



## DEPARTMENT OF WATER AND SANITATION

**WTE-2554ES:**

**THE SUPPLY AND DELIVERY OF VARIOUS STATIONERY ITEMS  
FOR A TWELVE (12) MONTH PERIOD TO MIDMAR DAM:**

**DUE AT 11:00 ON**

**CLOSING DATE:**

**09 APRIL 2026**

**SUBMIT BID DOCUMENTS TO:**

**POSTAL ADDRESS:**

DEPT. WATER AND SANITATION  
SUPPLY CHAIN MANAGEMENT OFFICE  
REFERENCE: WTE-2554ES  
PRIVATE BAG X24  
HOWICK  
3290

**OR**

**HAND DELIVER TO:**

DEPT. WATER AND SANITATION  
MIDMAR DAM  
BID BOX: MAIN ENTRANCE  
SECURITY GUARDHUT  
R103-TWEEDIE ROAD  
HOWICK  
3290

**\*Please do not address your parcel to an official if you are making use of a delivery company.  
Clearly state: Tender Box**

*BIDDER: (Company Address OR Stamp)*

**COMPILED BY:  
DEPARTMENT OF WATER AND SANITATION**



## DEPARTMENT OF WATER AND SANITATION

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# T1 TENDERING PROCEDURES

## T1.1 INSTRUCTIONS TO BIDDERS

### 1. ISSUING OF DOCUMENTS

- (a) A complete set of bid documents is issued to a prospective Bidder.
- (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 PER EACH amendment will be issued to PER 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.
- (e) PER EACH page of the completed document that will be submitted should be initialled by the Bidder at the bottom of the page.

### 2. QUERIES WITH RESPECT TO THIS BID

Queries of a specific technical nature may be discussed personally or telephonically with **Verosha Bridglall at 033 239 1225 / [bridglallv@dws.gov.za](mailto:bridglallv@dws.gov.za)** or may be directed in writing to: The Director: Eastern Operations, Department of Water and Sanitation, Private bag X24, Howick.

### 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) SBD 3.1 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 WTE-2554ES: THE SUPPLY AND DELIVERY OF VARIOUS STATIONERY ITEMS FOR A TWELVE (12) MONTH PERIOD TO MIDMAR DAM, NEAR HOWICK TOWN.**

- (b) Bids sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposit in the bid PER BOX at the entrance of **Department of Water and Sanitation, R103 Prospect Road, Howick** 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.

The successful bidder will be required to submit a "Letter from the manufacturer" confirming the supply arrangement within 14 days after the approval of 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 every participating person and/or company and/or firm authorising the person who signed the bid to do so.

## 6. GENERAL CONDITIONS OF CONTRACT

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

## 7. PERIOD OF VALIDITY OF QUOTATIONS

All quotations shall remain valid for a period of **one hundred and twenty days (120)** after the closing time and date set.

## 8. TELEGRAPHIC BIDS

No bid forwarded by telegram, telex, facsimile, e-mail or similar apparatus will be considered.

## 9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID

The Department does not bind itself to accept the lowest or any bid. Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

## 10. ACCEPTANCE OR REJECTION

Quotations may be rejected if they show any departure from the conditions or specifications contained in the quotation documents or are incomplete in any way. The employer **does not bind him** to accept the lowest or any quotation and reserves the right to accept any quotation he may deem expedient, nor will he assign any reason for the acceptance or rejection of any quotation.

## 11. DEPARTMENT NOT LIABLE FOR BIDDER'S EXPENSES

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

## 12. PAYMENTS UNDER THE CONTRACT

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

**NB: Purchase orders, invoices and payments shall be for the actual number of items ordered over the twelve (12) months.**

**The total value of the contract shall not exceed R 500 000.00 over the twelve-month contract period.**

## T1.2 EVALUATION CRITERIA

DWS will evaluate all proposals according to the Preferential Procurement Regulations, 2022, using 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid will score 80 points for price and a maximum of 20 points will be awarded for the specific goals. Maximum of 100 points will be scored for functionality (quality).

Bids received will be evaluated on the four (4) phases namely:

- (1) Mandatory Requirements,
- (2) Specification Compliance
- (3) Administrative Compliance
- (4) Price & Specific Goals

### **PHASE 1: MANDATORY REQUIREMENTS:**

Failure to submit any of the documents listed below will render your bid non-responsive and the bid will be disqualified.

