



**DEPARTMENT OF WATER AND SANITATION  
REPUBLIC OF SOUTH AFRICA**

**DUE AT 11:00 ON**

**CLOSING DATE: 5 DECEMBER 2024**

**BID: WTE- 0289 CS**

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN  
WESTERN CAPE.**

**SUBMIT BID DOCUMENTS TO:**

**POSTAL ADDRESS:**  
DIRECTOR-GENERAL:  
WATER AND SANITATION  
PRIVATE BAG X3042  
PAARL  
7620

**OR**

**TO BE DEPOSITED IN:**  
THE BID BOX AT THE ENTRANCE  
OF 4-6 ALKMAAR STREET  
DALJOSAPHAT  
PAARL  
7646

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

**COMPILED BY: SCM CONSTRUCTION SOUTH MANAGEMEN**

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN  
CAPE.**

**INVITATION TO BID (SBD 1)**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	WTE-0289 CS	CLOSING DATE:	5 DECEMBER 2024	CLOSING TIME:	11H00
DESCRIPTION	SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
THE TENDER BOX AT THE ENTRANCE OF:					
DEPARTMENT OF WATER AND SANITATION					
4-6 ALKMAAR STREET					
DAL JOSAPHAT					
PAARL 7476					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	T. Daniels		CONTACT PERSON	J van Rhyn	
E-MAIL ADDRESS	danielst@dws.gov.za		E-MAIL ADDRESS	vanrhynj@dws.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

**SECTION 1: LEGALITIES**

**CONTENTS**

- INSTRUCTIONS TO BIDDERS
- DECLARATION OF INTEREST (SBD 4)
- TERMS OF THE PREFERENTIAL PROCUREMENT REGULATION, 2022 (SBD 6.1)

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

**1. INSTRUCTIONS TO BIDDERS**

**CONTENTS**

1. ISSUING OF DOCUMENTS
2. QUERIES WITH RESPECT TO THIS BID
3. COMPLETION OF BIDS
4. SUBMISSION OF BIDS
5. SIGNATURE ON BIDS
6. GENERAL CONDITIONS OF CONTRACT
7. BIDS TO COMPLY WITH DOCUMENTS
8. TELEGRAPHIC BIDS
9. THE DEPARTMENT'S RIGHT TO DECLINE ANY BID
10. DEPARTMENT IS NOT LIABLE FOR BIDDER'S EXPENSES
11. PAYMENTS MADE UNDER THIS CONTRACT
12. EVALUATION CRITERIA
13. REJECTION OF BIDS
14. RESULTS OF BIDS

## INSTRUCTIONS TO BIDDERS

### 1. ISSUING OF DOCUMENTS

- (a) A complete set of bid documents are issued to a prospective bidder.

Supply Chain Office  
Department of Water and Sanitation  
4-6 Alkmaar Street  
Dal Josaphat  
Paarl  
7646

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

### 2. QUERIES WITH RESPECT TO THIS BID

Each communication between the Department and a tenderer shall be to or from the Department's contact person only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the Department's contact person are:

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/PUBLIC ENTITY	<b>Water and Sanitation</b>	DEPARTMENT	<b>Construction South</b>
CONTACT PERSON	T. Daniels	CONTACT PERSON	J. van Rhyn
E-MAIL ADDRESS	danielst@dws.gov.za	E-MAIL ADDRESS	vanrhynj@dws.gov.za

### 3. COMPLETION OF BIDS

- (a) The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in.
- (b) All spaces in the bid forms and other annexures shall be completed in full.
- (c) Section 4 in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder. Failure to do so will deem your bid invalid.
- (d) The bid documents shall not be separated in any way, nor must any pages be detached from the original documents.

#### **4. SUBMISSION OF BIDS**

The Bid Document shall be completed, signed, and submitted as follows:

- (a) The original Bid, together with a covering letter and supporting documents, shall be sealed in an envelope endorsed:

**ORIGINAL BID FOR BID: WTE-0289 CS: SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

and the name of the Bidder shall be clearly shown.

