

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: KZN/RAIL/2024/10/02/Q**

**REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF A SERVICE PROVIDER FOR THE PURCHASE AGREEMENT OF GENERAL STATIONERY FOR PRASA KZN OVER A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.**

**SECTION 1: SBD1****PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	KZN/RAIL/2024/10/02/Q	CLOSING DATE:	04-11-2024	CLOSING TIME:	12:00PM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PURCHASE AGREEMENT OF GENERAL STATIONERY FOR PRASA KZN OVER A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.				

**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX NO 04 SITUATED AT (*STREET ADDRESS*):

**65 MASABALALA YENGWA AVENUE  
PRASA REGIONAL OFFICE FOYER AREA  
HELPDESK  
PRASA SCM  
KWAZULU NATAL**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>Sihsenkosi Ngubane</b>
TELEPHONE NUMBER	<b>031 813 0139</b>
E-MAIL ADDRESS	<b>Sihsenkosi.Ngubane@prasa.com</b>

**SUPPLIER INFORMATION**

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..... .....

2.1 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]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES
☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES
☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES
☐ NO

**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.**

**PART B: TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

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

1.3. PRESCRIBED IN THE BID DOCUMENT.

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

## 2. TAX COMPLIANCE REQUIREMENTS

- 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g., company resolution)

DATE: .....

**NB:**

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

## **SECTION 2**

### **NOTICE TO BIDDERS**

#### **1. RESPONSES TO RFQ**

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

#### **2 COMMUNICATION**

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

#### **3 BIDDERS COMPLAINTS PROCESS**

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

- 3.1.1 Bid/Tender Description
- 3.1.2 Bid/Tender Reference Number
- 3.1.3 Closing date of Bid/Tender
- 3.1.4 Supplier Name
- 3.1.5 Supplier Contact details
- 3.1.6 The detailed compliant

#### **4 LEGAL COMPLIANCE**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

#### **5 CHANGES TO QUOTATIONS**

Changes by the Respondent to its submission will not be considered after the closing date and time.

#### **6 PRICING**

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

## **7 BINDING OFFER**

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

## **8 DISCLAIMERS**

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue;

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

## **9 LEGAL REVIEW**

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

## **10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to

register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

## **11 PROTECTION OF PERSONAL DATA**

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

## **12 ADMINISTRATIVE RESPONSIVENESS**

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. **Incomplete Bids will be disqualified.**

## **13 VALIDITY PERIOD**

13.1 PRASA requires a validity period of **60 Working Days** from the closing date.

13.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.

## **14 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL**

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the

prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), on CIDB website for construction related RFQ's.

## **15 RETURNABLE DOCUMENTS**

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

### **15.1. Mandatory Returnable Documents**

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.



## SECTION 3

### 1 EVALUATION CRITERIA:

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

#### Stage 1 – Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, you be will automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

No.	Description of requirement	
a)	Section 1 - Invitation to Bid (SDB 1) <i>Must be completed &amp; duly signed</i>	
b)	Section 6 - Bill of Quantities (BOQ) Must be completed & duly signed	
c)	Section 8 - Declaration of Interest (SBD 4) Must be completed & duly signed	
d)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties should they be awarded business by PRASA through this RFP process (if applicable)  <i>Must be completed &amp; duly signed</i>	
e)	Bidders to fill and sign the closing /submission register on submission of tender documents, failure to comply will result in a disqualification from the tender process.  <i>Must be completed &amp; duly signed</i>	
f)	The Bidders must submit in writing (on a signed company letterhead) with this tender, acknowledging that: The specifications of the products listed in the tender document will be met. Non-conformances will be closed within 10 days	

## Stage 2 – Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

No.	Description of requirement	
a)	Supply of valid SARS Pin	
b)	CSD supplier registration number	

## Stage 3 – Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

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

$$PS = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### POINTS AWARDED FOR SPECIFIC GOALS

3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the **Preferential Procurement Regulations**, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender, the tenderer will be allocated points based on the goals stated in table 1 below as may be

## SECTION 4

### SCOPE AND SPECIFICATION

**1. *SCOPE OF WORK:***

This Agreement covers the procurement of general stationery for PRASA KZN over a period of one year.

**2. *SPECIFICATIONS:***

Refer to Bill of Quantities (BOQ) for specifications

**3. *TRANSPORT:***

Delivery to the KZN Main Warehouse in Springfield will be at the cost of the Supplier. This cost must be factored into the final price of the component.

**4. *DELIVERY:***

- Ten working days from date of official Purchase Order.
- Purchase orders will be issued on an as and when basis throughout the duration of the contract.

**5. *PENALTIES:***

- Should the Contractor fail to deliver on or before the agreed date, a penalty of 1% per day will be charged on the total value of the Purchase order (PO) but shall not exceed 10 percent of the total value of the PO.
- PRASA KZN reserves the right to test the product at any given time during the contract period for compliance. The Supplier will be held liable with costs for any deviations in the specifications which may have resulted in damages and downtime to PRASA KZN. A meeting will be convened by both parties (PRASA and the Contractor) to discuss the outcome of the investigation and costs incurred were necessary.