No	Criteria	Yes	No
1	Fully Completed SBD 3.1		
2	Minimum of two (2) reference letters confirming undertaking of the supply and delivery of stationery, not older than two years. Letters of reference must be on referees' official letter head.		

### **PHASE 2: SPECIFICATION COMPLIANCE**

- Full compliance to technical requirements by indicating compliant or non-compliant.
- Bidders who Fail to comply with the requirements listed below, in full, will be considered non-responsive and may be disqualified from further evaluation.

ITEM	DESCRIPTION	SPECIFICATION COMPLIANCE	
		YES	NO
1	LEVER ARCH FILE (POLYPROPYLENE A4 BROAD VARIOUS COLOURS)		
2	LEVER ARCH FILE (POLYPROPYLENE A4 NARROW VARIOUS COLOURS)		

3	POLYPROPYLENE QUOTATION FOLDER (A4 SIZE)		
4	DOCUMENT FOLDER PLASTIC (A4 DIFFERENT COLOURS POLY PROPYLENE CARRY FOLDER WITH PRESS STUD)		
5	ACTIVE CARRY FOLDERS, A4 (5 PACK)		
6	A4 PVC DIVIDERS, RAINBOW COLOURS, 2 HOLE		
7	FILE DIVIDERS (BOARD A4 PUNCHED FOR COMPACT FILING SYSTEM)		
8	A4 COLOURED CARDBOARD (25 SHEETS BRIGHT DIFFERENT COLOURS A4 200GSM FLUORESCENT)		
9	FILE FASTENERS 80MM, BOX OF 50		
10	FILE BOX (A4 120 COMPACT BOX)		
11	FLIP FILE A4 KANGAROO DISPLAY (A4 20 PAGE)		
12	FLIP FILE A4 KANGAROO DISPLAY (A4 30 PAGE)		
13	STORAGE STANDARD BASE BOX (STORAGE BOX CORRUGATED COLLAPSIBLE 105MM X 390MM X 290MM)		
14	STORAGE STANDARD BASE BOX (CORRUGATED COLLAPSIBLE 252MMX305MMX370MM)		
15	STORAGE STANDARD BASE BOX (STORAGE BOX CORRUGATED)		
16	FILM IDEX TABS (STRIPS & ARROWS, ASSORTED) (8 PACK)		
17	POST-IT NOTES (3M 76MMX76MM VARIOUS COLOURS)		
18	POP-UP PAGE MARKER (20 SHEET 48MMX12MM VARIOUS COLOURS)		
19	POP-UP PAGE MARKER (50 SHEETS 43MMX25MM VARIOUS COLOURS)		
20	A4 SELF ADHESIVE PRINTABLE LABEL STICKER PAPER, BOX OF 25 SHEETS		
21	ENVELOPE A5, BROWN		
22	ENVELOPE A4, BROWN		
23	ENVELOPE C5, BROWN		
24	BINDER CLIPS (EXTRA LARGE BINDER CLIP, 2.4" WIDE, 1-3/4" CAPACITY (CS-450)		
25	FOLD BACK CLIPS, 19MM, DISPENSARY TUB OF 24		
26	FOLD BACK CLIPS, 25MM, DISPENSARY TUB OF 24		
27	FOLD BACK CLIPS 32MM, DISPENSARY TUB OF 24		
28	FOLD BACK CLIPS 41MM, DISPENSARY TUB OF 24		
29	FOLD BACK CLIPS 51MM, DISPENSARY TUB OF 24		
30	RUBBER BANDS, SIZE 32, 100G BOX		
31	RUBBER BANDS, SIZE 128, 100G BOX		
32	PAPER CLIP, ROTATING MAGNET		