- (b) Bids, sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposit in the bid box at the entrance of 4-6 Alkmaar Street, Daljosaphat, Paarl and not later than 11:00 on the date stipulated on the front cover of this document.

#### **5. SIGNATURE ON BIDS**

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

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

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

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

The National Treasury General Conditions of Contract shall be regarded as an integral part of the contract documents.

#### **7. FORM SBD 1**

The copy of Form SBD 1 (Invitation to Bid), annexed to these documents, must be completed, and signed by the Bidder. **Failure to do so will deem your bid invalid.**

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

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

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

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

#### **10. DEPARTMENT NOT LIABLE FOR BIDDER'S EXPENSES**

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



## 11. PAYMENTS UNDER THE CONTRACT

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

## 12. EVALUATION CRITERIA

The evaluation of bids will be conducted in three (3) phases as follows:

- **Phase 1: Administrative Compliance**
- **Phase 2: Technical Evaluation and Specification Compliance**
- **Phase 3: Preference Points system**

### Phase 1:

#### Administrative Compliance:

Bidders are required to comply with the following listed below:

**Table 1**

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database must submit CSD report.		
2	Tax compliant with SARS (to be verified through CSD and SARS). Attach a copy of SARS Tax Clearance letter and PIN.		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of CIPC / CIPRO certificate.		
4	An original or certified copy of B-BBEE Status Level Verification Certificate ( <b>failure to submit B-BBEE Certificate and complete SBD 6.1, the Bidder will forfeit the preferential points to be claimed</b> )		
5	Letter of appointment of duly authorized person to sign bid. Proof of such authority must be submitted with the bid.  If by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced.  If the bid is by a Company, it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.		
6	Complete, sign, submit SBD1, SBD3.1, SBD 4, SBD 6.1		

### Phase 2:

#### Technical Evaluation and Specification Compliance

*Compliance requirements:*

- Indicate by marking the relevant column, if you mark on both columns, it will be considered as non-compliance. A bidder who fails to comply with the specification requirements will be disqualified and not considered for further evaluation.

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

**(REFER TO PAGE 42-47 PARAGRAPH 3.2.14)**

**Table 2**

ITEM NO	DESCRIPTION OF GOODS	QTY	COMPLY	NOT COMPLY
1.	Clips Paper 33mm	100		
2.	Leads for Clutch Pencil 0.5mm	30		
3.	Tape Clear 48mm	90		
4.	Highlighter Assorted Colours	100		
5.	Tape Buff 48mm	100		
6.	Staples 26/6 mm	100		
7.	Finger Pad Thimble Assorted	60		
8.	Ruler Plastic 300mm	30		
9.	Eraser for Pencil	30		
10.	Marker Artline 90 Black	96		
11.	Paper Copying A3 White 80gsm	30		
12.	Paper Copying A4 White 80gsm	500		
13.	Adhesive Glue Stick	100		
14.	Pen Pilot VB 0.5 Blue	48		
15.	Post it notes	100		
16.	Pen Ball Point Bic Clic Black	96		
17.	Pad Writing (Exam Pad)	50		
18.	Hard Cover Book 288 Pages	50		
19.	Pen Pilot BL-VB 0.5 Black	180		
20.	Pen Pilot BL-VB 0.5 Red	48		
21.	Marker Artline 700 Black	96		
22.	Lever Arch File A4	100		
23.	Pencil Clutch 0.5mm	96		
24.	Index Tabs	100		

**Phase 3:**

**Preference Points system**

The bid will be awarded in terms of Regulation 4: Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).

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

Points claimed will be according to a bidder's specific goals claimed as indicated in Table 4 below.

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

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

**Table 3**

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

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

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

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

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

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

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

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

**Table 4: Documents required for verification of Bidder's claimed points**

Documents/ information listed on the below table 4 must be submitted to support and verify points claimed as per table 3 above.

