

## INVITATION TO BID

### **REQUEST FOR BID DESCRIPTION:** **APPOINTMENT OF A SUITABLY EXPERIENCED SUPPLIER OF OFFICE SUPPLIES (STATIONERY AND REFRESHMENTS) AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS**

#### **TABLE OF CONTENTS**

KD 17	11 Pages
Annexure / Appendix:	Section One-6 Pages Annexure A1-10 Pages Annexure A2-10 Pages Annexure A3-2 Pages Annexure B-1 Page Annexure C-1 Page
Questionnaire:	2 Pages
BBBEE Compliance:	4 Pages
Declaration of Interest:	2 Pages
Defence Sector BBBEE	1 Page
Annexure 1 to KD 24	1 Page
Annexure 2 to KD 24	2 Pages
Annexure 1 to KD 25	2 Pages
KD 27	5 Pages

#### **NOTE:**

**Kindly register on the National Treasury's Central Supplier Database (CSD) via [www.csd.gov.za](http://www.csd.gov.za)**

***Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.***

## RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	<input type="checkbox"/>	<input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Designated sectors: Local production and content. <b>(Where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Originally certified copy of Identity Document for the Company representative	<input type="checkbox"/>	<input type="checkbox"/>
9.	Copy of latest audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>
10.	Bid conditions acceptance form on KD17 <b>(Mandatory)</b>	<input type="checkbox"/>	<input type="checkbox"/>

# ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD (ARMSCOR)

Company registration: 1968/008611/06    Vat registration: 4500101169

## REQUEST FOR BID: EFAC/2022/22

### 1. INSTRUCTIONS ON SUBMISSION OF BIDS

- 1.1 Bid Closing at **11:00 am** on **24 November 2022 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:
- The Manager:                      Supply Chain Management Department  
   Armscor SOC Ltd
- Postal address:                      Armscor SOC Ltd  
   Private Bag X337  
   Pretoria  
   0001
- Delivery address:                      Armscor Head Office  
   370 Nossob Street  
   Erasmuskloof Ext 4  
   Pretoria
- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

### 2. ENQUIRIES

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on [aopts@armscor.co.za](mailto:aopts@armscor.co.za). Questions/enquiries relating to this RFB should be received three working days prior to the closing date. Queries received after this period will not be entertained.

### 3. BID VALIDITY PERIOD

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND TWENTY** days counted from the closing date.

**NOTE:** Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022 and the Rules of Procedure for Offerors (A-STD-0010) Issue 2 dated 21 April 2014, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at [www.armscor.co.za](http://www.armscor.co.za).

**BIDDING STRUCTURE**

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

**Only fill the relevant category:**

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

If Joint Venture or Consortium, indicate the following:	
Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

<b>If using subcontractors, indicate the following:</b>	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>Subcontractor Details:</b>	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents for both Prime and Sub-Contractors:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity	

-6-

<b>Other:</b>	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

**Declaration:**

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....  
Name

.....  
ID number

**BID CONDITIONS ACCEPTANCE FORM****Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0010 Issue 2 dated 21 April 2014 and A-STD-0020 Issue 5 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 5 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

**AUTHORISED SIGNATURE**

..... Date: .....

Name in block letters: .....

Capacity: .....

**NB: FAILURE TO COMPLETE AND SIGN THIS PAGE SHALL INVALIDATE THE BID AND WILL BE DISQUALIFIED FROM FURTHER EVALUATION.**



**SUPPLIER REGISTRATION**

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact:-  
**The Security Registration**  
**Private Bag X337**  
**PRETORIA**  
**0001**

**E-mail:- register@armscor.co.za**

**ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:**

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
  - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
  - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
  - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
  - 2.4. indicate the prices quoted in the units shown and quote them per item;
  - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
  - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
  - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
  - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
  - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
  - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

**5. Broad-Based Black Economic Empowerment Compliance:**

- 5.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 5.2 Failure to comply with the **B-BBEE Mandatory and Compulsory requirements** as stated in the KD24 will lead to disqualification.

**6. Advance payments:**

Bidders shall furnish the price without advance payment. (Consult paragraph 8 of A-STD-0010).

**7. Performance Guarantee:**

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

**8. Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

**9. Tax Compliance Requirements**

**It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25**

- 9.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.
- 9.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.
- 9.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.
- 9.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.
- 9.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

- 9.6 Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

**NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.**

**10. Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.  
The applicable points are:

**Price: (Pp) 80 Points**

**Broad-Based Black Economic Empowerment: 20 Points**

**Total: 100 Points**

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).  
(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

$P_s = P_p$

Provided that  $\sum (P_{pa}) = 80$

Where:  $P_s$  = points scored for bid/bid under consideration  
 $P_p$  = points scored for price  
 $a$  = allocated

The points scored for price ( $P_p$ ) =  $P_{pa} * (1 - \frac{P_t - P_m}{P_m})$

Where:  $P_{pa}$  = points allocated for price

$P_t$  = comparative price of bid/bid under consideration

$P_m$  = comparative price of lowest acceptable bid/bid

**11. Objective Criteria**

- 11.1 A contract may be awarded to a bidder that did not score the highest points only in accordance with section 2 (1) (f) of the Act. If Armscor intends on applying objective criteria in terms of section 2(1) (f) of the Act, this will be stated in the bid document.

**12. Mandatory local production and content for designated sectors**

- 12.1 When applicable, bids not meeting the mandatory local production and content for designated sectors will not be considered for further evaluation.
- 12.2 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 12.3 If there is no designated sector, Armscor will include as a specific condition of the bid, that only locally produced services or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.

## RESTRICTED

KD17

BID NUMBER : EFAC/2022/22

CLOSING AT 11:00 ON : 24 November 2022

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER :

ITEM NO	DESCRIPTION	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1-215	<p>APPOINTMENT OF A SUITABLY EXPERIENCED SUPPLIER OF OFFICE SUPPLIES (STATIONERY AND REFRESHMENTS) AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (3) YEARS</p> <p><u>Refer to Annexures A1-A3 for detailed specifications of all Office Supplies (Stationery and Refreshments)</u></p> <p><b>Mandatory Black Equity Ownership</b> April 2021/22 onwards – Minimum 35% - Applicable.</p> <p><b>Pre-qualification criteria (Regulation 4)</b> – Minimum B-BBEE Status Level 1, and EME or QSE.</p>			
	TOTAL (excluding VAT)			
	VAT			
	TOTAL (including VAT)			

1. Delivery address: **As per section 1 of the RFB**
  2. \* Period required for commencement of delivery, after receipt of order: As and when required
  3. \* Rate of delivery: Per order
  4. \* Period required for completion of order, after receipt thereof: 36 months
- \* Must be completed by Bidder if not completed by Armscor.