**6. *COMPLIANCE:***

- The supplier must submit in writing on a signed company letterhead that all non-conformances will be closed within 10 days.
- The supplier must submit in writing on a signed company letterhead that all specifications listed in this tender document will be met

**7. *TERMINATION OF CONTRACT:***

PRASA KZN reserves the right to cancel the agreement at any time during the stipulated period due to the contractor not performing according to the requirements of the agreement.

**8. *CONTRACT PERIOD AND VALUE:***

This contract shall commence within one week of its award and will be over a period of twelve months or attaining a value of R1M (VAT inclusive). The contract will terminate, either when the twelve months or the contract value is reached, whichever comes first.

#### 9. **PRICE ADJUSTMENTS:**

Prices will be fixed for the duration of the Agreement.

#### 10. **GENERAL:**

Where brand names are mentioned in the specifications, you may quote on an equivalent/similar product. Alternate products must meet the minimum requirements mentioned in the Specifications

#### 11. **DOCUMENTS TO BE SUBMITTED WITH THIS TENDER**

- ***The supplier must submit in writing (on a signed company letterhead) with this tender, acknowledging that:***
  - *The specifications of the products listed in the tender document will be met.*
  - *Non-conformances will be closed within 10 days*

#### 12. **PRICING AND SPECIFIC GOALS**

The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

#### **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

##### **POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Were

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Entities with a B-BBEE contributor status of at least level 2 - B-BBEE Certificate/Affidavit	10	
Black Youth Owned-Certified Copy of ID documents of owners	10	
<b>Total</b>	20	

## SECTION 5

### PRICING, BOQ/BOM AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:** .....

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
  - 8.1 Negotiate a market-related price with the Respondent scoring the highest points;
  - 8.2 If that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;
  - 8.3 If the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;
  - 8.4 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

## SECTION 6

### BILL OF QUANTITY

No.	Material	Specification	Unit	QTY	TOTAL	
1.	M00100262	ADHESIVE; TYPE GLUE STICK - PRITT 40G OR EQUIVALENT	EA	1		
2.	M00100264	ADHESIVE; TYPE PRESTIK 100G - BOSTIK	EA	1		
3.	M00100267	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 100M - BUFF	EA	1		
4.	M00100268	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 100M - CLEAR	EA	1		
5.	M00100270	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 50M - CLEAR	EA	1		
6.	M00100271	ADHESIVE; TYPE SELLOTAPE - 12MM X 66M - SA1219	EA	1		
7.	M00100272	ADHESIVE; TYPE SELLOTAPE - 18MM X 66M - SA1219	EA	1		
8.	M00042923	BINDER, LOOSE-LEAF; PRASA RAIL FILE COVER (PACKETS OF 100) BINDER, LOOSELEAF EQUIPMENT USED ON PRASA RAIL	EA	1		
9.	M00100305	BINDING ELEMENT; TYPE A4 RING - 10MM - BLACK	EA	1		
10.	M00100310	BINDING ELEMENT; TYPE A4 RING - 12MM - BLACK	EA	1		
11.	M00100315	BINDING ELEMENT; TYPE A4 RING - 16MM - BLACK	EA	1		
12.	M00100320	BINDING ELEMENT; TYPE A4 RING - 20MM - BLACK	EA	1		
13.	M00100325	BINDING ELEMENT; TYPE A4 RING - 25MM - BLACK	EA	1		
14.	M00100298	BOARD; TYPE A4 BACKING 160G - WHITE	EA	1		
15.	M00100299	BOARD; TYPE A4 BACKING 160G - TINTED BLUE	EA	1		
16.	M00100301	BOARD; TYPE A4 BACKING 160G - TINTED GREEN	EA	1		
17.	M00103806	BOARD; TYPE A4 175 GSM CRAFT BOARD, SUPPLIED IN A PACK OF 100, COLOR: BROWN	EA	1		
18.	M00100397	BOOK; TYPE BOOK, A1, FEATURES P/PUNCHED FLIP CHART PAPER, 594MM X 840MM 30P, BOND	EA	1		
19.	M00100398	BOOK; TYPE BOOK, A1, FEATURES P/PUNCHED FLIP CHART PAPER, 594MM X 840MM 50P, ECONO JD592	EA	1		
20.	M00100404	BOOK; TYPE A4 COUNTER FEINT & MARGIN, 192PG, JD 161	EA	1		
21.	M00100405	BOOK; TYPE A4 COUNTER FEINT & MARGIN, 288PG, JD 162	EA	1		