33	PAPER CLIPS (25MM SILVER)		
34	PAPER CLIPS (28MM SILVER)		
35	PAPER CLIPS (50MM SILVER)		
36	PAPER CLIPS (78MM SILVER)		
37	GIANT STAPLER (300 SHEETS HEAVY DUTY)		
38	DESKTOP STEEL STAPLER (STANDARD OFFICE SIZE)		
39	STAPLER, EASY TOUCH 20 COMPACT (25 SHEET)		
40	STEEL STAPLES (STANDARD 24/6) (1000 PER BOX)		
41	STEEL STAPLES (STANDARD 26/6) (1000 PER BOX)		
42	STEEL STAPLES (HEAVY DUTY 6MM)		
43	STEEL STAPLES (HEAVY DUTY 8MM)		
44	STEEL STAPLES (HEAVY DUTY 10MM)		
45	STEEL STAPLES (HEAVY DUTY 13MM)		
46	STEEL STAPLES (HEAVY DUTY 20MM)		
47	STAPLES 56 (5000 PER BOX)		
48	METAL HEAVY DUTY STAPLE REMOVER		
49	CLAW STILE STAPLE REMOVER		
50	2-HOLE PERFORATOR PUNCH UP TO 25 SHEETS		
51	2-HOLE ULTRA HEAVY-DUTY PUNCH UP TO 300 SHEETS		
52	DRAWING PINS, 11MM, ASSORTED COLOURS, TUB OF 100		
53	NOTEBOOK A4 (3 QUIRE FEINT AND MARGIN 288 PAGES)		
54	COUNTER NOTEBOOK A4 (2 QUIRE FEINT AND MARGIN 200 PAGE)		
55	A4 EXAM PADS (A4 FEINT AND MARGIN PUNCHED 100 PAGE) (PACK OF 5)		
56	A4 PHOTOCOPY PAPER (WHITE 80G/M <sup>2</sup> 160CIE WHITENESS 210X297MM)		
57	ASSORTED SELF-ADHESIVE MINI CUBE 4 COLOURS NOTES 47.6MM X 47.6MM,400 SHEETS		
58	ASSORTED SELF-ADHESIVE, 250 SHEETS MINI CUBE COLOUR NOTES 76MM X 76MM		
59	MEMO NOTE BOX 800 X 80 GSM (SHEET 90 X 90 X 90MM)		
60	MEMO NOTE BOX REFILL PAPER ASSORTED COLOURS/WHITE 90 X 90 X 90 MM (800 SHEETS)		
61	ACETONE (FRAGRANT FLAMMABLE LIQUID)		
62	PRITT 43g (2 PACK)		
63	STEEL OFFICE SCISSORS 200MM (LARGE)		
64	BLUNT TIP SCISSORS WITH MICROBAN PROTECTION 21CM		
65	FINGERETTES, SIZE 1, PACK OF 12		
66	FINGERETTES, SIZE 2, PACK OF 12		
67	FINGERETTES, SIZE 3, PACK OF 12		
68	FINGER PAD (MEDIUM)		
69	DATE STAMP INK REFILL (FOR TRODAT 4724)		
70	DATE STAMP INK REFILL (FOR TRODAT 4810)		
71	DATE STAMP INK REFILL (FOR TRODAT4915)		
72	DATE STAMP INK REFILL (FOR TRODAT 4727)		
73	DESK CALCULATOR (12 DIGIT EL2128V)		
74	BLACK INK FOR STAMP		
75	BATTERY'S 1.5. V (AAA-LR031.5V)		
76	CORRECTION FLUID PEN 7ML		
77	HIGH PERFORMANCE 700 FINE POINT BULLET TIP PERMANENT MARKER, BLACK		