**Table 4**

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

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

**13. REJECTION OF BID**

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

**14. RESULTS OF BIDS**

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

**COMPULSORY DOCUMENTS TO BE COMPLETED BY THE BIDDER:**

- DECLARATION OF INTEREST (SBD 4)
- PREFERENCE POINT (SBD 6.1)

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read, and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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<sup>2</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.

- 3.6 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.

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

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

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



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

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

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

### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

**SECTION 2: CONDITIONS OF CONTRACT**

**CONTENTS**

1. THE NATIONAL TREASURY - GENERAL CONDITIONS OF CONTRACT (NT GCC)
2. SPECIAL CONDITIONS OF CONTRACT

## **CONDITIONS OF CONTRACT**

### **1. NATIONAL TREASURY - GENERAL CONDITIONS OF CONTRACT (NTGCC)**

The Contract shall be governed by: "National Treasury - General Conditions of Contract", which is attached to this bid document.

The only variations from these National Treasury - General Conditions of Contract (NTGCC) shall be given in the Special conditions of Contract below.

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010**



## NOTES

The purpose of this document is to:

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

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

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

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## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of 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 organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

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

## **3. General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](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 as far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

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

## **7. Performance security**

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

## **8. Inspections, tests and analyses**

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

- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

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

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

## **14. Spare parts**

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

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

## **15. Warranty**

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

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the

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

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

## **16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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 authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

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

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.



- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer /Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser.
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

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

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

## **25. Force Majeure**

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

shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

## **28. Limitation of liability**

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

## **29. Governing language**

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

### **30. Applicable law**

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

### **31. Notices**

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

### **32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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

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

### **34. Prohibition of Restrictive practices**

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

Js General Conditions of Contract (revised July 2010)

## 2. SPECIAL CONDITIONS OF CONTRACT

Item	Sub- Clause	Data
<b>Application</b>	2.2	Additional specifications follow from clause 35 below.
<b>Performance Security</b>	7.1 7.4	No performance security is required.
<b>Packing</b>	9.2	The material will be transported in suitable vehicles.
<b>Delivery and documents</b>	10.1	Each consignment will be delivered to the designated store yard at the site, accompanied by the necessary data sheets and delivery documents, stating the tender number, item description and quantity delivered.
	10.2	These documents will be signed on delivery by a designated person. A copy of the delivery note will be provided to the designated person.
<b>Insurance</b>	11.1	It is the supplier's responsibility to be fully insured against loss or damage incidental to manufacture or acquisition and transportation till it is delivered to site.
<b>Transportation</b>	12.1	An all-inclusive delivered price is required.
<b>Incidental services</b>	13.1	Client will assist with personnel and hydraulic crane to offload material if required (to be considered by bidder when pricing).
<b>Spare parts</b>	14.1	Not applicable.
<b>Payment</b>	16.1	Payment will be made once every month. An original Tax Invoice clearly stating the items and quantities delivered will be provided to the client.  Payment will be done within 30 days of receipt of the approved Tax Invoice by depositing the payment directly into the bank account of the successful bidder.  No cash payment will be done.
	16.4	Payment will be made in Rand.
<b>Prices</b>	17.1	No price adjustments will be considered.
<b>Settlement of Disputes</b>	27.4	Mediation proceedings shall be conducted in accordance with the rules of arbitration.
<b>Additional Special conditions</b>	35	Refer to Section - Specification

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**SUPPLY AND DELIVERY OF STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

**SECTION 3: SPECIFICATIONS**

**CONTENTS**

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- 3.2.12 PAYMENTS
- 3.2.13 COSTS
- 3.2.14 SAFETY, HEALTH AND ENVIRONMENTAL
- 3.2.15 TECHNICAL INFORMATION

**3.3 PARTICULAR SPECIFICATION**

### **3.1 STANDARD SPECIFICATIONS**

#### **APPLICABLE STANDARD SPECIFICATIONS**

In the event of any discrepancy between a part or parts of the National Treasury General Conditions of Contract or Standard specifications and the Project Specifications, the Project Specifications shall take precedence.