22.	M00100407	BOOK, DUPLICATE; TYPE A4, JD 55, COMMERCIAL SIZE 210MM X 297MM, DUPLICATIONS PEN CARBON FEINT RULED	EA	1		
23.	M00100417	BOOK; TYPE A4 EXAM PAD, PUNCHED, FEATURES 210MM X 297MM 100P, JD 581	EA	1		
24.	M00100418	BOOK; TYPE A4 EXECUTIVE PAD, UNPUNCHED, 210MM X 297MM 80P, JD 265	EA	1		
25.	M00100433	BOOK; TYPE A5 MANUSCRIPT, 128PG, JD 6235	EA	1		
26.	M00100434	BOOK; TYPE A5 MANUSCRIPT, FEINT & MARGIN, 192PG, JD 6255	EA	1		
27.	M00100435	BOOK; TYPE A5 SHORTHAND NOTE BOOK FEATURES NO C/LINE, 144PG, JD 145	EA	1		
28.	M00100436	BOOK; TYPE A6 INDEX FEINT RULED, 144PG, JD 424	EA	1		
29.	M00100437	BOOK; TYPE A6 MEMO FEINT RULED, FEATURES 144PG, JD 356 HARD COVER	EA	1		
30.	M00100438	Book - A6 Memo Feint Ruled - 96pg - JD355	EA	1		
31.	M00100278	BIN, WASTE; TYPE PAPER 15L - PLASTIC - BLACK	EA	1		
32.	M00100279	BIN, WASTE; TYPE PAPER 15L - PLASTIC - BLUE	EA	1		
33.	M00100280	BIN, WASTE; TYPE PAPER 15L - PLASTIC - GREEN	EA	1		
34.	M00100282	BIN, WASTE; TYPE PAPER 15L - PLASTIC - RED	EA	1		
35.	M00100533	BIN, STORAGE AND DISPLAY, STATIONARY; TYPE DESK TIDY PENWELL DESK ACCESSORY, COLOR BLUE	EA	1		
36.	M00100440	CALCULATOR, ELECTRONIC; TYPE DESK TOP 12 DIGIT, SHARP EL2128	EA	1		
37.	M00100442	CALCULATOR, ELECTRONIC; TYPE TWIN POWER 10 DIGIT, SHARP EL331A	EA	1		
38.	M00100450	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 19MM, NO.1	EA	1		
39.	M00100451	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 32MM, NO.3	EA	1		
40.	M00100452	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 41MM, NO.4	EA	1		
41.	M00100453	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 51MM, NO.5	EA	1		
42.	M00100454	CLIP, PAPER; TYPE CLIPS, PAPER COLOUR 30MM, CLIP MATERIAL PLASTIC COATED	EA	1		
43.	M00100455	CLIP, PAPER; TYPE CLIPS, FASTENERS, 17MM, NO.2, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	EA	1		
44.	M00100457	CLIP, PAPER; TYPE CLIPS, FASTENERS, 25MM, NO.4, PACKAGE TYPE SUPPLIED IN	EA	1		



		BOX CONTAINING 100, CLIP MATERIAL BRASS				
45.	M00100458	CLIP, PAPER; TYPE CLIPS, FASTENERS, 31MM, NO.5, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	EA	1		
46.	M00100459	CLIP, PAPER; TYPE CLIPS, FASTENERS, 38MM, NO.6, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	EA	1		
47.	M00100460	CLIP, PAPER; TYPE CLIPS, FASTENERS, 51MM, NO.7, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	EA	1		
48.	M00100461	CLIP, PAPER; TYPE CLIPS, FASTENERS, GIANT, 50MM, PACKAGE TYPE SUPPLIED IN BOX, CLIP MATERIAL SILVER	EA	1		
49.	M00100462	CLIP, PAPER; TYPE CLIPS, FASTENERS, GIANT WAVY, 50MM, PACKAGE TYPE SUPPLIED IN BOX, CLIP MATERIAL SILVER	EA	1		
50.	M00100463	CLIP, PAPER; TYPE CLIPS, PAPER WHITE, 30MM, W287, CLIP MATERIAL PLASTIC COATED	EA	1		
51.	M00100466	CLOTH, CLEANING; TYPE COMPUTER CONSUMABLES, CLEANING WIPES, 70 SHTS, YP	EA	1		
52.	M00100646	CARD, INDEX; TYPE A4 1- 31- IND1131, FEATURES MULTIPUNCHED PRINTED PVC -	EA	1		
53.	M00100647	CARD, INDEX; TYPE A4 - A-Z - IND1116, FEATURES MULTIPUNCHED PRINTED PVC	EA	1		
54.	M00100649	CARD, INDEX; TYPE A4 - JAN - DEC, FEATURES MULTIPUNCHED PRINTED PVC	EA	1		
55.	M00100304	COVER; TYPE A4 CLEAR/WHITE - GBC - PKT 25 EA	EA	1		
56.	M00100870	COVER; TYPE REPORT, WITH SLIDE - PER PKT, DIMENSIONS A4	EA	1		
57.	M00100895	CONE; TYPE FINGER, DIMENSIONS X LARGE - NO 1	EA	1		
58.	M00100872	CLIPBOARD; TYPE W479/S1120, MATERIAL MASONITE, LENGTH 380 Millimetre, WIDTH 240 Millimetre	EA	1		
59.	M00108211	DISC; TYPE SPINDAL(100 COMPACT DISCS:RECORDABLE) 700MB,52 X SPEED, 80min WITH SLEEVES, DIMENSIONS 126MM X 126MM	EA	1		
60.	M00100576	ERASER, BOARD; TYPE WHITEBOARD CLEANER, PARROT BA0201, DIMENSIONS 250ML, HOLDER MATERIAL PLASTIC	EA	1		
61.	M00100577	ERASER, BOARD; TYPE WHITEBOARD ERASER, PARROT BA0105	EA	1		