**NOTE:**

- ***The Bidder MUST quote on all items listed. "No quote" for any item will result in the bid not being considered.***
- ***Order will be placed with one supplier, thus NO splitting of the order will apply.***

## RESTRICTED

### SECTION ONE

#### INSTRUCTIONS TO THE BIDDER WITH REGARD TO THE MINIMUM REQUIREMENTS OF THE BID TO BE SUBMITTED TO ARMSCOR

##### 1.1 GENERAL

The Bid shall be written in a way that allows easy cross-referencing between the RFB and Bid documents. Only one (1) original document of the Bid shall be submitted. This document describes the process, procedures, and evaluation criteria to be used in evaluating the Bidders for the appointment of a suitably experienced supplier of office supplies (stationery and refreshments) on an as and when required basis for a period of three years.

##### 1.2 REQUIREMENT DESCRIPTION

Appointment of a suitably experienced supplier for office supplies (stationery and refreshments) on an as and when required basis for a period of three (03) years, as described below:

- Stationery consists of general stationery as listed in Annexure A1
- Specialised stationery which will be branded with Armscor logo as listed in Annexure A2.
- Refreshments as listed in Annexure A3.

##### 1.3 APPOINTMENT OF A SUITABLY EXPERIENCED SUPPLIER FOR OFFICE SUPPLIES (STATIONERY AND REFRESHMENTS) ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF THREE (03) YEARS: BID REQUIREMENTS

###### 1.3.1 The bidding category

BIDDING CATEGORY	TICK (X)
Entities which are 100% black owned, EME or QSE	

##### 1.4 BID'S TERMS AND CONDITIONS

- 1.4.1 The contract shall be for a three (3) year period and the order shall be placed with only one appointed supplier, thus no splitting of the order will apply (one supplier for both commodities: stationery and refreshments).
- 1.4.2 Order placement will be determined by Armscor minimum stock levels and re-order level, as well as the demand patterns for such items.
- 1.4.3 The expiry date of at least 6 months in advance at the time of delivery shall apply for refreshments.

## RESTRICTED

- 1.4.4 The awarding of the contract does not guarantee that orders will be placed with the appointed supplier. Orders will be placed periodically, as and when required to minimise disruption to the business operations of Armscor.
- 1.4.5 Should the appointed supplier fail to deliver within the agreed timelines, Armscor reserves the right to source goods from other suppliers and recover additional cost from the appointed supplier where applicable.
- 1.4.6 The appointed supplier must have resources in place to execute and deal with urgent orders. Urgent orders shall be completed between 1 – 3 working days after receipt of order, normal orders shall be completed within 4 – 7 working days and Specialised (branded) Stationery shall be completed within 10 - 20 working days.
- 1.4.7 The office supplies (stationery and refreshments) shall be delivered to the following delivery address:

Armament Corporation of South Africa (SOC)  
370 Nossob Street  
Erasmuskloof X4, Pretoria

## **1.5 SECTION TWO – EVALUATION PROCESS, CRITICAL CRITERIA AND SPECIFICATION**

The bids shall be evaluated in terms of the evaluation criteria stipulated in section two of this RFB, namely:

- a) Mandatory Black Equity Ownership
- b) Pre-Qualification Criteria
- c) Critical Criteria
- d) Preference Point System (Price and BEE). A contract will be placed with a bidder that scores the highest total number of points in terms of the preference point system.

The detailed specifications for the office supplies (stationery and refreshments) are listed in Annexures A1-A3.

## **1.6 EVALUATION AND SOURCE SELECTION CRITERIA**

Evaluation will be based on the criteria, which is included in this RFB.

## **1.7 BID VALIDITY**

The Bid proposal is required to remain valid for a period of 150 calendar days as from the date of bid closure.

## RESTRICTED

### 2.1 BID EVALUATION PROCESS

The Bids will be evaluated in terms of the evaluation criteria as defined below.

#### 2.1.1 Stage 1: MANDATORY BLACK EQUITY OWNERSHIP

- i. No contract for goods and services shall be awarded to any bidder unless such bidder has Black Equity Ownership of at least 35% in year 3 (01 April 2021, onwards) of the Defence Sector Codes gazetting.
- ii. The bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit) without which the bid shall not be evaluated further.
- iii. A bid that fails to meet the BBEE mandatory criteria stipulated in the bid documents is an unacceptable bid and will be disqualified.

#### 2.1.2 Stage 2: PRE-QUALIFICATION CRITERIA

- i. The bidder shall be an EME or QSE with B-BBEE Status Level 1.
- ii. The bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency or CIPC B-BBEE certificate or B-BBEE sworn affidavit) without which the bid shall not be evaluated further.
- iii. A bid that fails to meet the Pre-Qualification Criteria stipulated in the bid documents is an unacceptable bid and will be disqualified.

#### 2.1.3 Stage 3: CRITICAL CRITERIA

The Bids will be evaluated in terms of the following critical criteria of which failure to comply with will lead the Bid not being evaluated further.

##### 2.1.3.1 Critical Criterion 1

The bidder shall have experience in the supply and delivery of specialised (**branded**) stationery worth a minimum of R100 000,00 per order / contract supplied and delivered within the past three (3) years (from 01 October 2019 to date).

##### **Evidence required:**

The bidder shall submit at **least one (1) reference letter from a contactable client signed by a duly authorised person** where specialised (**branded**) stationery worth a **minimum of R100 000,00 per order / contract was supplied** within the past three (3) years (from 01 October 2019 to date). (See Sample Reference Letter Attached)

##### **Clients Reference Letters must entail the following details:**

- a) Description of Specialised (branded) stationery
- b) Start Date
- c) End Date
- d) Name of Client
- e) Contact Details (telephone number and/or email address) of Client

RESTRICTED

**2.1.3.2 Critical Criterion 2**

The bidder shall have experience in the supply and delivery of general stationery worth a minimum of R100 000,00 per order / contract supplied and delivered within the past three (3) years (from 01 October 2019 to date).

**Evidence required:**

The bidder shall submit at **least one (1) reference letter from a contactable client signed by a duly authorised person** where general stationery worth a **minimum of R100 000,00 per order / contract was supplied** within the past three (3) years (from 01 October 2019 to date). (See Sample Reference Letter Attached)

**Clients Reference Letters must entail the following details:**

- a) Description of general stationery
- b) Start Date
- c) End Date
- d) Name of Client
- e) Contact Details (telephone number and/or email address) of Client

**2.1.3.3 Critical Criterion 3**

The bidder shall have experience in the supply and delivery of refreshments worth a minimum of R100 000,00 per order / contract supplied and delivered within the past three (3) years (from 01 October 2019 to date).