In the event of a discrepancy between the Specifications, (including the Project Specifications) and the drawings and / or the Bill of Quantities, the discrepancy shall be resolved by the Engineer before the execution of the work under the relevant item.

The applicable standard specifications are mentioned in the Project Specification.

### **3.2 PROJECT SPECIFICATION**

#### **3.2.1 DESCRIPTION OF THE PROJECT**

- 4 The Department of Water and Sanitation's Construction Division has been appointed to undertake the raising of the Clanwilliam dam.
- 5 The raised dam wall will be approximately 370 m in length and 49 m in maximum height. At full supply level the reservoir will cover a surface area of approximately 2 022 ha and capacity of 344,3 million cubic metre. The works include addition of concrete on the downstream side, extending the apron, construction of a free-standing intake tower, river outlet control house, a power generating house, short tunnel and coffer dam works on the upstream side, as well as various other pipe outlet structures on the downstream side. This work must be done without interfering with the day-to-day operation of the dam.

#### **3.2.2 LOCATION AND ACCESS TO SITE**

The office is situated in Paarl, in the Western Cape, approximately 60km from the central of Cape Town to the DWS office in Paarl.

#### **3.2.3 ROAD CONDITIONS AND DISTANCE**

Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.

#### **3.2.4 SERVICE REQUIRED**

The service required is for **SUPPLY AND DELIVERY STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

#### **3.2.5 QUANTITIES**

The quantities are estimates only and subject to change on re-measuring during the execution of the work. Orders will be placed as and when requirements become known. No price adjustments or claims will be allowed for or entertained due to a change in total quantities.

**Note: The Department reserves the right to purchase only one or more items as required.**

### **3.2.6 PROGRAM**

The delivery period to site will be within 7 days after placement of an official order.

**Note:** All communication, requests, and instructions to and from the Bidder will be managed by a designated person.

### **3.2.7 DELIVERY**

The service to be rendered may be made during following working hours:

Monday till Thursday 08h00 to 14h00

Fridays: 08h00 till 12h00

No deliveries will be excepted on the following days or periods:

- (i) Saturdays and Sundays,
- (ii) All public holidays,
- (iii) The period 11 December to 10 January,
- (iv) The last Friday of every month,

Unless otherwise agreed before delivery.

The Bidder shall make available a designated contact person with whom the Department will arrange and schedule supply and delivery of goods.

**The Client will assist with off-loading of goods on Site.**

DWS will decline products that do not comply with the specification and load(s) will not be accepted and will not be paid for. The declined load(s) must be removed from site ASAP for the Bidders own cost.

### **3.2.8 PENALTY FOR LATE DELIVERY**

If the Bidder fails to supply the goods or render the service within the period stipulated in the contract, the Department shall have the right, in its sole discretion to deduct as a penalty as described in paragraph 22 of National Treasury General Conditions of Contract (NTGCC).

### **3.2.9 PACKAGING**

All goods will be safely packed for transportation.

### **3.2.10 TRANSPORTATION**

The goods will be transported in suitable vehicles.



### 3.2.11 **BIDDER'S VEHICLES**

The delivery vehicles will be roadworthy, in a good condition and fit for purpose.

The Department will have the right to instruct the successful Bidder to repair or replace a vehicle which is considered unsuitable for the transporting of the material.

### 3.2.12 **PAYMENT**

- Payments will be made on receipt of specified approved tax invoices.
- Payment will not be made for consignment unless supported by delivery notes duly signed by the designated official checking the delivery.
- **No escalation will be considered.**
- Payment will be done within 30 days of receipt and approval of original invoice by depositing the payment directly into the bank account of the successful Tenderer. No cash payment or cheque payment will be done.



### 3.2.13 **COSTS**







All-inclusive bid prices are required, delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price.