62.	M00100579	ERASER, RUBBER; TYPE ERASER, STEADTLER 526-50, MATERIAL PLASTIC/RUBBER NATURAL, SPECIAL FEATURES IN SLEEVE	EA	1		
63.	M00100580	ERASER, RUBBER; TYPE ERASER, PRIMELINE, MATERIAL PLASTIC/RUBBER NATURAL	EA	1		
64.	M00101433	ENVELOPE, MAILING; TYPE C4- ENP98SEM - MANILLA, DIMENSIONS 229x324 MM, SPECIAL FEATURES SELF SEAL, PACKAGE TYPE BOX OF 250 ENVELOPES; P/N: 516677 WALTONS STATIONERY CO. LTD;	EA	1		
65.	M00100575	ENVELOPE, MAILING; TYPE INTER OFFICE, ENP99B, DIMENSIONS 254MM X 381MM	EA	1		
66.	M00102662	ENVELOPE, MAILING; TYPE DLB ENB92SE, COLOR WHITE, DIMENSIONS 110MM X 220MM, SPECIAL FEATURES SEMI SEAL, PACKAGE TYPE BOX OF 500; CODE 511531	EA	1		
67.	M00102665	ENVELOPE, MAILING; TYPE C4 ENP98SEC, COLOR WHITE, DIMENSIONS 229MM X 324MM, SPECIAL FEATURES S/EASI, PACKAGE TYPE BOX OF 500; CODE 516923	EA	1		
68.	M00101356	FORM, PRINTED; TYPE PAYSLIP - PRASA, DIMENSIONS 297 X 210 MM, SPECIAL FEATURES PERFORATED EDGES, SELF SEAL U-SHAPE; TO BE SUPPLIED IN BOX	EA	1		
69.		CONTAINING 1000 SHEETS.				
70.	M00100873	FASTENER, FILE; TYPE W4 / WS82, SUPPLIED PER BOX OF 50, SIZE 70MM	EA	1		
71.	M00100784	FILM, TRANSPARENCY; TYPE A4 MONO FILM - HP92296U - PER PKT	EA	1		
72.	M00100785	FILM, TRANSPARENCY; TYPE A4 MULTIPURPOSE - 3M CG6000 - PER BOX, SIZE 210 X 297 MM	EA	1		
73.	M00100592	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR BLACK	EA	1		
74.	M00100593	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR BLUE	EA	1		
75.	M00100594	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR GREEN	EA	1		
76.	M00100830	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR BLACK	EA	1		
77.	M00100832	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR BLUE	EA	1		

78.	M00100838	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR PINK	EA	1		
79.	M00100840	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR YELLOW	EA	1		
80.	M00100860	FILE; TYPE 10 POCKET FLIP FILE/PRIMELINE, DIMENSIONS A4	EA	1		
81.	M00100861	FILE; TYPE 20 POCKET FLIP FILE/PRIMELINE, DIMENSIONS A4	EA	1		
82.	M00100885	FILE; TYPE FS SUSPENSION - VERSAFLEX - FIS3082, COLOR BLUE	EA	1		
83.	M00100886	FILE; TYPE FS SUSPENSION - VERSAFLEX - FIS3082, COLOR GREEN	EA	1		
84.	M00100887	FILE; TYPE FS SUSPENSION - VERSAFLEX - FIS3082, COLOR RED	EA	1		
85.	M00100890	FILE; TYPE FS SUSPENSION FILES WITH TAB & INSERT	EA	1		
86.	M00100758	FOLDER, FILE, HANGING; TYPE A4 HEAVY WEIGHT WITH CLIP NO FLAP 250G, FEATURES OPTIPLAN 445, PACKAGE TYPE PKT 25	EA	1		
87.	M00100759	FOLDER, FILE, HANGING; TYPE A4 HEAVY WEIGHT WITH FLAP 250G, FEATURES OPTIPLAN 440, PACKAGE TYPE PKT 25	EA	1		
88.	M00100467	FLUID, CORRECTION; TYPE CORRECTION FLUID, CONTAINER 20ML, COLOR WHITE	EA	1		
89.	M00100468	FLUID, CORRECTION; TYPE CORRECTION FLUID, WALTONS, CONTAINER 20ML, COLOR WHITE	EA	1		
90.	M00100445	HOLDER; TYPE CARD HOLDER, BUSINESS 96 POCKETS, BLACK - W392	EA	1		
91.	M00100540	HOLDER; TYPE PAPER CLIP HOLDER, DESK ACCESSORY, MATERIAL MAGNETIC	EA	1		
92.	M00100542	HOLDER; TYPE PAPER CUBE HOLDER ONLY , BLUE, DESK ACCESSORY	EA	1		
93.	M00100854	HOLDER; TYPE PRESENTATION / SECRETARIAL FOLDER - CH311/W41, BLUE, DIMENSIONS A4	EA	1		
94.	M00100857	HOLDER; TYPE PRESENTATION / SECRETARIAL FOLDER - CH311/W41, YELLOW, DIMENSIONS A4	ESA	1		
95.	M00100858	HOLDER; TYPE PRESENTATION / SECRETARIAL FOLDER - CH311/W41, RED, DIMENSIONS A4	EA	1		
96.	M00100863	HOLDER; TYPE PRESENTATION / SECRETARIAL FOLDER - CH311/W41, RED, DIMENSIONS A4	EA	1		
97.	M00100657	INK; TYPE STAMP PAD, CONTAINER 30 ML, COLOR BLACK	EA	1		
98.	M00100658	INK; TYPE STAMP PAD, CONTAINER 30 Millilitre, COLOR BLUE	EA	1		