78	HIGH PERFORMANCE 100 INDUSTRIAL REFILLABLE 7.5MM PERMANENT MARKER, BLACK		
79	HIGH PERFORMANCE 70 POINT BULLET TIP PERMANENT MARKER, BLACK		
80	HIGH PERFORMANCE 70 POINT BULLET TIP PERMANENT MARKER, RED		
81	HIGH PERFORMANCE 70 POINT BULLET TIP PERMANENT MARKER, BLUE		
82	PRESTIK, 100G		
83	SELLO TAPE (BUFF PACKING TAPE 48MM X 50M CLEAR)		
84	SELLO TAPE (12MM X 33M CLEAR)		
85	MASKING TAPE 50MM		
86	PENCIL HB (BOX OF 12)		
87	CLUTCH PENCIL 0.5MM, BOX OF 12		
88	HI-POLYMER CLUTCH PENCIL REFILL LEADS (HB) 0.5MM		
89	TWO HOLE METAL SHARPENER		
90	ERASER (SOFT)		
91	RULER (30CM)		
92	METAL RULER (SCALE OR LINE GAUGE)		
93	CLICK BALL PEN (BLACK)		
94	CLICK BALL PEN (BLUE)		
95	CLICK BALL PEN (RED)		
96	RED GEL PEN 0.7MM RETRACTABLE ROLLERBALL BL-G2-7F		
97	BLUE GEL PEN 0.7MM RETRACTABLE ROLLERBAL BL-G2-7F		
98	BLACK GEL PEN 0.7MM RETRACTABLE ROLLERBALL BL-G2-7F		
99	BROAD MAGNETIC WHITE BOARD DUSTER, SET WITH FOUR (04) MARKERS		
100	MAGNETIC WHITE BOARD ERASER		
101	HIGHLIGHTERS WALLET OF 4 ASSORTED COLOURS, SET OF 4		
102	ERASABLE WHITE BOARD MARKER RED		
103	ERASABLE WHITE BOARD MARKER BLUE		
104	ERASABLE WHITE BOARD MARKER GREEN		
105	ERASABLE WHITE BOARD MARKER BLACK		
106	CLEANING FLUID WHITEBOARD AND OFFICE EQUIPMENT 250ML (SPRAY)		
107	A4 CLIP BOARD (PVC CLIPBOARD WITH SPRING CLIP 210MMX297MM VARIOUS COLOURS)		
108	FLASH DRIVE (64GB USB 2.0)		
109	PAPER FASTENER (25MM BRASS)		
110	PAPER FASTENER (38MM BRASS)		
111	STACKABLE LETTER TRAY (SET OF THREE)		
112	COMPUTER/LAPTOP CLEANING KIT		
113	LAPTOP SCREEN CLEANING WIPES, TUB OF 25		
114	COLOUR CODE LABELS 10MM, BOX WITH 1350 ON A ROLL (SIMILAR TO TOWER C10MM)		
115	12 WAY SURGE SECURE POWER PROTECTOR, 5M CABLE LENGTH		
116	WHITE BOARD AND OFFICE EQUIPMENT SPRAY		
117	MOUSE PAD		

### **PHASE 3: ADMINISTRATIVE COMPLIANCE**

Bidders are required to comply with the following listed below:

No	Criteria	Yes	No
1	Companies must be registered with National Treasury's Central Supplier Database must submit CSD report. Provide MAAA number on SBD1		
2	Tax compliant with SARS (to be verified through CSD and SARS). Attach Tax Compliance status PIN page		
3	Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC). Attach copy of Bidder's CIPC / CIPRO certificate.		
4	A valid copy of B-BBEE Status Level Verification Certificate or a valid original sworn affidavit (failure to submit, the Bidder will forfeit the relevant points allocated for B-BBEE under specific goals)		
5	Initial and sign Tender data section (T1 & T2) and all required documents to be submitted with tender. Initial PER EACH page of section C1 and C2 and sign where required.		
6	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.		
7	Complete, sign, submit SBD1, SBD4, SBD6.1		

### **PHASE 4: PRICE AND SPECIFIC GOALS**

The 80/20-point system will be used in evaluating all proposals.

Evaluation element	Weighting (Points)
SPECIFIC GOALS	20
PRICE	80
<b>Total</b>	<b>100</b>

#### **Price**

**A maximum of 80 points are allocated for price on the following basis**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = Comparative price of lowest acceptable bid

### Preference Point System (Specific Goals)

SPECIFIC GOALS	NUMBER OF POINTS TO BE ALLOCATED
Women	5
People with disability	5
Youth (35 and below)	5
Location of enterprise (Province)	2
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3
<b>Total points for SPECIFIC GOALS</b>	<b>20</b>

Documents requirement for verification of points allocation:

Procurement Requirement	Required Proof Documents
Women	Full CSD Report
Disability	Full CSD Report
Youth	Full CSD Report
Location	Full CSD Report
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid BBBEE certificate/sworn affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

The definition and measurement of the goals above is as follows:

#### **Women, disability, and youth:**

This will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets this criterion. E.g., Company A has five shareholders PER 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.

#### **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 obtain the points.

#### **B-BBEE status level contributors from level 1 to 2 which are QSE or EME**

Measured in terms of normal BBBEE requirements.