**Evidence required:**

The bidder shall submit at **least one (1) reference letter from a contactable client signed by a duly authorised person** where refreshments worth a **minimum of R100 000,00 per order / contract was supplied** within the past three (3) years (from 01 October 2019 to date). (See Sample Reference Letter Attached)

**Clients Reference Letters must entail the following details:**

- a) Description of refreshments
- b) Start Date
- c) End Date
- d) Name of Client
- e) Contact Details (telephone number and/or email address) of Client

**NOTE:**

- **Bidders shall submit reference letters that meet Critical Criterion no. 1, 2 and 3; as follows:**

To ensure compliance to Critical Criteria 1, 2 and 3, the bidder shall submit any combination of 1, 2 or 3 reference letters that appropriately mentions the General Stationery and/or Specialised (branded) Stationery and/or Refreshments. (See Example of Possible Combinations Attached as per Annexure C)

- **Armcor reserves the right to verify all the information provided by the Bidder.**



## RESTRICTED

### 2.1.3.4 Critical Criterion 4

The bidder shall supply and deliver the office supplies (stationery and refreshments) in terms of the delivery lead times stipulated below:

No	ORDER TYPE	DELIVERY LEAD TIME
1	Urgent Orders	1 – 3 working days after receipt of order
2	Normal Orders	Within 4 - 7 working days after receipt of order
3	Specialised (branded) Stationery	Within 10 - 20 working days after receipt of order

**Evidence required:**

The bidder shall complete and sign the bid acceptance conditions contained in page 7 of the KD17 of the bid documents as declaration that the bidder shall deliver the office supplies (stationery and refreshments) in accordance with the above stipulated delivery lead times.

### 2.1.3.5 Critical Criterion 5

The bidder shall have financial resources in place to execute and deliver urgent, normal orders and office supplies (stationery and refreshments) to the minimum value of R300 000,00 per order.

**Evidence required:**

The bidder shall submit a commitment letter from their funder committing to availing funds to the bidder for the duration of the order. The letter shall be from the funder and shall entail the following:

- a) On the funder's letterhead
- b) Contacts of the funder
- c) Commitment to availing funds for the bidder
- d) Amount available for the bidder

OR

If the bidder is self-funding, the bidder shall submit a commitment letter in their letterhead as proof that the bidder has financial resources in place to execute and deliver urgent, normal orders and office supplies (stationery and refreshments) to the minimum value of R300 000,00 per order.

### 2.1.4 Stage 4: Price and BBBEE Evaluation

The 80/20 preference point system shall be applied in this evaluation.

## 2.2 SPECIAL REQUIREMENTS

Approval process for specialised (**branded**) stationery:

- The appointed supplier shall design the artwork and submit to Armscor for approval,
- After approval of the artwork by Armscor, the appointed supplier shall produce and submit a sample to Armscor for approval,
- After approval of the sample by Armscor, the appointed supplier shall proceed with production of specialised (**branded**) stationery as per the call-off order.

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
1	Colour Boards	A4 White Board	A4 White board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
2		A4 Yellow Board	A4 Yellow board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
3		A4 Green Board	A4 Green board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
4		A4 Pink Board	A4 Pink board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
5		A4 Blue Board	A4 Blue board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
6	Envelopes	White Envelope	White envelope, 90X152mm	10 x per packet	1			
7		Envelope Craft Pocket	Envelope Craft pocket, 110X220mm	10 x per packet	1			
8		Envelope Craft Window	Envelope Craft window, 110X220mm	10 x per packet	1			
9		Envelope Wallet DL-B	Envelope wallet DL-B, 110X220mm	10 x per packet	1			
10		Envelope C6 White	Envelope C6 White, 114X162mm	10 x per packet	1			
11		Envelope B5 Pocket	Envelope B5 Pocket, 250X176MM	10 x per packet	1			
12		Envelope B5 Pocket White	Envelope B5 Pocket White, 250X176MM	10 x per packet	1			
13		Envelope C3 Craft	Envelope C3 Craft, 458X324MM	5 x per packet	1			

## ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
14		Envelope Tugmore C4	Envelope Tugmore C4, 324X229MM	5 x per packet	1			
15	Highlighters	Textliner	Textliner green	10 x per box	1			
16		Textliner	Textliner pink	10 x per box	1			
17		Textliner	Textliner blue	10 x per box	1			
18		Textliner	Textliner yellow	10 x per box	1			
19		Textliner	Textliner orange	10 x per box	1			
20		Textliner	Textliner red	10 x per box	1			
21	Spot Lighters	Spotlighter	Spotlighter purple	12 x per box	1			
22		Spotlighter	Spotlighter blue	12 x per box	1			
23		Spotlighter	Spotlighter yellow	12 x per box	1			
24		Spotlighter	Spotlighter pink	12 x per box	1			
25		Spotlighter	Spotlighter green	12 x per box	1			
26		Spotlighter	Spotlighter orange	12 x per box	1			
27	Pens	Bic Fine Pens	Fine ballpoint blue	60 x per box	1			
28			Fine ballpoint black	60 x per box	1			
29			Fine ballpoint red	60 x per box	1			
30		Bic Medium Pens	Medium crystal clear ballpoint black	60 x per box	1			
31			Medium crystal clear ballpoint blue	60 x per box	1			
32			Medium crystal clear ballpoint red	60 x per box	1			
33		Pilot Hi-Tec Pens	Hi-tecpoint v5 grip black	12 x per box	1			

## ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
34			Hi-tecpoint v5 grip blue	12 x per box	1			
35			Hi-tecpoint v5 grip red	12 x per box	1			
36		Pentel Pens	Superb bk77 black	12 x per box	1			
37			Superb bk77 blue	12 x per box	1			
38			Superb bk77 red	12 x per box	1			
39		Sign Pens	Sign pen v black	12 x per box	1			
40			Sign pen v blue	12 x per box	1			
41			Sign pen v red	12 x per box	1			
42		G2 Pens	G2 07 black pens	12 x per box	1			
43			G2 07 blue pens	12 x per box	1			
44			G2 07 red pens	12 x per box	1			
45	Pilot Fine Liner	Fine Liner	Fineliner black	12 x per box	1			
46			Fineliner blue	12 x per box	1			
47			Fineliner red	12 x per box	1			
48	White Board Marker	Whiteboard Marker	500A white board marker black	12 x per box	1			
49			500A white board marker brown	12 x per box	1			
50			500A white board marker green	12 x per box	1			
51			500A white board marker orange	12 x per box	1			
52			500A white board marker red	12 x per box	1			
53			90 permanent marker black	12 x per box	1			