99.	M00100660	INK; TYPE STAMP PAD, CONTAINER 30 Millilitre, COLOR RED	EA	1		
100.	M00100674	LABEL; TYPE INSTRUCTION S/ADHESIVE - BY HAND, DIMENSIONS 15 X 40 MM, PACKAGE TYPE PER BOX	EA	1		
101.	M00100675	LABEL; TYPE INSTRUCTION S/ADHESIVE - CONFIDENTIAL, DIMENSIONS 15 X 40 MM, PACKAGE TYPE PER BOX	EA	1		
102.	M00100686	LABEL; TYPE RING REINFORCEMENTS - PAPER, PACKAGE TYPE PER BOX	EA	1		
103.	M00100763	LABEL; TYPE ALPHA, COLOR BLUE, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
104.	M00100764	LABEL; TYPE ALPHA, COLOR GREEN, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
105.	M00100765	LABEL; TYPE ALPHA, COLOR LIGHT BLUE, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
106.	M00100766	LABEL; TYPE ALPHA, COLOR LIGHT GREEN, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
107.	M00100767	LABEL; TYPE ALPHA, COLOR LIGHT MAUVE, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
108.	M00100769	LABEL; TYPE ALPHA, COLOR LIGHT ORANGE, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
109.	M00100770	LABEL; TYPE ALPHA, COLOR LIGHT PINK, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
110.	M00100772	LABEL; TYPE ALPHA, COLOR LIGHT YELLOW, DIMENSIONS 10 SHT X 12 LABELS	ea	1		
111.	M00100780	LABEL; TYPE ALPHA, COLOR YELLOW, DIMENSIONS 10 SHT X 12 LABELS	EA	1		
112.	M00100337	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR BLUE	EA	1		
113.	M00100340	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR GREEN	EA	1		
114.	M00100341	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR ORANGE	EA	1		
115.	M00100342	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR PINK	EA	1		
116.	M00100343	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR PURPLE	EA	1		
117.	M00100344	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR RED	EA	1		
118.	M00100346	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR YELLOW	EA	1		
119.	M00100347	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR BLUE	EA	1		
120.	M00100348	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR GREEN	EA	1		

121.	M00100353	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR ORANGE	EA	1		
122.	M00100354	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR PINK	EA	1		
123.	M00100358	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR YELLOW	EA	1		
124.	M00100359	MARKER, FELT TIP; TYPE MARKER, OHP PERMANENT, PENFLEX, COLOR BLACK, TIP TYPE FINE	EA	1		
125.	M00100365	MARKER, FELT TIP; TYPE MARKER, OHP PERMANENT, PENFLEX, COLOR RED, TIP TYPE FINE	EA	1		
126.	M00100367	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR BLACK	EA	1		
127.	M00100368	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR BLUE	EA	1		
128.	M00100369	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR GREEN	EA	1		
129.	M00100370	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR RED	EA	1		
130.	M00100371	MARKER, FELT TIP; TYPE MARKER, PERMANENT, REPLICA, TIP SIZE BULLET POINT, COLOR BLACK	EA	1		
131.	M00100373	MARKER, FELT TIP; TYPE MARKER, PERMANENT, REPLICA, TIP SIZE BULLET POINT, COLOR BLUE	EA	1		
132.	M00100376	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 10, TIP SIZE BULLET POINT, COLOR BLACK	EA	1		
133.	M00100379	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 10, TIP SIZE BULLET POINT, COLOR RED	EA	1		
134.	M00100380	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 90, TIP SIZE CHISEL POINT, COLOR BLACK	EA	1		
135.	M00100384	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 20, TIP SIZE CHISEL POINT, COLOR BLACK	EA	1		
136.	M00100388	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR BLACK, TIP TYPE FINE	EA	1		
137.	M00100389	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE	EA	1		

		BULLET POINT, COLOR BLUE, TIP TYPE FINE				
138.	M00100390	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR GREEN, TIP TYPE FINE	EA	1		
139.	M00100391	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700 OR EQUIVALENT, TIP SIZE BULLET POINT, COLOR RED, TIP TYPE FINE	EA	1		
140.	M00100392	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BLACK	EA	1		
141.	M00100393	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BLUE	EA	1		
142.	M00100394	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BROWN	EA	1		
143.	M00100395	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR GREEN	EA	1		
144.	M00100396	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR RED	EA	1		
145.	M00104596	MARKER, TUBE TYPE; TYPE ARTLINE: PAINT, COLOR WHITE, TIP TYPE BULLET POINT 400, TIP SIZE 2.3 MM	EA	1		
146.	M00104597	MARKER, TUBE TYPE; TYPE ARTLINE: PAINT, COLOR BLACK, TIP TYPE BULLET POINT 400, TIP SIZE 2.3 MM	EA	1		
147.	M00057236	PAD, WRITING PAPER; SIZE DESIGNATION A4, FEATURES 80 GSM BOND, SHEET QUANTITY 200; WITH METRORAIL LOGO IN YELLOW AND GREY PANTONE ON TOP RIGHT HAND SIDE; LINES IN BLACK, GLUED ON TOP	EA	1		
148.	M00100431	PAD, WRITING PAPER; TYPE A5 DESK PAD, W371, SIZE DESIGNATION 127MM X 203MM 50P	EA	1		
149.	M00100733	permanent	EA	1		
150.	M00100736	PAD, INK; TYPE STAMP NO 2, COLOR RED, SIZE 70 X 110 Millimetre	EA	1		
151.	M00100737	PAD, INK; TYPE STAMP NO 2, COLOR VIOLET, SIZE 70 X 110 Millimetre	EA	1		
152.	M00100234	PEN, BALL-POINT; TYPE BIC FINE ORANGE, COLOR BLACK	EA	1		
153.	M00100236	PEN, BALL-POINT; TYPE BIC -FINE ORANGE, COLOR BLUE	EA	1		
154.	M00100237	PEN, BALL-POINT; TYPE BIC - MEDIUM, COLOR BLUE	EA	1		

