

# Guidelines on Specification for Procuring Services

## Guideline for Terms of reference

This tender is for the appointment of a Panel of Service Providers for the Supply and Delivery of Stationery for a period of 3 years.

### A. Background

The Moqhaka Local Municipality requires the Supply and Delivery of Stationery as and when' necessary.

### B. Scope of Work / Terms of Reference

Refer to Annexure B for the Bill of Quantities / Pricing Schedule.

Tender prices to be fixed for the first twelve (12) months and escalation will be provided for as per the Service Level Agreement (SLA) from the second (2<sup>nd</sup>) year.

### C. Panel

In this panel, the municipality will appoint a maximum of **5** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

### D. Sourcing of Quotations

**Quotations** will be requested only from the service providers appointed on the panel on a **rotation basis** to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required product within the desired timeframes, the municipality will deem it necessary to invite quotations outside the appointed panel. Prior written consent from the Municipal Manager will need to be obtained before proceeding with such a deviation.

The municipality will derive a flat rate from the prices submitted by the successful bidders. This flat rate will be offered to the bidders through a negotiation process. This will assist the municipality with a fair and equitable process of rotation. This will also prohibit the municipality from paying more for the same product between service providers on the panel.

### E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

### F. Preferential Points System

*Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.*

**80/20**

**A maximum of 20 points (80/20 preference points system), will be allocated for specific goals.** The maximum points for these goals are as follows:

- Locality of Supplier – 10 Points
- Youth Ownership of Company (**Youth is 35 years and younger**) - 5 Points
- B-BBEE Status Level of Contributor - 5 Points

***These goals are specified in MBD6.1 in terms of the PPR2022.***

## G. Duration of the Contract

State how long the contract will take

**3 Years**

## H. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

### ANNEXURE "A"

#### Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 60 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
<b>Demonstrate the company experience in similar projects.</b>		<b>50</b>	<p>For the Bidder(s) to be considered, the bidder(s) must provide <b>signed</b> appointment letters from clients.</p> <p>Appointment letters of similar projects (Supply &amp; Delivery of any items) with contact details that can be contacted by the Municipality to confirm that appointment letter is valid.</p> <p style="text-align: center;">Or</p> <p>A valid purchase order from client of similar projects with contact details that can be contacted by the Municipality to confirm that appointment letter is valid.</p>
• 5 or more Appointment letters or Purchase Orders	5		
• 4 Appointment letters or Purchase Orders	4		
• 3 Appointment letters or Purchase Orders	3		
• 2 Appointment letters or Purchase Orders	2		
• 1 Appointment letter or Purchase Order	1		
• No Appointment letter or Purchase Order	0		
<b>Delivery Lead Time</b>		<b>40</b>	<p>Delivery lead-time from receipt of the Purchase Order to be indicated in the form of the <b>guarantee letter</b>, signed by the company's director or authorised person.</p>
• Delivery lead time of 1-5 business days	5		
• Delivery lead time of 6-10 business days	4		
• Delivery lead time of 11-15 business days	3		
• Delivery lead time of 16-20 business days	2		
• Delivery lead time of 21-25 business days	1		
• Delivery lead time of more than 26 business days / no guarantee letter submitted	0		
<b>Delivery Vehicle</b>		<b>10</b>	<p>Proof of ownership of vehicle to be used must be submitted. (i.e. vehicle registration document)</p>
Vehicle which will be used to make the deliveries.			
<ul style="list-style-type: none"> <li>• Proof of Vehicle Submitted</li> <li>• No Proof of Vehicle Submitted</li> </ul>	5 0		
<b>MAX POSSIBLE SCORE</b>		<b>100</b>	