### 3.2.14 **SAFETY, HEALTH AND ENVIRONMENTAL**


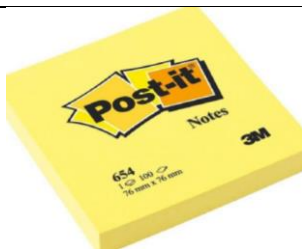



The successful bidder will be required to adhere to the site-specific Health, Safety and Environmental requirements while on site.





### 3.2.15 **TECHNICAL INFORMATION**



<b>3.2.15.1</b>	PAPER CLIPS 33MM	
	<b>Specification:</b>	
	<ul style="list-style-type: none"><li>• PVC coated - white</li><li>• 100pcs/packet</li></ul>	
<b>3.2.15.2</b>	PENCIL LEADS 0.5MM	
	<b>Specification:</b>	
	<ul style="list-style-type: none"><li>• Hi-polymer pencil leads 0.5mm HB</li><li>• Easy to erase and available</li></ul>	

<b>3.2.15.3</b>	TAPE CLEAR 48MM	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Width: 48mm</li> <li>• Length: 50m</li> <li>• Colour: Clear</li> </ul>	
<b>3.2.15.4</b>	HIGHLIGHTER COLOURS ASSORTED	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Non-Fading Highlighter.</li> <li>• Copier, Fax, and Scanner Friendly.</li> <li>• Chisel point</li> </ul>	
<b>3.2.15.5</b>	TAPE BUFF 48MM	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Width: 48mm</li> <li>• Length: 50m</li> <li>• Colour: Buff</li> </ul>	
<b>3.2.15.6</b>	STAPLES 26/6 6MM	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Must be High-Quality, Durable Staples for Efficient Office Binding Solutions. Ideal for Secure Document Fastening</li> <li>• 5000 / packet.</li> <li>• Compatible to use with most Standard Staplers.</li> </ul>	
<b>3.2.15.7</b>	RUBBER FINGER CONE ASSORTED	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Rubber finger cone with rough finishing for easy counting or paging through paper</li> <li>• A variety from no.0 to no.3</li> </ul>	
<b>3.2.15.8</b>	RULER PLASTIC 300MM	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Shatter Resistant 30cm/300mm ruler.</li> <li>• Designed to withstand impact and provide long-lasting performance.</li> </ul>	

<b>3.2.15.9</b>	<b>ERASER FOR PENCIL</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• With minimum waste</li> <li>• Waste rolls up and sticks together</li> <li>• Clean and smudge-free erasing</li> <li>• Colour: white</li> </ul>	
<b>3.2.15.10</b>	<b>MARKER ARTLINE 90 BLACK</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Permanent xylene free marker.</li> <li>• Artline EK 90 Chisel Tip 2.5mm Line Width.</li> <li>• To Mark Anything with Confidence Cartons, paper, wood, glass and most other surfaces.</li> <li>• Artline 90 or similar</li> </ul>	
<b>3.2.15.11</b>	<b>PAPER COPYING A3 WHITE 80GSM</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• White A3 Copier Paper for all types of office equipment ensuring superb imaging and trouble-free printing.</li> <li>• 500 sheets / ream.</li> <li>• 80g/m<sup>2</sup></li> <li>• A3</li> </ul>	
<b>3.2.15.12</b>	<b>PAPER COPYING A4 WHITE 80GSM</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• White A4 Copier Paper for all types of office equipment ensuring superb imaging and trouble-free printing.</li> <li>• 500 sheets / ream.</li> <li>• 80g/m<sup>2</sup></li> <li>• A4</li> </ul>	
<b>3.2.15.13</b>	<b>ADHESIVE GLUE STICK</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Easy to use, quick setting, non-wrinkling paper glue.</li> <li>• Solvent-free, acid-free and non-toxic.</li> <li>• Stick is Excellent for School, the Office, and Home to stick paper, card, foil, crepe, tissue, photographs and much more.</li> <li>• Medium size glue stick of 22g</li> </ul>	