155.	M00100238	PEN, BALL-POINT; TYPE BIC -FINE ORANGE, COLOR RED	EA	1		
156.	M00100239	PEN, BALL-POINT; TYPE BIC OR EQUIVALENT - MEDIUM, COLOR RED, PACKAGE TYPE 60	EA	1		
157.	M00100242	PEN, BALL-POINT; TYPE MON AMI LINE, COLOR RED	EA	1		
158.	M00100243	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BIOLET	EA	1		
159.	M00100244	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BLACK	EA	1		
160.	M00100245	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BLUE	EA	1		
161.	M00100246	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR GREEN	EA	1		
162.	M00100248	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR RED	EA	1		
163.	M00100249	PEN, BALL-POINT; TYPE REPLICA, COLOR BLACK	EA	1		
164.	M00100250	PEN, BALL-POINT; TYPE REPLICA, COLOR BLUE	EA	1		
165.	M00100251	PEN, BALL-POINT; TYPE REPLICA, COLOR RED	EA	1		
166.	M00100415	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR BLACK	EA	1		
167.	M00100416	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR BLACK	EA	1		
168.	M00100420	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR BLUE	EA	1		
169.	M00100421	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR BLUE	EA	1		
170.	M00100422	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR GREEN	EA	1		
171.	M00100423	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR RED	EA	1		
172.	M00100424	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR RED	EA	1		
173.	M00100425	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE BLACK	EA	1		
174.	M00100426	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE BLUE	EA	1		
175.	M00100429	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE PURPLE	EA	1		
176.	M00100430	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE RED	EA	1		
177.	M00100793	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR BLACK	EA	1		
178.	M00100795	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR GREEN	EA	1		
179.	M00100796	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR RED	EA	1		



180.	M00100469	PEN, CORRECTION; TYPE CORRECTION PEN, MON AMI, TIP SIZE FINE POINT, INK COLOR WHITE	EA	1		
181.	M00100470	PEN, CORRECTION; TYPE CORRECTION PEN, PENTEL ZL 1S-6, TIP SIZE FINE POINT, INK COLOR WHITE	EA	1		
182.	M00100471	PEN, CORRECTION; TYPE CORRECTION PEN, PENTEL ZL31W, TIP SIZE FINE POINT, INK COLOR WHITE	EA	1		
183.	M00100809	PENCIL; TYPE CLUTCH 0.5MM - PENTEL HOTSHOT	EA	1		
184.	M00100810	PENCIL; TYPE CLUTCH 0.5MM - STEPHENS S405, FEATURES CUSHION TIP BLACK BARREL	EA	1		
185.	M00100811	PENCIL; TYPE CLUTCH 0.5MM - MON AMI DIGI CLIQUE, FEATURES WITH RUBBER GRIP	EA	1		
186.	M00100812	PENCIL; TYPE CLUTCH 0.5MM - PENTEL TECHNICLICK - PD105, FEATURES WITH RUBBER GRIP	EA	1		
187.	M00100815	PENCIL; TYPE LEAD - CLUTCH 0.5MM, FEATURES MON AMI - HB, PACKAGE TYPE TUBE	EA	1		
188.	M00100816	PENCIL; TYPE LEAD CLUTCH 0.5MM, FEATURES PENTEL - HB	EA	1		
189.	M00100817	PENCIL; TYPE WOODEN, FEATURES PRIMELINE - HB	EA	1		
190.	M00100821	PENCIL; TYPE WOODEN, FEATURES STEADTLER - 3H	EA	1		
191.	M00100827	PENCIL; TYPE WOODEN, FEATURES STEADTLER - HB	EA	1		
192.	M00100859	PLASTIC SHEET; TYPE A4 PLASTIC POCKETS - PER PKT, COLOR CLEAR, THICKNESS 60 U	EA	1		
193.	M00032454	PAPER, BOND; TYPE COPY, COLOR WHITE, SPECIAL FEATURES LONG GRAIN, SIZE DESIGNATOR A3, QUANTITY WITHIN EACH UNIT PACKAGE RM 500; SIZE 297 MM X 420 MM, GRAIN MASS 78 G/SQM; TYPEK ONLY!	EA	1		
194.	M00100283	PAPER, DUPLICATING, COPY; TYPE A4 80G ROTATRIM - WHITE, PACKAGE TYPE REAM OF 500 SHEETS	EA	1		
195.	M00100285	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK - CELESTIAL BLUE, PACKAGE TYPE REAM OF 500 SHEETS	EA	1		
196.	M00100287	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK - JADE, PACKAGE TYPE REAM OF 500 SHEETS	EA	1		
197.	M00100288	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK - PINK, PACKAGE TYPE REAM OF 500 SHEETS	EA	1		