ANNEXURE B				
ITEM NO	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE (EXCLUSIVE VAT)
<b>PAPER</b>				
1	80gm A4 White Paper ( <i>Typek or Equivalent</i> ) - 1 Ream of 500 sheets	Box of 5 reams	Box	
2	80gm A4 Colour Paper ( <i>Typek or Equivalent</i> ) - 1 Ream of 500 sheets	Box of 5 reams	Box	
3	80gm A3 White Paper ( <i>Typek or Equivalent</i> ) - 1 Ream of 500 sheets	Box of 5 reams	Box	
<b>ENVELOPES</b>				
4	C4 Envelopes, 324 x 329mm White -no window-self seal with municipality logo	Box of 250	Box	
5	C4 Envelopes, 324 x 329mm Brown-no window-self seal with municipality logo	Box of 250	Box	
6	C5 Envelopes, 229 x 162mm Brown-no window-self seal with municipality logo	Box of 500	Box	
7	C5 Envelopes, 229 x 162mm White-no window-self seal with municipality logo	Box of 500	Box	
8	DL Envelopes, 110 x 220mm White-no window-self seal with municipality logo	Box of 500	Box	
9	DL Envelopes, 110 x 220mm Brown-no window-self seal with municipality logo	Box of 500	Box	
10	A4 Envelope Type Folder with municipality logo	Box of 10	Box	
11	E4 Envelopes, 400 x 280 Brown with municipality logo	Box of 500	Box	
12	B4 Envelopes, 353 x 254 Brown with municipality logo	Box of 500	Box	
13	B4 Envelopes, 353 x 250mm with municipality logo	Box of 250	Box	
<b>BOOKS &amp; PADS</b>				
14	A4 Hardcover Counter Books - 96 pages	Each	Each	
15	A4 Hardcover Counter Books - 192 pages	Each	Each	
16	A4 Hardcover Counter Books - 288 pages	Each	Each	
17	A5 Hardcover Counter Books - 96 pages	Each	Each	
18	A5 Hardcover Counter Books - 192 pages	Each	Each	
19	A6 Hardcover Memo Books - 96 pages with municipality logo	Each	Each	
20	A6 Hardcover Memo Books - 144 pages with municipality logo	Each	Each	
21	Exam Pads - 80 & 100 pages – punched with municipality logo	Each	Each	
22	A5 Shorthand Note Book-wire bound-100 pages-no centre line with municipality logo	Each	Each	
23	A5 Pen Carbon Duplicate Feint Ruled Book-100 sheets	Each	Each	
24	A6 Pen Carbon Duplicate Tax Invoice Book-100 sheets	Each	Each	
25	A4 Hardcover Visitors Books Triplicate Pages	Each	Each	
26	Notes-38 x 50mm- 100 sheets/pad -2 pack	Each	Each	
27	Notes-76 x 76mm- 100 sheets/pad	Each	Each	
28	Bank Deposit Books – A1640	Each	Each	
29	Bank Receipt Books – K&N Kroonstad 33236	Each	Each	
30	Desk Calendar	Each	Each	
31	Diaries	Each	Each	
<b>WRITING &amp; CORRECTION</b>				
32	Crystal Ballpoint Pens- Black	Box of 50	Box	
33	Crystal Ballpoint Pens -Red	Box of 50	Box	
34	Ballpoint Pens - Fine – Black	Box of 50	Box	
35	Ballpoint Pens - Fine – Red	Box of 50	Box	
36	Permanent Markers 70 & 700- Bullet tip 2.5mm- Black	Pack of 12	Pack	
37	Permanent Markers 70 & 700 - Bullet tip 2.5mm-Blue	Pack of 12	Pack	
38	Permanent Markers 70 & 700 - Bullet tip 2.5mm – Red	Pack of 12	Pack	
39	Permanent Markers – 70 & 700 Bullet tip 2.5mm- Green	Pack of 12	Pack	