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
54			90 permanent marker blue	12 x per box	1			
55			90 permanent marker red	12 x per box	1			
56	Post It Flags	3M Flags	3M post it flags red 25,4mm x 43,2mm	12 x per box	1			
57			3M post it flags blue 25,4mm x 43,2mm	12 x per box	1			
58			3M post it flags white 25,4mm x 43,2mm	12 x per box	1			
59			3M post it sign here flags 25,4mm x 43,2mm	12 x per box	1			
60	Post It Note	3M Post It Notes	3M post it notes yellow 76mm x 76mm	12 x per packet	1			
61			3M post it note yellow 76mm x 127mm	12 x per packet	1			
62	Cellotapes	Cellotapes	Packaging cellotape brown 48mm x 50m	6 X per packet	1			
63			Packaging cellotape clear 48mm x 50m	6 x per packet	1			
64			3M Magic tape 24mm x 50m	1 x per packet	1			
65			Cellotape clear 66m	1 x per packet	1			
66			Cellotape/masking tape white 40m	1 x per packet	1			
67			3M crystal clear tape 19mm x 5m	1 x per packet	1			

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
68	Rubberbands	Rubberbands	Rubberband 100g no: 99	1 x per packet	1			
69			Rubberband 100g size 128	1 x per packet	1			
70			Rubberband 100g size 64	1 x per packet	1			
71			Rubberband 100g size 32	1 x per packet	1			
72	Paper Binders	Paper Binders	Paper binders grip 25mm	1 x per packet	1			
73			Paper binders grip 51mm	1 x per packet	1			
74			Paper binders grip 76mm	1 x per packet	1			
75	Punchers	Punchers	1 hole puncher heavy duty	1 x per packet	1			
76			2 hole puncher heavy duty	1 x per packet	1			
77			P225 office table precision punch	5 x per packet	1			
78	Fold Back Clips	Fold Back Clips	Fold back black/assorted Colour clip size 15mm	12 x per packet	1			
79			Fold back black/assorted Colour clip size 19mm	12 x per packet	1			
80			Fold back black/assorted Colour clip size 25mm	12 x per packet	1			
81			Fold back black/assorted Colour clip size 32mm	12 x per packet	1			
82			Fold back black/assorted Colour clip size 41mm	12 x per packet	1			
83			Fold back black/assorted Colour clip size 51mm	12 x per packet	1			

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
84	Binding Elements	Binding Elements	Binding elements assorted Colours size 6mm	100 x per box	1			
85			Binding elements assorted Colours size 8mm	100 x per box	1			
86			Binding elements assorted Colours size 10mm	100 x per box	1			
87			Binding elements assorted Colours size 19mm	100 x per box	1			
88			Binding elements assorted Colours size 22mm	100 x per box	1			
89			Binding elements assorted Colours size 25mm	100 x per box	1			
90			Binding elements assorted Colours size 28mm	100 x per box	1			
91			Binding elements assorted Colours size 32mm	100 x per box	1			
92			Binding elements assorted Colours size 38mm	100 x per box	1			
93			Binding elements assorted Colours size 45mm	100 x per box	1			
94			Binding elements assorted Colours size 51mm	100 x per box	1			



## ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
95	Pencils	Pencil	Tradition H pencil	12 x per box	1			
96			Tradition HB pencil	12 x per box	1			
97			Supergrip 0.5 clutch pencil	12 x per box	1			
98	Leads	Pencil Leads	Hi-polymer 0.5mm H pencil refill leads	12 x per box	1			
99			Hi-polymer 0.5mm Hb pencil refill leads	12 x per box	1			
100	Batteries	Batteries	MN 1400 B2 1.5V battery	1 x per packet	1			
101			MN 1300 size D 1.5V battery	1 x per packet	1			
102			MN 1604 size B 9V battery	1 x per packet	1			
103			RP 675 1.4V battery	1 x per packet	1			
104			RW 59 1.5V battery	1 x per packet	1			
105			LZ 41 laser pointer batter	1 x per packet	1			
106			RW 44 1.5V battery	1 x per packet	1			
107			RW 42 silver oxide	1 x per packet	1			
108			MN 2400 B4 1.5V AAA battery	10 x per packet	1			
109			MN 1500 B4 AA battery	20 x per packet	1			
110	Paper Clips	Office Paper Clips	Office paper clips small 33mm	10 x per box	1			
111			Office paper clips small 50mm	10 x per box	1			
112	Files	Lever Arch File	2 ring binder file A4 blue 38mm	40 x per box	1			
113			Lever arch file black and white A4	10 x per box	1			
114			Lever arch file PVC A4 blue 70mm	10 x per box	1			

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
115	Dividers	Assorted Dividers	Index shoulder card divider A4 A-Z BUFF	26 x per set	1			
116			Index shoulder card divider 26 position A4 PLAIN BUFF	26 x per set	1			
117			Index shoulder card divider plastic A4 A-Z	26 x per set	1			
118	Folders	Documents Folders	Secretarial folder A4 blue no:2004001E	10 x per packet	1			
119			Quotation folder A4 blue no:B3240	20 x per packet	1			
120	Notebooks	Assorted Notebooks	A6 wire back/ spiral notebook 100 pages 159 x 101mm JD366	20 x per packet	1			
121			A6 hard cover notebook without index 144 pages JD356	20 x per packet	1			
122			A6 hard cover notebook with index 144 pages BS-46	20 x per packet	1			
123			A5 shorthand top spiral note book 144 pages 210 x 148mm JD146 with red centerline	10 x per packet	1			
124			A5 side spiral notebook 100 pages 210 x 148mm JD127	10 x per packet	1			

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
125			A5 manuscript hard cover notebook without index 192 pages code 1044	10 x per packet	1			
126			A4 hard cover notebook with index 144 pages BS-44	10 x per packet	1			
127			A4 hardcover notebook 192 pages 297 x 210mm without index JD 161	10 x per packet	1			
128			A4 executive pad 80 pages JD265	10 x per packet	1			
129	<b>Stapler</b>	Office Stapler	210 plus stapler 24/6	10 x per packet	1			
130			Paper pro Office stapler 26/6	10 x per packet	1			
131	<b>Carbon Books</b>	Carbon Books	A4 duplicate carbon book	10 x per packet	1			
132			A5 duplicate carbon book	10 x per packet	1			
133	<b>Other</b>	Sharpener	1hole metal sharpener 510-10	20 x per packet	1			
134		Scissor	Metal scissor 215mm	12 x per box	1			
135		Thimble	Thimble/fingertip medium size no: 1	12 x per packet	1			
136		Ruler	Plastic ruler 30 cm	10 x per packet	1			
137		Machine Rolls	Adding machine rolls white 57 x 57 BS-56	10 x per packet	1			
138		Plastic Pockets	A4 clear plastic filing pockets	100 x per packet	1			
139		Green Line Board	Green line board A4 grey 1200mic	25 x per packet	1			
140		Decifix	plastic cover for file 450mm x 10m	1 x roll	1			

# ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
141		Staples	Office standard staples no.26/6	20 x per box	1			
142		Staple Remover	Office standard staple remover SR-J03	10 x per box	1			
143		Red Seals	Notarial red seals labels 50ml	10 x per packet	1			
144		Prestik	Adhesive prestik 100g	25 x per box	1			
145		Press Tab	Transparent index tabs 5 x 20cm strips self-adhesive with plain & alphabet inserts	10 x per packet	1			
146		Tippex	Correction liquid pen metal tip 7ml	12 x per box	1			
147		Eraser	Pencil eraser PVC –free	20 x per box	1			
148		Eraser For Whiteboard	Eraser for white board medium	10 x per packet	1			
149		Pritt	Glue stick original 22g	25 x per box	1			
150		Binding Cover	PVC binding cover frosted clear 180mic A4210 x 297mm	100 x per packet	1			
151	Correction Tape	Correction Tape	Correction Tape 5mmx5m	1 x per packet	1			

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

Item No	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
152	Armcor Office Envelope	Code: Env8426 B4 internal office mail, colour: Brown, Set and print Armcor internal mail in black ink on top of the envelop, font: 24PT-front-Arial bold, 80mm X 28mm 33Rectangle blocks printed in bold black and six hole punched in between according to the sample. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 25 X 1	1			
153	Armcor Letter Head	A4 zeta hammer embossed 90gsm, watermark, Colour: 3+2 spots (Blue pantone 548, Brown pantone 464, Grey pantone 427), upright to print. Grey cameo around Blue/Brown in logo shall not print darker than pantone 427. Trim/Finishing, Cut A4 with a 13mm white area Left & Right of print and 10mm white above the logo. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 100 X 1	1			
154	Armcor Subfile	Milano brown cover 180gsm, 320mm X 440mm flat, black ink , score and fold in the middle 200mm + 220mm =440mm Sample to be collected upon order.	Wrapped 100 sheets X 1	1			

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		Final print is subjected to artwork approval by Armscor.				
155	Armscor Wrapping Paper	Brown or Blue paper, 60gsm 610mm X 840mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 50 X 1	1		
156	Armscor Confidential File	Armscor Confidential Files, Kraft Liner Board, 337gsm, 3 Folds. 325mm (height) X 720mm (width) Print both sides & scored 2X vertical scores for 3 panels (245mm + 245mm + 230mm), Ink: Black & green pantone 356U (page 1&6: Black with green 33mm wide vertical strip on spine that bleach off top and bottom of the file; Page 2: black; Page 3: Blank; Page 3&5 Black). Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 200 X 1	1		
157	Armscor Restricted File	Armscor Confidential Files, Kraft Liner Board, 337gsm, 3 Folds. 325mm (height) X 720mm (width) Print both sides & scored 2X vertical scores for 3 panels (245mm + 245mm + 230mm), Ink: Black & blue pantone 356U (page 1&6: Black with blue 33mm wide vertical strip on spine that bleach off top and bottom of the file; Page 2: black; Page 3: Blank; Page 3&5 Black). Armscor Restricted Files, Kraft Liner Board, 337gsm, 3 Folds, Sample to be collected upon	Wrapped 200 X 1	1		

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		order. Final print is subjected to artwork approval by Armscor.					
158	Armscor Non-classified File	Armscor Confidential Files, Kraft Liner Board, 337gsm, 3 Folds. 325mm (height) X 720mm (width) Print both sides & scored 2X vertical scores for 3 panels (245mm + 245mm + 230mm), Ink: Black & green pantone 356U (page 1&6: Black with green 33mm wide vertical strip on spine that bleach off top and bottom of the file; Page 2: black; Page 3: Blank; Page 3&5 Black). Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 200 X 1	1			
159	Armscor File Closed Cards	Eltoro buff 160gsm, red ink, printed one side only, 292mm x 210mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 100 sheets X 1	1			
160	Armscor Control Cards For Class	Elitoto white paper, Armscor pantone brown, 160gsm printed both sides 292mm x210mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 100 sheets X 1	1			
161	Armscor Finance Letter Head Copy	A4 white 80gsm, Page 1 Colour: Black + spots, Blue pantone 548, brown pantone 464, Grey pantone E 427, Page 2, 3 Black (Copy Copy): Black logo prints	Wrapped: Collate 33 sets X 1 (Colour+Copy+Copy)	1			

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		as grey scale, version of the colour logo "copy", Screened down black.  Note: Grey cameo around Blue/Brown in logo must not print darker than pantone 427. Finish: Cut to A4 with 18mm white area left & right to the print and 12mm white above the logo. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.				
162	Finance Payment Subfile	Tokai yellow 240gsm, blank ink, print one side only, score and fold, 355mm X 450mm folded to 355 X 225mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 200 X 1	1		
163	Armscor Pool Vehicle Requisition	Set, layout & print format: A5, 210mm x 148mm ink: black and red one side only paper: NCR, CB white CF yellow, collate 50 sets in duplicate, glued on top (148mm) with a hard fold in backing board from the back. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads in a packet	1		
164	Armscor Stationery Requisition	Set, layout & print, print in duplicate NCR CB white and CF green, ink Armscor brown pantone CVU 464, glue on top with hard Kraft back board with fold in flap, number in duplicate right hand side in red ink in allocated space, C numbering range on the right top.	Wrapped 10 per packet	1		



## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		Sample to be collected upon order. Final print is subjected to artwork approval by Armscor				
165	Armscor Requisition	Set, layout & print, A4 landscape, NCR CB white CFB yellow CFB green CF pink, ink Armscor brown pantone 464 CVC, print in quadruplet, collate 25 sets per pad and glue on top 297 side with hard backing board with fold in flap from the back, number range print in red at the right top, mark number range of each individual pad on its spine. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads in a pack	1		
166	Armscor finance letterhead	Set, layout & print A4, print only one side  <u>One sheet colour – ( black + 2 spots)</u> <ul style="list-style-type: none"><li>- Blue pantone 548</li><li>- Brown pantone 464</li><li>- Grey pantone 427</li><li>- 80gsm white board</li></ul> <b>NOTE : grey cameo around blue/brown In logo must not</b>	<u>2 sheets black (copy + copy)</u> <ul style="list-style-type: none"><li>- black logo prints as grey scale</li><li>- Version of the colour logo "copy"</li><li>- screened down black</li></ul> Sample to be collected upon order. Final print is	Wrapped 33 sets in plastic	1	

