



GAUTENG PROVINCE

PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

QUESTIONS/CONCERNS AND RESPONSES/ANSWERS FROM THE BRIEFING SESSION HELD ON THE 4TH JULY 2025

NON- COMPLUSORY BREIFING SESSION: SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR GAUTENG PROVINCIAL GOVERNMENT (GPG) AND ENTITIES FOR A PERIOD OF 36 MONTHS: GPT/024/2025

QUESTIONS	RESPONSES
1. What happens in the case where you are importing all the stationary items from maybe China or any other country outside of South Africa? In the case where you then need to do a site visit,	If you are importing from China, it's going to be very difficult for the department to do a site visit. It will be better to just mention PNA, NCA. It will be preferable to get your stock locally and to get those letters from the local sources. In this way, the department will be able to interact with your source to go and do the site visit for that technical evaluation that is stipulated in this tender and qualify you on that criterion. Bidder must obtain a letter from the local source that the evaluating team can visit physical for tangible documents and certificates and evaluate that source of supply on site. Source of Supply-Site Visit Evaluation refers to Page 50 of 107 of the pack and page 33 of 45 for more details
2. What happens if a bidder has his/her warehouse facility currently uses it for groceries and other projects; and in case be awarded this tender and then we're to get a letter of supply from PNA or CNA, one of the stationary suppliers. Would the department have to visit their warehouse facility to evaluate if it is of good standard if all these compliance documents are in place even though they are mainly supplying food. Would you advise to say that no distribution will happen from the warehouse because the bidder has capacity even though there is going to be sourcing stationery from the actual manufacturers or source.	Having your own warehouse, if you have stock and you also meet the criterion for site visit: Own warehouse can be utilized for site inspection where the criterion and requirements for distributor of a source are met. Therefore, bidders can use their warehouse for site inspection if they handle their logistics from that warehouse. Bidder must be able to demonstrate compliance to the set criteria as per the tender. Therefore, bidders must indicate as such in the letter of commitment for supply that they will be distributing from their own site/warehouse and therefore the site visit will be conducted at their site. Bidder must also ensure that they meet the criteria that are set on the

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	desktop as per the tender document, the COIDA etc. on desktop on site visit for source. Source of Supply-Site Visit Evaluation refers to Page 50 of 107 of the pack and page 33 of 45 for more details
3. The bidder Should specify their responsibility in the letter. Needed clarity on how the letter must be crafted, from the source that will be supplying the bidder with the stationery items, Do the bidder have to add more information on that letter?	Yes, the bidder must indicate responsibility of the supplier/ or source and the bidder or company. Who handles all the logistics etc? Refer to 46 of 107 of the TOR clearly indicates that the letter from source must state responsibility and accountabilities between the two parties, meaning bidder's supplier/source must be clearly indicated with their responsibilities in the process and the bidder must also indicate their role in the process. Bidder/s sourcing products from another company must submit a valid letter of commitment from the Principal Company formalising the Distributor Agreement for supply including specific responsibilities and accountabilities between the two companies. (Letter must be signed by both parties and with source of supply letterhead) OR If the bidder is a source of supply (not sourcing products from another company), a confirmation letter stating that products will be distributed from their own facility must be attached. (The letter must be signed by delegated authority with the company letterhead). Refer to Page 46 of 107 and Page: 29 of 45 of the TOR for details
4. How is it practical for a bidder to make a delivery and to receive a PO on the same day on the lead time of 1 working day is getting 10 points?	This is to assess capability and how well a bidder can supply in cases where stocks are required within a short space of time, to see your capacity that you can deliver within the time frames, or in one week and or a day according to the requirement of the customer. The SLA will also assist in such cases. Bidders must be able to deliver emergency stocks and have contingency plans in case where stocks are required and depending on the time of receiving the PO from the client. i.e. if a customer places the order in the morning and then for an emergency, suppliers must be capable of delivering within that one working day turnaround time. Lead

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	time from receipt of official Purchase Order (10) • More than 5 working days [0] • 3 to 5 working days [3] • 2 working days [5] • 1 working day [10] The criteria is detailed on Page 48 of 107 of the pack and Page: 31 of 45 of the TOR
5. Do bidder/supplier need to submit CV, ID and qualification?	The bidder must submit CV and copy of the ID. Which means bidder/supplier need to submit in writing as per TOR terms; each human resource representation, i.e. what the project manager will be responsible for and outline in detail what the office manager, inventory, stock supervisor, Driver, according to the 4 resources that are required as per the TOR requirements related to functions and responsibilities. See details in Page 48 of 107 tender pack and Page: 31 of 45 as per the TOR in the pack
6. Regarding the documents that are mentioned for site visit, do you require the bidder to submit them with the tender submission or you will check them out when you do the site visits?	The documents are for the site visit section only. When the department is on site conducting site visits to the source of supply, they would like to see those documents. Before site inspection, technical evaluation will be conducted on site according to the letter that was submitted with the responses in the bid document and the evaluation team is going to evaluate. Please see from page 50 of 107 of the tender pack and from Page: 33 of 45 heading source of supply site inspection
7. How many suppliers will be appointed or is this appointment going to be a panel?	10 suppliers will be appointed to supply the corridor. They are awarded and selected at the bidding stage. Bidder must choose 1 corridor of their choice, please refer to table stated on Page 57 of 107 of the pack and Page: 40 of 45 of the TOR. For more please refer from Page 58 of 107 and follow the instruction
8. On page 58 of 107, so it has different departments or entities. Will the orders be placed from a central place or will each entity or department be responsible for placing their own orders?	The orders will be coming from different departments for those departments that are not centralized to their head office. The departments will be ordering from different corridors/departments or entities will be receiving their order directly from the suppliers/bidders that they are allocated during the award.

QUESTIONS	RESPONSES
8. For the item list, is it for the same list for all the regions/corridors and what has been provided in the tender document as corridors?. Are the material numbers correct for ordering purposes number? Are those material matching description indicated in the tender document?	Yes, in terms of the list of items, the list of items are the ones that are going to be delivered or expected to be supplied. And the items' material numbers match the descriptions according to our data, each region will supply the same items, one region is no different in terms of items to another one. Those items are standard items that are going to be delivered for each region/corridor that is expected to be delivered, and the materials are maintained and current. Please read the unit of measure and quote correctly, if it says each please quote for each and if it is per box, or packet please price as such. And do not forget to indicate the totals, ensuring that the totals are accurate. Refer to section 2 Page 5 of 18 of the pack and from Page: 1 of 7

Regards

idah mogale

Ms. Idah Mogale

Deputy Director (Briefing Session Chairperson)

Gauteng Provincial Treasury

Date: 10 July 2025