<b>3.2.15.14</b>	<b>PEN PILOT VB 0.5 BLUE</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>The V Ball Grip 05 is a rollerball with a conical tip and a rigid and hardwearing tungsten carbide ball.</li> <li>Fitted with an ink regulator</li> <li>Its ergonomic grip provides writing comfort.</li> <li>The V Ball Grip 05 is particularly well suited to all fine writing enthusiasts.</li> <li>Tip:0.5</li> <li>Colour: blue</li> </ul>	
<b>3.2.15.15</b>	<b>POST IT NOTES</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>Re-Usable message notices, removable notes for revolutionised home, school and office communication.</li> <li>For organise your information, wherever you are.</li> <li>100 sheets per pad.</li> <li>Size: 76X76mm</li> <li>Assorted colours</li> </ul>	
<b>3.2.15.16</b>	<b>PEN BALL POINT BIC CLIC BLACK</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>For Practical use and to deliver a reliable writing experience every time.</li> <li>Medium ball point pen</li> <li>Colour: black</li> </ul>	
<b>3.2.15.17</b>	<b>PAD WRITING (EXAM PAD)</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>Ruled (Feint andamp; Margin)</li> <li>100 Sheets</li> <li>Punched</li> </ul>	
<b>3.2.15.18</b>	<b>HARD COVER BOOK 288 PAGES</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>A4 counter book with white wove paper.</li> <li>Cut flush, blackboard sides, stitched and quarter bound.</li> <li>3 Quire.</li> <li>Ruled Feint and Margin.</li> <li>288 Pages.</li> </ul>	

<b>3.2.15.19</b>	<b>PEN PILOT BL-VB 0.5 BLACK</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• The V Ball Grip 05 is a rollerball with a conical tip and a rigid and hardwearing tungsten carbide ball.</li> <li>• Fitted with an ink regulator</li> <li>• Its ergonomic grip provides writing comfort.</li> <li>• The V Ball Grip 05 is particularly well suited to all fine writing enthusiasts.</li> <li>• Tip:0.5</li> <li>• Colour: black</li> </ul>	
<b>3.2.15.20</b>	<b>PEN PILOT BL-VB-0.5 RED</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• The V Ball Grip 05 is a rollerball with a conical tip and a rigid and hardwearing tungsten carbide ball.</li> <li>• Fitted with an ink regulator</li> <li>• Its ergonomic grip provides writing comfort.</li> <li>• The V Ball Grip 05 is particularly well suited to all fine writing enthusiasts.</li> <li>• Tip:0.5</li> <li>• Colour: red</li> </ul>	
<b>3.2.15.21</b>	<b>MARKER ARTLINE 700 BLACK</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Permanent xylene free marker.</li> <li>• Fine point bullet tip.</li> <li>• 0.7mm line width.</li> <li>• To Mark Anything with Confidence Cartons, paper, wood, glass and most other surfaces.</li> <li>• Artline 700 or similar</li> </ul>	
<b>3.2.15.22</b>	<b>LEVER ARCH FILE A4</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Metal Compressor.</li> <li>• Inner Printed Index A to Z, Index 1 to 32.</li> <li>• Metal Spine Ring.</li> <li>• 75mm Lever Arch File.</li> </ul>	

<b>3.2.15.23</b>	<b>PENCIL CLUTCH 0.5MM</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• Assorted Barrel</li> <li>• Automatic Pencil.</li> <li>• Wavy Clip Design, Ridged Grip Provides Hours of Easy Writing.</li> <li>• Long Rubber Grip for Added Comfort and Control.</li> <li>• Uses 0.5mm Lead.</li> </ul>	
<b>3.2.15.24</b>	<b>INDEX FLAGS ASSORTED</b>	
	<b>Specification:</b>	
	<ul style="list-style-type: none"> <li>• 45X12mm (125 Flags).</li> <li>• 5 Pads.</li> <li>• Colours: Lemon, Lime, Orange, Magenta, Blue.</li> <li>• Repositionable.</li> <li>• Self-adhesive flags can be used for highlighting, marking and indexing.</li> <li>• Film index is transparent, so it doesn't cover up your document!</li> </ul>	