**Note: Formula for calculating points for specific goals**

**Preference points for entities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:**

$$PC = Mpa \times \frac{P\text{-own}}{100}$$

**100**

**Where**

**PC= Points awarded for specific goal**

**Mpa= The maximum number of points awarded for ownership in that specific category**

**P-own = The percentage of equity ownership by the enterprise or business**

**Should you require any further information in this regard, please do not hesitate to contact:**

<b>Name:</b>	<b>G LAMPRECHT</b>
<b>Tel:</b>	<b>033 239 1309</b>
<b>Mobile:</b>	<b>0826003590</b>
<b>Email:</b>	<a href="mailto:lamprechtg@dws.gov.za">lamprechtg@dws.gov.za</a>

### T1.3 LIST OF RETURNABLE DOCUMENTS AND SCHEDULES

The Bidder must complete and attach the following Returnable Documents:

**a) SBD Forms to be completed and signed**

- |        |  |                          |
|--------|--|--------------------------|
| SBD1   | Invitation to Bid  | <input type="checkbox"/> |
| SBD3.1 | Pricing Schedule – Firm Prices   | <input type="checkbox"/> |
| SBD4   | Declaration of Interest  | <input type="checkbox"/> |
| SBD6.1 | Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 | <input type="checkbox"/> |

**b) Returnable Schedules required for Bid Evaluation purposes**

- |    |                          |                          |
|----|--------------------------|--------------------------|
| A: | Specification Compliance | <input type="checkbox"/> |
|----|--------------------------|--------------------------|

**c) Other Documents required for Bid Evaluation purposes**

- |    |  |                          |
|----|--|--------------------------|
| 1: | Company/business registration certificate (CK) issued by the Commissioner of Companies & Intellectual Property Commission (Joint Ventures/Close Corporation/Partnership/Company/Sole Proprietor) | <input type="checkbox"/> |
| 2: | An original valid Tax Clearance Certificate issued by the South African Revenue Services.  | <input type="checkbox"/> |
| 3: | Certified copies of Identity Documents of shareholders   | <input type="checkbox"/> |
| 4: | B-BBEE Status Level Verification Certificate or Sworn Affidavit  | <input type="checkbox"/> |
| 5: | Letter of Authority indicating the person who will be authorized to sign bidding documents and contract on behalf of bidder  | <input type="checkbox"/> |
| 6: | General condition of a contract, signed  | <input type="checkbox"/> |
| 7: | CSD Reports (comprehensive)  | <input type="checkbox"/> |
| 8: | Check list of returnable documents   | <input type="checkbox"/> |

**T1.4**

**INVITATION TO BID**



**water & sanitation**  
 Department:  
 Water and Sanitation  
 REPUBLIC OF SOUTH AFRICA

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>WTE-2554ES</b>	CLOSING DATE:	<b>09 APRIL 2026</b>	CLOSING TIME:	<b>11:00am</b>
DESCRIPTION	<b>THE SUPPLY AND DELIVERY OF VARIOUS STATIONERY ITEMS FOR A TWELVE (12) MONTH PERIOD TO MIDMAR DAM</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID PER BOX SITUATED AT (STREET ADDRESS)</b>					
<b>THE BID PER BOX AT THE ENTRANCE OF WATER AND SANITATION – MIDMAR DAM</b>					
<b>SECURITY GUARDHUT</b>					
<b>HOWICK, 3290</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Lamprecht Gerda		CONTACT PERSON	V Bridglall	
TELEPHONE NUMBER	033 239 1309			033 239 1225	
FACSIMILE NUMBER					
E-MAIL ADDRESS	<a href="mailto:LamprechtG@dws.gov.za">LamprechtG@dws.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:bridglallv@dws.gov.za">bridglallv@dws.gov.za</a>	
<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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE PER BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE PER BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; PER EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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.”</p>