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		<p><b>print darker than a pantone 427</b></p> <p><b>Cut to A4 with and 188mm white area left &amp; right of the print and 12mm white above the logo</b></p> <p><b>Collate 33 sets per pack (colour + copy + copy)</b></p>	<p>subjected to artwork approval by Armscor</p>				
167	<p>Armscor</p> <p>Application for leave</p>	<p>Set, layout &amp; print,A4 portrait trim to 297 x 210mm,paper green ( colour jade) 80gsm bond, ink Armscor brown pantone 464 CVU, collate 25 pages per pad with a hard backing board at the back, glue on top of the 210 side</p>	<p>Wrapped 10 pads per packet</p>	1			
168	<p>Armscor Request for urgent payment</p>	<p>Set, layout &amp; print, print A4 210 x 297mm print one side in duplicate, paper NCR CB white and CF green, ink Armscor pantone brown 464 CVU, collate 50 sheets per pad with hard back board and fold in flap cover. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor</p>	<p>Wrapped 10 pads per packet</p>	1			
169	<p>Armscor</p> <p>Application to undertake a foreign visit</p>	<p>Set, layout &amp; print, A4 trim landscape 210x297mm,ink Armscor pantone brown 464 CVU and Red, print duplicate number in Red, number range on each pad, collate 25 sets per pad, glued on 297 side with a hard backing board at the back and fold in flap. Sample to</p>	<p>Wrapped 10 pads per packet</p>	1			

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		be collected upon order. Final print is subjected to artwork approval by Armscor				
170	Armscor Claim for foreign substance and travel allowance	Set, layout & print, print 100 pages per pad back to back, white bond paper 80gsm, A4 portrait 297x 210mm, ink Armscor pantone brown 464 CVU, collate 100pages per pad glued on top on 210mm side with hard backing board at the back. No serial number, Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
171	Armscor Application for advance	Set, layout & print. Paper NCR CB white CFB green CF yellow, ink Armscor pantone brown 464 CVU and Red, print triplicate and numbers in red on the top right block, collate 50 sets per pad, glued on 210 side with a hard backing board at the back and fold in flap. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
172	Armscor Entertainment claim	Set, layout & print, paper yellow bond A4 80gsm 297x210mm, ink Armscor pantone brown 464 CVU, collate 100pages per pad glued on top on 210mm side with hard backing board at the back	Wrapped 10 pads per packet	1		
173	Armscor application for petty cash	Set, layout & print. A4 portrait 297x210mm 80gsm bond yellow, ink Armscor pantone brown 464 CVU, 100pages per pad with hard backing board at the back	Wrapped 10 pads per packet	1		

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		and glue on top. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor				
174	Armscor MBA26	Set, layout & print. Paper CB white and CF pink A5 landscape, ink black and red, numbering in red top right, collate 50 sets with hard backing board glue at the top with fold in flap number range on spine of each pad. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 50 pads with 50 sets in a pad	1		
175	Armscor Refreshments requisition	Set, layout & print. A5 25 sets per pad, format print in duplicate, paper NCR CB blue and CF front green, ink Armscor pantone brown 464 CVU, hard backing board at the back and glue on top fold in flap. Numbering in duplicate top right hand side in black in allocated space. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
176	Armscor Petty cash payment	Set, layout & print. A4 portrait 297x210mm 80gsm bond bright yellow, ink Armscor pantone brown 464 CVU, 100 pages per pad with hard backing board at the back and glue on top fold in flap. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
177	Armscor Service request requisitions	Set, layout & print. A5 210x148 print one side in triple English, paper NCR CB yellow CFB pink and CF green, ink Armscor pantone brown 464 CVU, series	Wrapped 10 pads per packet	1		

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		number in triple from.....to....in allocated are per form 2 copies, triple stay in the book, binding collate 25 sets in triple & trim A5 ¼ ,bind with hard back board tokai buff front cover and fold in flap from the back, staple and finish with binders cloth blue, mark corresponding serie numbers on the spine of each book. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor				
178	Armscor Request for urgent payment	Set, layout & print,A4 297x210mm print one side in duplicate English, paper NCR CB white CF blue, ink emerald gree, binding collate 25sets per pad with hard back board block glued at the top 210 side. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
179	Armscor Application for cash payment advance	Set, layout & print,A4 297X210mm, print one side in triple, paper NCR CB white CFB blue and CF green, emerald green, ,binding collate 25sets per pad with hard back board block glued at the top 210 side. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
180	Armscor Typing file	Set, layout & print, paper 200gsm tokai board yellow 310 x 500mm flat/open, ink black, print only one side, score 2x vertical 240+225+30=495mm flap 30mm.	Wrapped 250 pads per packet	1		

## ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		Sample to be collected upon order. Final print is subjected to artwork approval by Armscor				
181	Armscor MBA 23 Authorization to pay creditors	Set, layout & print, A5 148 x 210mm white 80gsm bond, print back to back, collate 100 pages per pad with hard backing board at the back. Ink emerald green. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
182	Armscor Application for domestic subsistence and travel arrangements	Set, layout & print, paper NCR CB white CFB blue CF green, ink black A4 landscape 297x210mm, print triplicate one side only, collate 50 sets per pad in triplicate with hard backing board with fold in flap glued on the top 297 side. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1		
183	Plain buff divider	13 tabs divider, 240gsm buff cardboard A4 unprinted 12mm tabs =210mm+12mm 2banks of 13 set packed. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 2 sets in a pack = 26 tabs	1		
184	Index tabs dividers	Die cut index tabs 12mm in with on the right hand side of the 297mmx222mm pre-printed board buff, reinforce tabs and spine on the left with clear mylol, do not collate in sets. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 per packet	1		

# ANNEXURE A3: REFRESHMENTS SPECIFICATIONS

Item no	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
185	Tea/Coffee	Five Roses Tea Bags Tagless 250gms (100 Sc X Pk)	250g	1			
186		Fresh Pack Rooibos Tea Tagless 200gms (80scxpk)	200g	1			
187		Frisco Coffee 750	750g	1			
188		Ricofly Original X750g	750g	1			
189		Nestle Ricofly Caffeinefree 750gms	750g	1			
190		Pronto Koffiehuis Bags 250gms Per Box	250g	1			
191		Ellis Brown Coffee Creamer X1kg	1kg	1			
192	Creamer	Cremora coffee creamer 1kg	1kg	1			
193	Sugar	Pure White Sugar 2,5 Kg	2.5kg	1			
194		Golden Brown Sugar	2kg	1			
195	Sweetener	Sweetener, Sucralose, Aspartame free	20g	1			
196	Stirring Sticks	Wooden Stirring Sticks	200g	1			
197	Biscuits	Romany Creams X 200gms	200g	1			
198		Choc Kits Crunchy Oat White Choc Biscuits 200grams	200g	1			
199		Choice Assorted Bakers X200gms	200g	1			
200		Strawberry Whirls-Bakers X200gms	200g	1			
201		Lemon Creams-Bakers X200gms	200g	1			