198.	M00100289	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK - SUNLIGHT YELLOW, PACKAGE TYPE REAM OF 500 SHEETS	EA	1		
199.	M00100291	PAPER, DUPLICATING, COPY; TYPE A3 80GM - ROTATRIM - WHITE, PACKAGE TYPE REAM OF 500 SHEETS	EA	1		
200.	M00100950	PAPER; TYPE TOP FORM COMPUTER 1 PART BLUE LINE, SIZE 280 X 390 MM; 2000 SHEETS PER BOX	EA	1		
201.	M00100443	PAPER, CARBON, PENCIL; COLOR BLACK, GRADE TENACIA, DIMENSIONS A4 , 210MM X 297MM, PACKAGE TYPE PAD	EA	1		
202.	M00100444	PAPER, CARBON, PENCIL; COLOR BLUE, GRADE TENACIA, DIMENSIONS A4 , 210MM X 297MM, PACKAGE TYPE PAD	EA	1		
203.	M00100549	PAD, WRITING PAPER; TYPE PAPER CUBE REFILL, COLOR RAINBOW	EA	1		
204.	M00100550	PAD, WRITING PAPER; TYPE PAPER CUBE REFILL, COLOR WHITE	EA	1		
205.	M00100715	PUNCH, PAPER, HAND; TYPE KANGARO DP800, FEATURES HEAVY DUTY 2 HOLE	EA	1		
206.	M00100716	PUNCH, PAPER, HAND; TYPE UNO 183, FEATURES HEAVY DUTY 3 HOLE WOODEN BASE	EA	1		
207.	M00100687	POUCH, LAMINATING; TYPE A3 150MIC - PER BOX	EA	1		
208.	M00100688	POUCH, LAMINATING; TYPE A4 150MIC - PER BOX	EA	1		
209.	M00100689	POUCH, LAMINATING; TYPE A4 250MIC - PER BOX	EA	1		
210.	M00100694	PIN; TYPE DRAWING SOLID HEAD 12MM, SPECIFICATION PER BOX	EA	1		
211.	M00100695	PIN; TYPE INDICATOR - BLACK, SPECIFICATION PER BOX, LENGTH 20 MM	EA	1		
212.	M00100696	PIN; TYPE INDICATOR - BLUE, SPECIFICATION PER BOX, LENGTH 20 Millimetre	EA	1		
213.	M00100697	PIN; TYPE INDICATOR - GREEN, SPECIFICATION PER BOX, LENGTH 20 Millimetre	EA	1		
214.	M00100698	PIN; TYPE INDICATOR - RED, SPECIFICATION PER BOX, LENGTH 20 Millimetre	EA	1		
215.	M00100699	PIN; TYPE INDICATOR - WHITE, SPECIFICATION PER BOX, LENGTH 20 MM	EA	1		
216.	M00100700	PIN; TYPE INDICATOR - YELLOW, SPECIFICATION PER BOX, LENGTH 20 Millimetre	EA	1		
217.	M00100260	REFILL, BALL POINT PEN; TYPE PARKER - FINE, INK COLOR BLACK	EA	1		
218.	M00100408	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLACK	EA	1		

219.	M00100411	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLUE	EA	1		
220.	M00100412	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR BLACK	EA	1		
221.	M00100413	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR BLUE	EA	1		
222.	M00100414	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR RED	EA	1		
223.	M00100806	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLACK	EA	1		
224.	M00100587	RING, LOOSE-LEAF BINDER; TYPE FILING 2 RING BINDER, COLOR BLACK, DIMENSIONS 50MM, CAPACITY A4	EA	1		
225.	M00100588	RING, LOOSE-LEAF BINDER; TYPE FILING 2 RING BINDER, COLOR BLUE, DIMENSIONS 50MM, CAPACITY A4	EA	1		
226.	M00100717	RUBBER BAND; TYPE ASSORTED - 100G	EA	1		
227.	M00100718	RUBBER BAND; TYPE NO 12, PACKAGE TYPE 100 G	EA	1		
228.	M00100722	RUBBER BAND; TYPE NO 32, PACKAGE TYPE 100 Gram	EA	1		
229.	M00100723	RUBBER BAND; TYPE NO 34, PACKAGE TYPE 100 Gram	EA	1		
230.	M00100724	RUBBER BAND; TYPE NO 38, PACKAGE TYPE 100 Gram	EA	1		
231.	M00100726	RUBBER BAND; TYPE NO 69, PACKAGE TYPE 100 Gram	EA	1		
232.	M00100728	RULER; TYPE PLASTIC - CLEAR, SIZE 30 CM	EA	1		
233.	M00100729	RULER; TYPE PLASTIC - OPAQUE, SIZE 30 CM	EA	1		
234.	M00100730	RULER; TYPE PLASTIC SHUTTERPROOF - CLEAR, SIZE 30 CM	EA	1		
235.	M00100702	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DESIGNATION SIGN HERE, DIMENSIONS 25 X 43 MM	EA	1		
236.	M00100703	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR BLUE	EA	1		
237.	M00100704	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR FLORESCENT PINK	EA	1		
238.	M00100705	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR GREEN	EA	1		
239.	M00100706	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR ORANGE	EA	1		
240.	M00100707	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR PURPLE	EA	1		

