)	
<b>At least 51% Black Owned</b>	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
<b>Less than 51% Black Owned</b>	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

**Deponent Signature:** \_\_\_\_\_

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

---

**Commissioner of Oaths**  
**Signature and Stamp**

**ANNEXURE H: Declaration of Bidders Past Supply Chain Practices (SBD8)**
**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	<p><b>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>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.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>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.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**SBD 8**

**CERTIFICATION**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder



**ANNEXURE I: Certificate of Independent Bid Determination (SBD9)**

---

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>31</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>4</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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<sup>3</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**Certificate of Independent Bid Determination**

I, the undersigned, in submitting the accompanying bid:

---

**(Bid Number and Description)**

in response to the invitation for the bid made by:

---

**(Name of Institution)**

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

I certify, on behalf of \_\_\_\_\_ that:

**(Name of Bidder)**

1. I have read and I understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorised by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
  - 5.1 has been requested to submit a bid in response to this bid invitation;
  - 5.2 could potentially submit a bid in response to this bid 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 the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>5</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. geographical area where product or service will be rendered (market allocation)
  - c. methods, factors or formulas used to calculate prices;
  - d. the intention or decision to submit or not to submit, a bid;
  - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f. bidding with the intention not to win the Bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

**Signature**

---

**Date**

---

**Position**

---

**Name of bidder**

---

<sup>5</sup> 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.

## **ANNEXURE J: Government Procurement: General Conditions of Contract – July 2011**

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### **NOTES**

The purpose of this document is to:

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

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

☑ The GCC will form part of all bid documents and may not be amended.

☑ Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the GCC. Whenever there is a conflict, the provisions in the SCC shall prevail.

### **TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance

22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

#### **General conditions of contract**

##### **1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of Bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

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

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

## **2. Application**

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

2.2 Where applicable, SCC are also laid down to cover specific supplies, services or works.

2.3 Where such SCC are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

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

## **5. Use of contract documents and information; inspection**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

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

**7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

7.3.1 a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

7.3.2 a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.

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

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.



- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- 13.1.1 performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - 13.1.2 furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - 13.1.3 furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - 13.1.4 performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - 13.1.5 training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 14.1.1 such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - 14.1.2 in the event of termination of production of the spare parts:
    - 14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - 14.1.2.2 following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty**
- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for

eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

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

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

## **21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 23.1.1 if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

- 23.1.2 if the Supplier fails to perform any other obligation(s) under the contract; or
- 23.1.3 if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1 the name and address of the supplier and / or person restricted by the purchaser;
- 23.6.2 the date of commencement of the restriction
- 23.6.3 the period of restriction; and
- 23.6.4 the reasons for the restriction.
- 23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.8 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

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

**25. Force majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

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

**27. Settlement of disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.5.1 the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.5.2 the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2 the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

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

**31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

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

- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the SARSs.

**33. National Industrial Participation (NIP) Programme**

- 33.1 The NIP Programme administered by the DTI shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of restrictive practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

**The above General Conditions of Contract (GCC) are accepted by:**

<b>Name:</b>	
<b>Designation:</b>	
<b>Bidder:</b>	
<b>Signature:</b>	





Date:

Date:	
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