**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: .....

T2



SBD 3.1

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

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

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

<p><b>Name of bidder</b>.....</p> <p><b>Bid number: WTE-2554ES</b>      Closing date: <b>09 APRIL 2026</b>      Closing Time <b>11:00</b></p>
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OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
1.	LEVER ARCH FILE (POLYPROPYLENE A4 BROAD VARIOUS COLOURS)	EA	1		
2.	LEVER ARCH FILE (POLYPROPYLENE A4 NARROW VARIOUS COLOURS)	EA	1		
3.	POLYPROPYLENE QUOTATION FOLDER (A4 SIZE)	EA	1		
4.	DOCUMENT FOLDER PLASTIC (A4 DIFFERENT COLOURS POLY PROPYLENE CARRY FOLDER WITH PRESS STUD)	EA	1		
5.	ACTIVE CARRY FOLDERS, A4 (5 PACK)	PACK	1		
6.	A4 PVC DIVIDERS, RAINBOW COLOURS, 2 HOLE	PACK	1		
7.	FILE DIVIDERS (BOARD A4 PUNCHED FOR COMPACT FILING SYSTEM)	PACK	1		

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
8.	A4 COLOURED CARDBOARD (25 SHEETS BRIGHT DIFFERENT COLOURS A4 200GSM FLUORESCENT)	BOX	1		
9.	FILE FASTENERS 80MM, BOX OF 50	BOX	1		
10.	FILE BOX (A4 120 COMPACT BOX)	EA	1		
11.	FLIP FILE A4 KANGAROO DISPLAY (A4 20 PAGE)	EA	1		
12.	FLIP FILE A4 KANGAROO DISPLAY (A4 30 PAGE)	EA	1		
13.	STORAGE STANDARD BASE BOX (STORAGE BOX CORRUGATED COLLAPSIBLE 105MM X 390MM X 290MM)	EA	1		
14.	STORAGE STANDARD BASE BOX (CORRUGATED COLLAPSIBLE 252MMX305MMX370MM)	EA	1		
15.	STORAGE STANDARD BASE BOX (STORAGE BOX CORRUGATED)	EA	1		
16.	FILM IDEX TABS (STRIPS & ARROWS, ASSORTED) (8 PACK)	PACK	1		
17.	POST-IT NOTES (3M 76MMX76MM VARIOUS COLOURS)	PACK	1		
18.	POP-UP PAGE MARKER (20 SHEET 48MMX12MM VARIOUS COLOURS)	PACK	1		
19.	POP-UP PAGE MARKER (50 SHEETS 43MMX25MM VARIOUS COLOURS)	PACK	1		
20.	A4 SELF ADHESIVE PRINTABLE LABEL STICKER PAPER, BOX OF 25 SHEETS	BOX	1		
21.	ENVELOPE A5, BROWN	PACK	1		
22.	ENVELOPE A4, BROWN	PACK	1		
23.	ENVELOPE C5, BROWN	PACK	1		
24.	BINDER CLIPS (EXTRA LARGE BINDER CLIP, 2.4" WIDE, 1-3/4" CAPACITY (CS-450)	BOX	1		
25.	FOLD BACK CLIPS, 19MM, DISPENSARY TUB OF 24	BOX	1		
26.	FOLD BACK CLIPS, 25MM, DISPENSARY TUB OF 24	BOX	1		

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
27.	FOLD BACK CLIPS 32MM, DISPENSARY TUB OF 24	BOX	1		
28.	FOLD BACK CLIPS 41MM, DISPENSARY TUB OF 24	BOX	1		
29.	FOLD BACK CLIPS 51MM, DISPENSARY TUB OF 24	BOX	1		
30.	RUBBER BANDS, SIZE 32, 100G BOX	BOX	1		
31.	RUBBER BANDS, SIZE 128, 100G BOX	BOX	1		
32.	PAPER CLIP, ROTATING MAGNET	BOX	1		
33.	PAPER CLIPS (25MM SILVER)	BOX	1		
34.	PAPER CLIPS (28MM SILVER)	BOX	1		
35.	PAPER CLIPS (50MM SILVER)	BOX	1		
36.	PAPER CLIPS (78MM SILVER)	BOX	1		
37.	GIANT STAPLER (300 SHEETS HEAVY DUTY)	EA	1		
38.	DESKTOP STEEL STAPLER (STANDARD OFFICE SIZE)	EA	1		
39.	STAPLER, EASY TOUCH 20 COMPACT (25 SHEET)	EA	1		
40.	STEEL STAPLES (STANDARD 24/6) (1000 PER BOX)	BOX	1		
41.	STEEL STAPLES (STANDARD 26/6) (1000 PER BOX)	BOX	1		
42.	STEEL STAPLES (HEAVY DUTY 6MM)	BOX	1		
43.	STEEL STAPLES (HEAVY DUTY 8MM)	BOX	1		
44.	STEEL STAPLES (HEAVY DUTY 10MM)	BOX	1		
45.	STEEL STAPLES (HEAVY DUTY 13MM)	BOX	1		
46.	STEEL STAPLES (HEAVY DUTY 20MM)	BOX	1		
47.	STAPLES 56 (5000 PER BOX)	BOX	1		
48.	METAL HEAVY DUTY STAPLE REMOVER	EA	1		
49.	CLAW STEEL STAPLE REMOVER	EA	1		