241.	M00100708	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR RED	EA	1		
242.	M00100709	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR WHITE	EA	1		
243.	M00100710	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimetre, COLOR YELLOW	EA	1		
244.	M00100711	STICKER; TYPE POST IT - REPOSITIONABLE NOTE, DIMENSIONS 38 X 50 MM, COLOR PRONTI - YELLOW	EA	1		
245.	M00100712	STICKER; TYPE POST IT - REPOSITIONABLE NOTE 3M - 657SA, DIMENSIONS 75 X 100 Millimetre, COLOR YELLOW	EA	1		
246.	M00100713	STICKER; TYPE POST IT - REPOSITIONABLE NOTE, DIMENSIONS 75 X 125 Millimetre, COLOR PRONTI - YELLOW	EA	1		
247.	M00100714	STICKER; TYPE POST IT - REPOSITIONABLE POP-UP NOTES, DIMENSIONS 76,2 X 76.2 Millimetre, COLOR YELLOW	EA	1		
248.	M00100293	SHEET; TYPE BINDING - A4 ACETATE - CLEAR COVER, SPECIFICATION 60, 180 MICRON	EA	1		
249.	M00100297	SHEET; TYPE BINDING - A4 ACETATE - FROSTED - W41S - YELLOW	EA	1		
250.	M00100731	SCISSORS; MATERIAL ORANGE HANDLE, LENGTH 17 CM, BLADE STYLE 6.7CM - SB1170	EA	1		
251.	M00100732	SCISSORS; MATERIAL ORANGE HANDLE, LENGTH 21.5 Centimetre, BLADE STYLE 8.5CM - SC3008A	EA	1		
252.	M00100739	STAPLER; TYPE FULL STRIP - REXEL AQUARIUS, MATERIAL PVC	EA	1		
253.	M00100740	STAPLER; TYPE HEAVY DUTY- REXEL GAIANT	EA	1		
254.	M00100741	STAPLE; TYPE ETONA -23/10, PACKAGE TYPE PER BOX	EA	1		
255.	M00100746	STAPLE; TYPE PRIMELINE - W254 - 26/6, PACKAGE TYPE PER BOX	EA	1		
256.	M00100748	STAPLE; TYPE REMOVER KW506	EA	1		
257.	M00100749	STAPLE; TYPE REXEL - 66/14, PACKAGE TYPE PER BOX	EA	1		
258.	M00100750	STAPLE; TYPE REXEL NO 66/8, PACKAGE TYPE PER BOX	EA	1		
259.	M00100751	STAPLE; TYPE REXEL NO 16 - 24/6., PACKAGE TYPE PER BOX	EA	1		
260.	M00100752	STAPLE; TYPE REXEL NO 56 - 26/6, PACKAGE TYPE PER BOX	EA	1		

261.	M00102083	STAPLER; TYPE PAPERPRO DESKTOP PP 1100/ 1108, STAPLE SIZE 2 - 25 SHEETS	EA	1		
262.	M00100753	TWINE; TYPE MEDIUM - 500G, MATERIAL COTTON	EA	1		
263.	M00100754	TWINE; TYPE THICK - 500G, MATERIAL COTTON	EA	1		
264.	M00100755	TWINE; TYPE THIN - 500G, MATERIAL COTTON	EA	1		
		<b>SUB-TOTAL</b>				
		<b>VAT @ 15%</b>				
		<b>TOTAL</b>				

I / We \_\_\_\_\_ (Insert Name of Bidding Entity) of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ code \_\_\_\_\_

(Full address) conducting business under the style or title of: \_\_\_\_\_ represented by:

\_\_\_\_\_ in my capacity as: \_\_\_\_\_ being duly

authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of

R \_\_\_\_\_ (amount in numbers);

\_\_\_\_\_

\_\_\_\_\_

(amount in words) Incl. VAT.

**\*NB: Failure to complete and sign the above confirmation will result in automatic disqualification.**

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service provider)

## **SECTION 7**

### **PRASA GENERAL CONDITIONS OF PURCHASE**

#### **General**

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

#### **Conditions**

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

#### **Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

#### **Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

**Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

**Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

**Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

**Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements and fit for the purpose for which they are intended and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

**Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

**Assignment and sub-contracting**

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

**Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

## 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

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



is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder,

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

- (a) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

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

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

#### 80/20

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

Where:

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of **Regulation 4(2); 5(2); 6(2) and 7(2)** of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Entities with a B-BBEE contributor status of at least level 2 - B-BBEE Certificate/Affidavit	10	
Black Youth Owned-Certified Copy of ID documents of owners	10	
<b>Total</b>	20	

## DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

### 4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a)disqualify the person from the tendering process;

(b)recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c)cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d)recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e)forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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