# ANNEXURE A3: REFRESHMENTS SPECIFICATIONS

202		Nutty Crust-Bakers X200gms	200g	1			
203		Eet Sum Mor -Bakers X200gms	200g	1			
204		Tennis Biscuits-Bakers X200gms	200g	1			
205	Sweets	Beacon Smoothies 72s Mixed	500g	1			
206		Beacon Fruit Chews 1kg	1kg	1			
207		Liquorice Assorted X500gms	400g	1			
208		Endearmints Wrapped 1kg	1kg	1			
209		Cadbury Choc-Eclairs "Toffees" 50 Units Per Packet	230g	1			
210		Paper Plates Sylko Paper Plates Diam 180 Small (10 Per Pk)	10 Per Pk	1			
211	Water	Still Bottled Water 500ml	500ml	1			
212		Sparkling Bottled Water 500ml	500ml	1			
213	Juice	Appletiser Sparkling Fruit Juice Cans 330ml	330ml	1			
214		Grapetiser Sparkling Fruit Juice Cans 330ml	330ml	1			
215		Liquifruit 100% Fruit Juice Assorted Cans 330ml	330ml	1			
TOTAL (VAT EXCLUDED)							
TOTAL BID AMOUNT excluding VAT (Total Year 1 + Total Year 2 + Total Year 3)							

## NOTE:

- The Bidder **MUST** quote on all items listed. "No quote" for any item will result in the quote not being considered.
- Order will be placed with one supplier, thus **NO** splitting of the order will apply.



RESTRICTED

RETURNABLE: ANNEXURE B

**SAMPLE WORDING FOR THE REFERENCE LETTER**

**NB: Reference Letter must be on the official company letterhead of the entity providing the reference**

This letter serves to confirm that the entity mentioned herein below:

**Bidding Entity:** \_\_\_\_\_

Has successfully supplied and delivered office supplies (General Stationery, Specialised (branded) Stationery and Refreshments) to the entity mentioned herein below:

**Entity Providing the Reference:** \_\_\_\_\_

**Details of the order / contract where the bidding entity supplied and delivered office supplies (General Stationery, Specialised (branded) Stationery and Refreshments)**

<b>Description of the Commodity</b>	<b>Indicate Commodity Applicable (Yes)</b>	<b>Date of Order / Contract</b>	<b>Monetary Value</b>
General Stationery			R
Specialised (branded) stationery			R
Refreshments			R

**Name, Surname & Contact Details of Person Duly Authorised to Provide this Reference on behalf of the Entity**

**Name & Surname** : \_\_\_\_\_

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

**Contact numbers** : \_\_\_\_\_

**Email Address** : \_\_\_\_\_

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

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

RESTRICTED

RESTRICTED

**EXAMPLE OF POSSIBLE COMBINATIONS: ANNEXURE C**

Below is a non-exhaustive example of possible combinations of reference letters:

1. Three client reference letters, one for general stationery valued at R100 000, one for specialised (branded) stationery valued at R100 000 and one for refreshments valued at R100 000;

OR

2. One client reference letter for general stationery valued at R100 000, specialised (branded) stationery valued at R100 000 and refreshments valued at R100 000;

OR

3. Two client reference letters, one letter for general stationery valued at R100 000 and specialised (branded) stationery valued at R100 000, and another letter for refreshments valued at R100 000;

OR

4. Two client reference letters, one letter for general stationery valued at R100 000 and another letter for specialised (branded) stationery valued at R100 000 and refreshments valued at R100 000;

OR

5. Two client reference letters, one letter for general stationery valued at R100 000 and refreshments valued at R100 000 and another letter for specialised (branded) stationery valued at R100 000;

OR

6. Two client reference letters, one letter for general stationery valued at R100 000 and specialised (branded) stationery valued at R100 000 and another letter for refreshments valued at R100 000 and specialised (branded) stationery valued at R100 000;

OR

7. Two client reference letters, one letter for general stationery valued at R100 000 and specialised (branded) stationery valued at R100 000 and another letter for general stationery valued at R100 000 and refreshments valued at R100 000;

OR

8. Two client reference letters, one letter for general stationery valued at R100 000 and refreshments valued at R100 000 and another letter for specialised (branded) stationery valued at R100 000 and refreshments valued at R100 000.

RESTRICTED

- 1 -

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD  
(ARMSCOR)**

**QUESTIONNAIRE**

**REPLIES**

1 What is the request for bid number? .....

2 If applicable: Price basis of bid  
(if not delivered into store) .....

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed (NB: See par 9 of A-Std-0010).

☐

4 The delivery period shall be fixed

.....

.....

**WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.**

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas? .....

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date .....

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,  
ad valorem customs or surcharge? .....

6.2 If so, what is the amount payable in respect of

a) Customs duty? .....

b) Ad valorem customs duty? .....

## PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

		AMOUNT	% OF TOTAL PRICE
7.1	FOB/FCA cost of item		
7.2	Sea/Air freight		
7.3	Insurance charges		
7.4	Clearance charges		
7.5	Customs duties		
7.6	Ad valorem customs duties		
7.7	Delivery costs from port/airport to your premises		
7.8	Local content (excluding (10.10)		
7.9	Delivery costs from your premises into store		
7.10	Balance (detail to be submitted)		
<b>TOTAL</b>			

## BROAD-BASED BLACK ECONOMIC EMPOWERMENT

### ACRONYMS AND ABBREVIATIONS

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
COTS	Commercial Off The Shelf
EME	Exempted Micro Enterprises
MOTS	Military Off The Shelf
QSE	Qualifying Small Enterprises
SANAS	South African National Accreditations Systems

### 1. MANDATORY B-BBEE REQUIREMENT:

- 1.1 In terms of the Defence Sector Codes, contracts for goods and services shall only be awarded to a bidder that has Black Equity Ownership of at least 25% in year 1 (12 April 2019 to 31 March 2020), 30% in year 2 (01 April 2020 to 31 March 2021) and 35% in year 3 (01 April 2021) onwards, where applicable.
- 1.2 EMEs are exempted from compliance with the mandatory B-BBEE requirement.