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
50.	2-HOLE PERFORATOR PUNCH UP TO 25 SHEETS	EA	1		
51.	2-HOLE ULTRA HEAVY-DUTY PUNCH UP TO 300 SHEETS	EA	1		
52.	DRAWING PINS, 11MM, ASSORTED COLOURS, TUB OF 100	TUB	1		
53.	NOTEBOOK A4 (3 QUIRE FEINT AND MARGIN 288 PAGES)	PACK	1		
54.	COUNTER NOTEBOOK A4 (2 QUIRE FEINT AND MARGIN 200 PAGE)	PACK	1		
55.	A4 EXAM PADS (A4 FEINT AND MARGIN PUNCHED 100 PAGE) (PACK OF 5)	PACK	1		
56.	A4 PHOTOCOPY PAPER (WHITE 80G/M <sup>2</sup> 160CIE WHITENESS 210X297MM)	BOX	1		
57.	ASSORTED SELF-ADHESIVE MINI CUBE 4 COLOURS NOTES 47.6MM X 47.6MM,400 SHEETS	PACK	1		
58.	ASSORTED SELF-ADHESIVE, 250 SHEETS MINI CUBE COLOUR NOTES 76MM X 76MM	PACK	1		
59.	MEMO NOTE BOX 800 X 80 GSM (SHEET 90 X 90 X 90MM)	EA	1		
60.	MEMO NOTE BOX REFILL PAPER ASSORTED COLOURS/WHITE 90 X 90 X 90 MM (800 SHEETS)	EA	1		
61.	ACETONE (FRAGRANT FLAMMABLE LIQUID) 500ML	BT	1		
62.	PRITT 43g (2 PACK)	EA	1		
63.	STEEL OFFICE SCISSORS 200MM (LARGE)	EA	1		
64.	BLUNT TIP SCISSORS WITH MICROBAN PROTECTION 21CM	EA	1		
65.	FINGERETTES, SIZE 1, PACK OF 12	PACK	1		
66.	FINGERETTES, SIZE 2, PACK OF 12	PACK	1		
67.	FINGERETTES, SIZE 3, PACK OF 12	PACK	1		
68.	FINGER PAD (MEDIUM)	PACK	1		

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
69.	DATE STAMP INK REFILL (FOR TRODAT 4724)	EA	1		
70.	DATE STAMP INK REFILL (FOR TRODAT 4810)	EA	1		
71.	DATE STAMP INK REFILL (FOR TRODAT4915)	EA	1		
72.	DATE STAMP INK REFILL (FOR TRODAT 4727)	EA	1		
73.	DESK CALCULATOR (12 DIGIT EL2128V)	EA	1		
74.	BLACK INK FOR STAMP	BT	1		
75.	BATTERY'S 1.5. V (AAA-LR031.5V)	PACK	1		
76.	CORRECTION FLUID PEN 7ML	EA	1		
77.	HIGH PERFORMANCE 700 FINE POINT BULLET TIP PERMANENT MARKER, BLACK	PACK	1		
78.	HIGH PERFORMANCE 100 INDUSTRIAL REFILLABLE 7.5MM PERMANENT MARKER, BLACK	PACK	1		
79.	HIGH PERFORMANCE 70 POINT BULLET TIP PERMANENT MARKER, BLACK	PACK	1		
80.	HIGH PERFORMANCE 70 POINT BULLET TIP PERMANENT MARKER, RED	PACK	1		
81.	HIGH PERFORMANCE 70 POINT BULLET TIP PERMANENT MARKER, BLUE	PACK	1		
82.	PRESTIK, 100G	EA	1		
83.	SELLO TAPE (BUFF PACKING TAPE 48MM X 50M CLEAR)	ROLL	1		
84.	SELLO TAPE (12MM X 33M CLEAR)	ROLL	1		
85.	MASKING TAPE 50MM	ROLL	1		
86.	PENCIL HB (BOX OF 12)	BOX	1		
87.	CLUTCH PENCIL 0.5MM, BOX OF 12	BOX	1		
88.	HI-POLYMER CLUTCH PENCIL REFILL LEADS (HB) 0.5MM	TUBE	1		