40	Whiteboard Markers - 2.0mm – Black	Pack of 12	Pack	
41	Whiteboard Markers - 2.0mm – Blue	Pack of 12	Pack	
42	Whiteboard Markers - 2.0mm – Red	Pack of 12	Pack	
43	Whiteboard Markers - 2.0mm – Green	Pack of 12	Pack	
44	Highlighters - Chisel Tip - Assorted Colours	Pack of 4	Pack	
45	Sharpeners - Metal –Single	Each	Each	
46	Pencils - 110HB or equivalent	Box of 12	Box	
47	Office Eraser – White	Box of 20	Box	
48	Pen (NMS 50)	Box of 50	Box	
<b>OFFICE SUPPLIES &amp; DESK ACCESSORIES</b>				
49	Glue Sticks-11g	Each	Each	
50	Glue Sticks – 21g	Each	Each	
51	Glue Sticks-22g	Each	Each	
52	Glue Sticks-43g	Each	Each	
53	Clear Tape 12x66m	Each	Each	
54	Clear Tape 12x50m	Each	Each	
55	Clear Tape 18x66m	Each	Each	
56	Clear Tape 24x50m	Each	Each	
57	Magic Tape 18mmX50m	Each	Each	
58	Magic Tape 18mmX25m	Each	Each	
59	Masking Tape-12mmX40m	Each	Each	
60	Masking Tape-24mmX40m	Each	Each	
61	Masking Tape - 48mmX40m	Each	Each	
62	Buff Tape-18mmX66m (25micron)	Each	Each	
63	Buff Tape-48mmX50m (25micron)	Each	Each	
64	Cello Tape – 50mm	Each	Each	
65	Paper Binders-76mm	Per 100 pack	Pack	
66	Paper Binders – 51mm	Per 100 pack	Pack	
67	Paper Clips-25mm-White coated	Per 100 pack	Pack	
68	Paper Clips-33mm-White coated	Per 100 pack	Pack	
69	Paper Clips-50mm- White coated	Per 100 pack	Pack	
70	Paper Clips-78mm-White coated	Per 50 pack	Pack	
71	Fold back Clips-19mm	5 Pack of 12s	Pack	
72	Fold back Clips-25mm	5 Pack of 12s	Pack	
73	Fold back Clips-32mm	5 Pack of 12s	Pack	
74	Fold back Clips-41mm	5 Pack of 12s	Pack	
75	Fold back Clips-50mm	5 Pack of 12s	Pack	
76	Rubberbands-100g-size small	Pack of 10	Pack	
77	Rubberbands-100g-size medium	Pack of 10	Pack	
78	Rubberbands-100g-size large	Pack of 10	Pack	
79	Rubberbands-1kg-size small	Pack of 10	Pack	
80	Rubberbands-1kg-size medium	Pack of 10	Pack	
81	Rubberbands-1kg-size large	Pack of 10	Pack	
82	Rubberband (size 38)	Pack of 10	Pack	
83	Staple Remover	Each	Each	
84	Heavy Duty Stapler Remover	Each	Each	
85	Heavy Duty Stapler -Stapling up to 100 sheets	Each	Each	
86	Heavy Duty Stapler – 9/8 ( <i>kangaroo or equivalent</i> )	Box of 5000	Box	
87	Heavy Duty Stapler – 9/14 ( <i>kangaroo or equivalent</i> )	Box of 5000	Box	
88	Full Standard Strip Stapler - Stapling up to 20 sheets	Each	Each	
89	Staples – 23/6	Box of 5000	Box	