### 2. COMPULSORY B-BBEE REQUIREMENTS

#### 2.1 Pre-Qualification Criteria

- 2.1.1 Pre-Qualification criteria will be applied to advance certain designated groups with specific bidding conditions that only one or more of the bidders may respond:

- a) Stipulated minimum B-BBEE status level e.g. level 4
- b) EMEs or QSEs
- c) Sub-contract a minimum 30% of the value of the contract to one or more:
  - (i) At least 51% black owned EMEs or QSEs
  - (ii) At least 51% black youth owned EMEs or QSEs
  - (iii) At least 51% black women owned EMEs or QSEs
  - (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
  - (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
  - (vi) At least 51% black owned EMEs or QSEs by military veterans
  - (vii) EMEs or QSEs

#### 2.2 Sub-Contracting

- a) For a contract above R30 000 000 (million), Armscor may apply subcontracting to advance designated groups.
- b) The successful bidder must subcontract 30% of the contract value to one or more of the following:
  - (i) At least 51% black owned EMEs or QSEs
  - (ii) At least 51% black youth owned EMEs or QSEs
  - (iii) At least 51% black women owned EMEs or QSEs
  - (iv) At least 51% black owned EMEs or QSEs by people living with disabilities
  - (v) At least 51% black owned EMEs or QSEs by people living in rural or underdeveloped areas
  - (vi) At least 51% black owned cooperatives
  - (vii) At least 51% black owned EMEs or QSEs by military veterans
  - (viii) EMEs or QSEs

**NB: Failure by the bidder to comply with the B-BBEE Mandatory and Compulsory Requirements as stated herein above will lead to disqualification.**

-2-

### 3. PREFERENCE POINTS FOR BROAD-BASED BLACK ECONOMIC EMPOWERMENT

- 3.1 The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.
- 3.2 The 80/20 preference point system is applicable to all bids with a Rand value of up to R50 000 000,00 (all applicable taxes included)
- 3.3 Preference points for this bid shall be awarded for:
- |   |     |
|---|-----|
| PRICE   | 80  |
| B-BBEE STATUS                                     | 20  |
| Total points for Price and B-BBEE must not exceed | 100 |
- 3.4 Bidders who do not submit a valid proof of B-BBEE status will score zero (0) for preference points.

### 4. ALLOCATION OF B-BBEE POINTS

- 4.1 The B-BBEE points are to be claimed and allocated according to the table below for acquisition of services, works or goods with a value of up to R50 000 000, 00 and must be substantiated by means of a valid proof of B-BBEE.

B-BBEE status level	Points Allocated
Level 1	20
Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant	0

- 4.2 The Armscor BBE Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the B-BBEE status of the bidder and/or its sub-contractor(s).

**5. PRINCIPLES****5.1 Valid proof of B-BBEE status is either of the following:****5.1.1 A B-BBEE Sworn Affidavit fully completed and**

- 5.1.1.1** Deposed and signed in the presence of the Commissioner of Oaths
- 5.1.1.2** Does not contradict itself (% black ownership matches compliance level)
- 5.1.1.3** Commissioner of Oaths credentials and signature are reflected.

**5.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency****5.1.3 An unincorporated Joint Venture / Consortium must submit a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.****5.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.****5.2 Sub-Contracting****5.2.1 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.****5.2.2 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.**

**B-BBEE DECLARATION****1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover	R	Starting (Day, Month, Year)	
(As at the latest financial year end)		Ending (Day, Month, Year)	

**2. Confirmation of Subcontractors involved in the execution of the order:**

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

\*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.

**3. Confirmation of Suppliers involved in the execution of the order:**

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

**AUTHORISED SIGNATURE** : ..... Date: .....

Name in block letters : .....

Capacity : .....



-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**

- 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:

.....

.....

<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.

### 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.
- 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

<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.

## DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –  (a) who are citizens of the Republic of South Africa by birth or descent; (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

# ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

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

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

Commissioner of Oaths	Deponent
<b>Credentials and Signature</b>	
	<b>Signature</b>
<b>Date</b>	<b>Date</b>

## ANNEXURE 2 TO KD24

## DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

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

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
<b>Definition of "Black Designated Groups"</b>	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_ % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_ % Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_ %
  - Black people living with disabilities % = \_\_\_\_\_ %
  - Black Unemployed % = \_\_\_\_\_ %
  - Black People living in Rural areas % = \_\_\_\_\_ %
  - Black Military Veterans % = \_\_\_\_\_ %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

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

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

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

Commissioner of Oaths	Deponent
<b>Credentials and Signature</b>	
	<hr/> <b>Signature</b>
<hr/> <b>Date</b>	<hr/> <b>Date</b>

**ANNEXURE 1 TO KD25**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR</b>							
BID NUMBER:		CLOSING DATE:			CLOSING TIME:		
DESCRIPTION							
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT :</b>							
<b>ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,</b>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Mr. A.L Mmbengwa			CONTACT PERSON	Mr. A.L Mmbengwa		
TELEPHONE NUMBER	012 428 3610			TELEPHONE NUMBER	012 428 3610		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	scmbids@armscor.co.za			E-MAIL ADDRESS	scmbids@armscor.co.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		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE 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		
<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>							

## ANNEXURE 1 TO KD25

<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. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
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.
<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 WWW.SARS.GOV.ZA.
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 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: .....



**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED  
(ARMSCOR)**

**INTELLECTUAL PROPERTY REQUIREMENTS**

**1 INTRODUCTION**

**1.1 What is Intellectual Property?**

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

**1.2 How is IP manifested?**

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

**NOTE:**

- ☐ The document itself is not IP
- ☐ The contents of a document represent IP
- ☐ The document becomes the tangible and recordable carrier of IP

**1.3 What is Background IP?**

For definition, refer to A-STD-0020 “Armscor General Conditions of Contract”.

“Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

#### 1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

#### 1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

#### 1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

### 2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

#### 2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

#### 2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
  - Order Number on which Historic IP was generated
  - Master record index (MRI) reference
  - Original Supplier
  - Cost of Establishment
  - Percentage Ownership (DOD)
  - Associated Milestone / Line item on the order under which the IP was established

### 2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

**Note 1:** The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

**Note 2:** To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armscor's web site. After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

## 3. SAFEGUARDING OF IP

### 3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

### 3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armscor documents, e.g. A-STD-0020 "Armscor General Conditions of Contract, K-STD-61 "Armscor Standard for Technical Contract Conditions", A-WI-014 "Armscor Security Instruction" and other documents that may be applicable.

### 3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armscor ADAC Department.

### 3.4 IP Audits

Armscor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armscor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

#### 4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

##### 4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website ([www.armscor.co.za/Downloads/Download.asp](http://www.armscor.co.za/Downloads/Download.asp)) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

##### 4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.

## 5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

**This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.**

WITNESSES:

1 \_\_\_\_\_

2 \_\_\_\_\_

SIGNATURES OF BIDDER(S)

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_