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
89.	TWO HOLE METAL SHARPENER	EA	1		
90.	ERASER (SOFT)	EACH	1		
91.	RULER (30CM)	EA	1		
92.	METAL RULER (SCALE OR LINE GAUGE)	EA	1		
93.	CLICK BALL PEN (BLACK)	BOX	1		
94.	CLICK BALL PEN (BLUE)	BOX	1		
95.	CLICK BALL PEN (RED)	BOX	1		
96.	RED GEL PEN 0.7MM RETRACTABLE ROLLERBALL BL-G2-7F	BOX	1		
97.	BLUE GEL PEN 0.7MM RETRACTABLE ROLLERBALL BL-G2-7F	BOX	1		
98.	BLACK GEL PEN 0.7MM RETRACTABLE ROLLERBALL BL-G2-7F	BOX	1		
99.	BROAD MAGNETIC WHITE BOARD DUSTER, SET WITH FOUR (04) MARKERS	SET	1		
100.	MAGNETIC WHITE BOARD ERASER	EA	1		
101.	HIGHLIGHTERS WALLET OF 4 ASSORTED COLOURS, SET OF 4	PACK	1		
102.	ERASABLE WHITE BOARD MARKER RED	PACK	1		
103.	ERASABLE WHITE BOARD MARKER BLUE	PACK	1		
104.	ERASABLE WHITE BOARD MARKER GREEN	PACK	1		
105.	ERASABLE WHITE BOARD MARKER BLACK	PACK	1		
106.	CLEANING FLUID WHITEBOARD AND OFFICE EQUIPMENT 250ML (SPRAY)	BT	1		
107.	A4 CLIP BOARD (PVC CLIPBOARD WITH SPRING CLIP 210MMX297MM VARIOUS COLOURS)	EA	1		
108.	FLASH DRIVE (64GB USB 2.0)	EA	1		
109.	PAPER FASTENER (25MM BRASS)	BOX	1		
110.	PAPER FASTENER (38MM BRASS)	BOX	1		
111.	STACKABLE LETTER TRAY (SET OF THREE)	SET	1		

ITEM NO.	DESCRIPTION OF GOODS	UNIT OF MEASURE	QTY	UNIT PRICE (TO BE FILLED BY THE BIDDER)	BID PRICE (TO BE FILLED BY THE BIDDER)
112	COMPUTER/LAPTOP CLEANING KIT	EA	1		
113	LAPTOP SCREEN CLEANING WIPES, TUB OF 25	TUB	1		
114	COLOUR CODE LABELS 10MM, BOX WITH 1350 ON A ROLL (SIMILAR TO TOWER C10MM)	BOX	1		
115	12 WAY SURGE SECURE POWER PROTECTOR, 5M CABLE LENGTH	EA	1		
116	WHITE BOARD AND OFFICE EQUIPMENT SPRAY	PACK	1		
117	MOUSE PAD	EA	1		
				SUB-TOTAL	
				15% VAT	
				TOTAL	

- 
- **Required by:** OPERATIONS EASTERN
  - **Att:** SUPPLY CHAIN MANAGEMENT
  - **Brand and model** .....
  - **Country of origin** .....
  - **Does the offer comply with the specification(s)? \*YES/NO**
  - **If not to specification, indicate deviation(s)** .....
  - **Period required for delivery** .....  
\*Delivery: Firm/not firm
  - **Delivery basis** .....

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

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

**\*Delete if not applicable**



**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

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

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.

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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.

- 3.5 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.
- 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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<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 PREFERENCE POINT SYSTEMS

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

**80/20**                      **or**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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 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 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 PER 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 province, KZN)	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	

**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 PER 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>	.....
	.....
	.....
	.....

## **C.1.1 GENERAL CONDITIONS OF CONTRACT**