90	Staples – 23/8	Box of 5000	Box	
91	Staples – 23/10	Box of 5000	Box	
92	Staples - 23/13	Box of 5000	Box	
93	Staples – 23/15	Box of 5000	Box	
94	Staples-56 26/6	Box of 5000	Box	
95	Staples- 66/11	Box of 5000	Box	
96	Staples -23/17	Box of 5000	Box	
97	Medium desk 2 hole punch	Each	Each	
98	Staples no 56	Box of 5000	Box	
99	Drawing Pins - Coloured Box	Per Box of 100	Box	
100	Drawing Pins - Stainless Steel	Per Box of 100	Box	
101	Plastic Ruler-30cm-Assorted colours	Each	Each	
102	Punches-centering arm adjustable to A4-2 hole perforator with paper size guise (20-40 Sheet) Black	Each	Each	
103	Punches-centering arm adjustable to A4-2 hole perforator with paper size guise (40-60 Sheet) Black	Each	Each	
104	Punches-centering arm adjustable to A4-2 hole perforator with paper size guise (65 sheets & above) Black	Each	Each	
105	Cube Refills-White	800 Sheets Per pack	Pack	
106	Large Scissors-21cm-Black	Each	Each	
107	Record Cards (JD 638)	Each	Each	
108	Labels NL-GLA 4 (70x37)	Each	Each	
109	Stamp Pad Ink – 30ml Black	Each	Each	
110	White Board Brush	Each	Each	
111	White Board Cleaner Fluid	Each	Each	
112	FX890 Ribbons	Each	Each	
113	31 Purple/Black Ribbons	Each	Each	
114	GR 24 Red/Black Spool Ribbons	Each	Each	
115	Label ring reinforcement PVC	250 Labels Per Box	Box	
116	Correction pen	[7ml]	Each	
117	Sticky Notes (sign here) 25mm x 43mm	50 flags	Each	
<b>FILING &amp; STORAGE</b>				
118	A4 Board Lever Arch Files-50mm-Black	Pack of 10	Pack	
119	A4 Board Lever Arch Files-75mm-Black	Pack of 10	Pack	
120	A4 Filing Sleeves-multi-punched plastic sleeves to fit 2 & 4 hole punching-50 micron	Per 100 pack	Pack	
121	A4 Suspension Files includes tabs & inserts	Box of 25	Box	
122	A4 Dividers-Manila-A to Z Division	Per pack	Pack	
123	A4 Dividers-Manila-1/31 Numbered Division	Per pack	Pack	
124	A4 Dividers-Manila-Jan to Dec Division	Per pack	Pack	
125	A4 Dividers-Manila-Blank-5 Dividers	Per Pack	Pack	
126	A4 Dividers-Manila-Blank-10 Dividers	Per Pack	Pack	
127	A4 Index 10 position board/Coloured File Dividers	Per Pack	Pack	
128	Folders-180g-Assorted colours	Per 100 pack	Pack	
129	Metal File Fasteners-80X60mm	Per 50 pack	Pack	
130	Moqhaka brown printed files	Per 100 pack	Pack	
131	Foolscap suspension files (365mm x 240mm)	25 per pack	Pack	
132	Paper Binders – 51mm	Box of 100	Box	
133	Tabs and inserts for suspension files	25 per pack	Pack	

134	Indian File Fasteners	Per 50 pack	Pack	
135	Endorsing Ink-25ml –Black	Each	Each	
136	Endorsing Ink-25ml –Red	Each	Each	
137	Adhesive Plastic Cover	Each	Each	
138	Colour Paper Cover	Each	Each	
139	Adhesive Ring Labels – 14mm	250 pieces per box	Box	
140	Flash disk/ USB Flash Drive	Each	Each	
141	Memory Stick 16GB	Each	Each	
142	Memory Stick 32GB	Each	Each	
143	Memory Stick 64GB	Each	Each	
144	Memory Stick 128GB	Each	Each	
145	Brown Folder Files (FOL8119-00)	Per 100 pack	Pack	
146	Folders – Board Straight Cut	Each	Each	
147	Pop -Up Flags (45X25mm)	Each	Each	
148	Desk Organiser	Each	Each	
149	Office Stamps	Each	Each	
150	Letter Tray Set	Each	Each	
<b>Sub-Total (VAT Excluded</b>				
<b>15% VAT</b>				
<b>TOTAL BID PRICE (VAT INCLUSIVE)</b>				