**NB: PICTURES ARE ONLY FOR ILLUSTRATED PURPOSES**

**BIDDERS MUST INITIAL ALL PAGES UNDER SECTION 3 SPECIFICATIONS AND SIGN THE DECLARATION BELOW.**

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

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

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**SUPPLY AND DELIVERY STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

**SECTION 4: SBD 3.1 – PRICING SCHEDULE**

**CONTENTS**

PRICING INSTRUCTIONS

SBD 3.1 – PRICING SCHEDULE

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

### **1. GENERAL**

The Schedule of Quantities forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents which include the Conditions of Tender, Conditions of Contract, the Specifications (including the Project Specification) and the Drawings.

### **2. DESCRIPTION OF ITEMS IN THE SCHEDULE**

The Schedule of Quantities has been drawn up generally in accordance with Civil Engineering Quantities 1990 issued by the SA Institution of Civil Engineers.

The short descriptions of the items in the Schedule of Quantities are for identification purposes only and the measurement and payment clause of the Standardised Specifications and each Particular Specification, read together with the relevant clauses of the Project Specification and directives on the drawings, set out what ancillary or associated work and activities are included in the rates for the operations specified.

### **3. QUANTITIES REFLECTED IN THE SCHEDULE**

The quantities given in the Schedule of Quantities are estimates only, and subject to remeasuring during the execution of the work. Where quantities or sums are indicated as "Provisional, the Employer reserves the right to adjust the quantity or sum upwards or downwards as necessary, or the item can be omitted altogether. The Contractor shall obtain the Engineer's detailed instructions for all work before ordering any materials or executing work or making arrangements for it.

The Works as finally completed in accordance with the Contract shall be measured and paid for as specified in the Schedule of Quantities and in accordance with the General and Special Conditions of Contract, the Specifications and Project Specifications and the Drawings. Unless otherwise stated, items are measured net in accordance with the Drawings, and no allowance has been made for waste.

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

### **4. PRICING OF THE SCHEDULE**

The prices and rates to be inserted in the Schedule of Quantities shall be the full inclusive prices to be paid by the Employer for the work described under the several items, and shall include full compensation for all costs and expenses that may be required in and for the completion and maintenance during the defects liability period of all the work described and as shown on the drawings as well as all overheads, profits, incidentals and the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the Tender is based.

Each item shall be priced and extended to the "Total" column by the Tenderer. If the Contractor omits to price any items in the Schedule of Quantities, then these items will be Considered to have a nil rate or price.

All items for which terminology such as "inclusive" or "not applicable" have been added by the Tenderer will be regarded as having a nil rate which shall be valid irrespective of any change in quantities during the execution of the Contract.

All rates and amounts quoted in the Schedule of Quantities shall be in Rand and shall include all levies and taxes (other than VAT). VAT will be added in the summary of the Schedule of Quantities.

### **5. CORRECTION OF ENTRIES**

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



## **6. MONTHLY PAYMENTS**

Unless otherwise specified in the Specifications and Project Specifications, progress payments in Interim Certificates, referred to in Clause 16 of the National Treasury General Conditions of Contract, July 2010, in respect of "sum" items in the Schedule of Quantities shall be by means of interim progress instalments assessed by the Employers Agent and based on the measure in which the work actually carried out relates to the extent of the work to be done by the Contractor.

## **7. UNITS OF MEASUREMENT**

The units of measurement described in the Schedule of Quantities are metric units for which the standard international abbreviations are used. Non-standard abbreviations which may appear in the Schedule of Quantities are as follows:

No.	=	number
Sum	=	Lump sum

**PRICING SCHEDULE  
(Firm Price)**

**DEPARTMENT OF WATER AND SANITATION**

**BID: WTE-0289 CS**

**PRICING SCHEDULE FOR SUPPLY AND DELIVERY STATIONERY FOR DWS CONSTRUCTION SOUTH IN WESTERN CAPE.**

THIS BILL OF QUANTITIES MUST BE COMPLETED IN FULL – FAILURE TO COMPLY WILL INVALIDATE YOUR BID.

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

**NO PRICE ADJUSTMENTS WILL BE ALLOWED.**

<b>NAME OF BIDDER: .....</b>					<b>BID NO.: WTE-0289 CS</b>	
<b>CLOSING DATE: 5 DECEMBER 2024</b>					<b>CLOSING TIME: 11H00</b>	
<b>ITEM No</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QAUNTITY</b>	<b>UNIT PRICE (Excl Vat)</b>	<b>BID PRICE (Excl Vat)</b>	
1.	Paper Clips 33mm	Packet	100	R.....	R.....	
2.	Pencil Leads 0.5mm	Tube	30	R.....	R.....	
3.	Tape Clear 48mm	Each	100	R.....	R.....	
4.	Highlighter Colours Assorted	Each	100	R.....	R.....	
5.	Tape Buff 48mm	Roll	100	R.....	R.....	
6.	Staples 26/6 6mm	Packet	100	R.....	R.....	
7.	Rubber Finger Cone Assorted	Each	60	R.....	R.....	
8.	Ruler Plastic 300mm	Each	30	R.....	R.....	
9.	Eraser for Pencil	Each	30	R.....	R.....	
10.	Marker Artline 90 – Black	Each	96	R.....	R.....	
11.	Paper Copying A3 White 80gsm	Ream	30	R.....	R.....	
12.	Paper Copying A4 White 80gsm	Ream	500	R.....	R.....	

13.	Adhesive Glue Stick	Each	100	R.....	R.....
14.	Pen Pilot VB 0.5 - Blue	Each	48	R.....	R.....
15.	Post-it Notes	Each	100	R.....	R.....
16.	Pen Ball Point BIC Click – Black	Each	96	R.....	R.....
17.	Pad Writing (Exam Pad)	Each	50	R.....	R.....
18.	Hard Cover Book 288pages	Each	50	R.....	R.....
19.	Pen Pilot VB 0.5 - Black	Each	180	R.....	R.....
20.	Pen Pilot VB 0.5 - Red	Each	48	R.....	R.....
21.	Marker Artline 700 – Black	Each	96	R.....	R.....
22.	Lever Arch File A4	Each	100	R.....	R.....
23.	Pencil Clutch 0.5mm	Each	96	R.....	R.....
24.	Index Flags	Each	100	R.....	R.....
				<b>Total Excl. VAT</b>	R.....
				<b>15% VAT</b>	R.....
				<b>Total Bid Price Incl. VAT</b>	R.....

**NB: In terms of the DWS SCM policy, the tender price may be subjected to price negotiation with the preferred bidders, prior the signing of the contract.**

**ALL FIELDS ON THIS FORM SHOULD BE COMPLETED IN FULL. IF A FIELD IS NOT APPLICABLE, THE FIELD SHOULD BE INDICATED AS “NOT APPLICABLE”.**

**The Department reserves the right to appoint more than one bidder for this contract. The successful bidder must comply with all requirements and specifications as listed in this bid.**

- Place of Delivery:

DWS Construction South  
4 Alkmaar Street

Paarl

- **Period required for delivery after receipt of order:** 7 days.....
- Delivery period: **FIRM (Period of 12 Months)**

**AND / OR**

- The price: \*FIRM\*
- Are you a manufacturer of the items offered by you? \*YES / NO
- Name and addresses of the factories where the goods will be manufactures and may be inspected, if required? .....
- Does the item offered comply with any recognise Standards body? (e.g., SANS) \* YES / NO
- If so, furnish valid certificate to this end \*ATTACHED / NOT ATTACHED
- Is offer strictly to specification? \* **YES / NO**
- If not to specification, state deviation(s) .....
- .....

**\*\*\*" All Applicable Taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund, Contributions and skills development levies.**

**NOTE:** All delivery and/or railage costs must be included in the bid price.